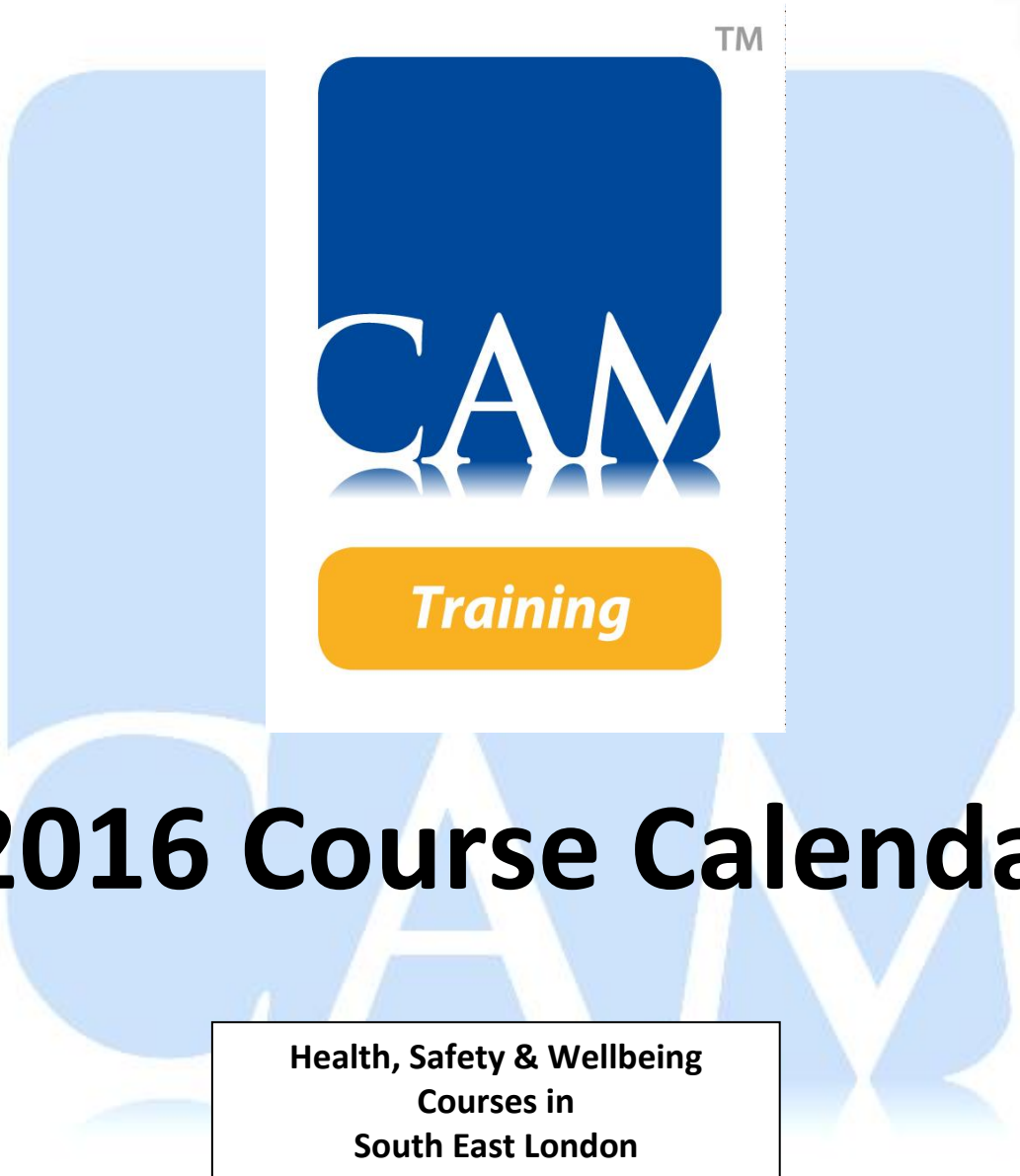


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2016 Course Calendar

Health, Safety & Wellbeing
Courses in
South East London



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Introduction

April 2016 Brochure

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Tim Jones
Course Curator

Welcome to our Courses for Business and Commerce Brochure.

Thank you for considering us when planning your future career training and development.

Working with our associates Woodward Group, CAM training has over 23 years' experience and expertise training in health and safety management. We use that experience and expertise not only to help you to gain a qualification but also to develop a competence in health and safety professionalism that will enhance your career.

This document contains an outline of the current course portfolio. Each course herein is briefly described, with duration and costs detailed. If you require additional detail on any of our courses, please contact me directly, and I will be happy to discuss, or send further information on, the course of interest.

Training

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Federation of Window Cleaners' Cleaning Windows Safely Course

The *Federation of Window Cleaners' Cleaning Windows Safely Course* (Using water-fed poles and ladders) is a 1 day taught course purposefully designed by window cleaners, for window cleaners. All individuals involved within, or considering a move toward, the trade would benefit from attending this course.

Candidates will be instructed in the principles of safe window cleaning using water-fed poles system and ladders.

Cleaning Windows Safely is a no-nonsense, hands-on course that covers practice and theory with a lifetime, industry recognised, IOSH accredited certificate upon completion.

Gaining this qualification will assist you, and your organisation, to prepare, plan and perform your work safely as well as to comply with legislative requirements.

Programme:

The programme runs as a 1 day taught course.

Course Content:

The Business Case
Using Portable Ladders
Using Water-fed Poles

Assessment:

Delegates must sit a short open-book assessment in which they complete both a multi-choice assessment paper and a hazard spotting assessment paper.

Course Locations and Prices

CAM London Training Centre

£135.00 + VAT for members [per delegate]

£185.00 + VAT for non-members [per delegate]

(This price includes: course book, additional notes, IOSH fees, refreshments and lunches.)



Federation of Window Cleaners' Risk Assessment Course

The *Federation of Window Cleaners' Risk Assessment* (for cleaning windows, gutters & external facades) is a 1 day taught course purposefully designed by window cleaners, for window cleaners. All individuals involved within, or considering a move toward, the trade would benefit from attending this course.

While an understanding of the risk assessment process is vital for all individuals involved in undertaking hazardous activities at work, personnel who would particularly benefit from attending this course would include supervisory and management staff who are responsible for writing risk assessments.

Risk Assessment (for cleaning windows, gutters & external facades) is a practically driven, hands-on course that covers practice and theory with a lifetime, industry recognised, IOSH accredited certificate upon completion.

Gaining this qualification will assist you, and your organisation, to prepare, plan and perform your work safely as well as to comply with legislative requirements.

Programme:

The programme runs as a 1 day taught course.

Course Content:

- Risk Assessment – What & Why
- The Legal Duty
- Definitions
- The Assessment Process
- Recording Assessments
- Monitoring Control Measures
- Reviewing Assessments

Assessment:

Delegates must sit a short open-book assessment in which they complete both a multi-choice assessment paper and a hazard spotting assessment paper.

Course Locations and Price:

CAM London Training Centre

£135.00 + VAT for members [per delegate]

£185.00 + VAT for non-members [per delegate]

(This price includes: course book, additional notes, IOSH fees, refreshments and lunches.)



IOSH Working Safely

The *IOSH Working Safely* Course is a 1 day taught course designed for people at any level, in any sector, needing a foundation in the essentials of health and safety. Everyone at work should have an understanding of why they must 'work safely' – and this course offers exactly that.

Working safely isn't supposed to turn delegates into safety experts. It focuses on why health and safety is important, and how individuals can make a real difference to their own wellbeing and that of others through changing their behaviour

Working safely meets the government's guidelines for introductory health and safety training and is a compatible with the Health and Safety Executive's 'passport' syllabus. Delegates will receive nationally recognised and respected certificated training which is designed and quality-controlled by the Chartered body for health and safety.

The Construction Skills Certification Scheme (CSCS) has recognised *IOSH Working Safely* as an equivalent to the Level 1 Award in Health and Safety and delegates who successfully complete the course can apply for a CSCS green labourer card once they have also passed the CITB Health, Safety and Environment Operatives Test.

Course Content:

- ~ Introducing Working Safely
- ~ Defining Hazard & Risk
- ~ Identifying Common Hazards
- ~ Improving Safety Performance
- ~ Protecting Our Environment

Assessment:

Delegates must sit a short closed-book assessment in which they complete both a multi-choice assessment paper and three hazard spotting assessment papers.

An IOSH 'Working Safely' certificate is awarded to all those who successfully complete both assessment elements.

Programme:

The programme runs as a 1 day taught course.

Course Locations and Price:

CAM London Training Centre

£150 + Vat = £180.00 [per delegate]

This price includes the course book, additional notes, IOSH fees, refreshments and lunches.

In-house Course Price:

Available on request

IOSH H&S for Supervisors

The two day *IOSH Health and Safety for Supervisors* course is suitable for all industries and types of organisations and provides essential knowledge and understanding for Supervisors, Team Leaders, and anybody who may, as part of their role, be responsible for the safe performance of others.

The aim of *Safety for Supervisors* is to provide nominated responsible individuals with the relevant knowledge and skills required to supervise work safely.

Course Content:

- ~ Reasons for Managing Health & Safety
- ~ Outline of Health & Safety Legislation
- ~ The Risk Assessment Process
- ~ Active Monitoring – Proactive & Reactive
- ~ Designing for Safety
- ~ Human Behaviour
- ~ Examining two Regulations of choice

Assessment:

Understanding of the course material is evaluated by means of a multiple choice assessment and a practical assignment to be carried out at your own workplace.

An IOSH accredited 'Supervising Safely' certificate is awarded to all those who successfully complete both assessment elements.

Programme:

The taught course programme runs for 2 days. For in-house courses the training days do not need to be consecutive.

Course Locations and Price:

CAM London Training Centre

£285.00 + Vat = £342.00 [per delegate]

This price includes the course book, additional notes, IOSH fees, refreshments and lunches.

In-house Course Price:

Available on request

Training

IOSH Managing Safely

The *IOSH Managing safely* is for managers and supervisors in any sector, and any organisation. It's designed to get managers up to speed on the practical actions they need to take to handle

Managing safely won't turn delegates into safety experts – but it will give them the knowledge and tools to tackle the health and safety issues they're responsible for. Importantly, it brings home just why health and safety is such an essential part of their job.

Delegates will receive nationally recognised and respected certificated training which is designed and quality-controlled by the Chartered body for health and safety.

Course Content:

- Module 1 ~ Introducing Managing Safely
- Module 2 ~ Assessing Risks
- Module 3 ~ Controlling Risks
- Module 4 ~ Understanding your responsibilities
- Module 5 ~ Identifying hazards
- Module 6 ~ Investigating accidents and incidents
- Module 7 ~ Measuring performance
- Module 8 ~ Protecting our environment

Assessment:

Understanding of the course material is evaluated by means of a closed book examination and a practical assignment.

An IOSH accredited 'Managing Safely' certificate is awarded to all those who successfully complete both assessment elements.

Programme:

The taught course programme runs for 4 consecutive days. For in-house courses the days do not need to be consecutive and can be spread over 2, 3 or 4 weeks.

The E-learning course takes approximately 24 hours to complete.

Course Locations and Price:

CAM London Training Centre

£480 + Vat = £578.00 [per delegate]

This price includes the course book, additional notes, IOSH fees, refreshments and lunches.



NEBOSH National General Certificate

The *NEBOSH National General Certificate in Occupational Safety and Health* is an examined core qualification for people who have health and safety as part of their role at work. It is designed for Managers, Supervisors and staff from all types of organisations who need a broad understanding of health and safety issues. The certificate helps them manage health and safety risks effectively. Many people take the NEBOSH National General Certificate as a first step in a career in health and safety. It provides a valuable overview and is a sound basis for further professional study.

Holders of the NEBOSH National General Certificate in Occupational Health and Safety are entitled to Associate Membership (AIOSH) of the Institute of Occupational Safety and Health (IOSH). The qualification also meets the academic requirements for Technician membership (TechIOSH) of the Institute and Associate membership (AIIRSM) of the International Institute of Risk and Safety Management (IIRSM).

Course Content:

The NEBOSH National General Certificate covers the main legal requirements for health and safety in the UK, identification and control of workplace hazards, and the practical application of this knowledge. No previous health and safety knowledge is required but candidates should note the assessment includes a requirement to write a short report.

Unit NGC1: Management of Health and Safety

- Element 1: Foundations in Health & Safety
- Element 2: Policy
- Element 3: Organising
- Element 4: Planning
- Element 5: Measuring, Audit and Review

Unit NGC2: Controlling Workplace Hazards

- Element 1: Workplace Hazards and Risks
- Element 2: Transport Hazards and Risks
- Element 3: Musculoskeletal Hazards & Risks
- Element 4: Work Equipment Hazards/Risks
- Element 5: Electrical Safety
- Element 6: Fire Safety
- Element 7: Chemical and Biological Safety
- Element 8: Physical & Psychological Health

Unit NGC3: Health and Safety Practical Application

Assessment:

Units NGC1 and NGC2 are taught units each assessed by a two-hour written examination. Each written examination consists of ten 'short-answer' questions and one 'long-answer' question. Unit NGC3 is assessed by a two-hour practical examination carried out in the candidate's own workplace.

Course programme:

- Block Release [12 day] course - 2 x 1 week blocks, plus 2 days for the examinations.
- Day Release [11 day] course - 11 x 1 day per week, including the examinations.
- E-Learning - 45 to 75 hours of study, plus 2 days for the revision and examinations.

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Course Locations and Prices:

CAM London Training Centre

£1500.00 + Vat = £1800.00 [per delegate]

These prices include the course book, additional notes, NEBOSH fees, coffees, biscuits and lunches.

E-Learning Course:

Each e-learning course booking comes with a 1 year licence for the learning and support materials, allowing you plenty of time to study the material at a pace to suit you. It also includes revision and exam support materials, including the opportunity to complete a mock written examination.

The course costs £887.00 + VAT = £1064.40 [per delegate].

In addition to the e-learning materials the price includes your NEBOSH Registration Fees, two 1/2 day exam revision workshops and your three examinations.

In- House Course Prices:

Available on request



CIEH Level 3 Award in Education and Training (EAT)

This qualification replaces the CIEH Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (PTTLS).

The *Award in Education and Training* is designed for those who are in training or teaching role and require a qualification without a minimum teaching practice requirement. This training helps individuals who are new to teaching to develop an understanding of how to deliver inclusive and engaging training programmes that meet learners' needs.

There are no formal entry requirements for candidates who want to take this qualification. This qualification is essential for those who wish to become a CIEH registered trainer or an approved independent, or associated, training provider.

Course Content:

The CIEH Level 3 *Award in Education and Training* provides an introduction to teaching and sets out to achieve the following learning outcomes:

- To develop understanding of the teaching role and responsibilities
- Learn how to maintain a safe and supportive learning environment
- Plan, deliver, and evaluate inclusive teaching and learning
- Develop understanding of the types and methods of assessment used in education and training
- Learn how to involve learners and others in the assessment process
- Understand requirements for keeping records

Programme:

The course will be delivered over 5 days. The course is assessed by a "micro-teach" practical assignment and two Multiple Choice Examination assignments.

Course Location and Prices:

CAM London Training Centre

£595.00 + Vat = £714.00 [per delegate]

This price includes the course book, additional notes, CIEH fees, coffees, biscuits and lunches.

In- House Course Prices:

Available on request



CIEH Short Course Range

Chartered Institute of Environmental Health [CIEH] Health and Safety Courses

Level 1 Courses:

CIEH Level 1 Certificate in Stress Awareness [1/2 day]
£75 + VAT = £90

CIEH Level 1 Award in Fire Safety Principles [1/2 day]
£95 + VAT = £114

CIEH Level 1 Award in Health and Safety in the Workplace [1/2 day]
£95 + VAT = £114

Level 2 Courses:

CIEH Level 2 Award in the Principles of Manual Handling [1/2 day]
£75 + VAT = £90

CIEH Level 2 Award in the Principles of COSHH [1/2 day]
£75 + VAT = £90

CIEH Level 2 Award in Environmental Principles and Best Practice [1 day]
£105 + VAT = £126

CIEH Level 2 Award in Fire Safety Principles [1 day]
£105 + VAT = £126

CIEH Level 2 Award in Conflict Resolution & Personal Safety [1 day]
£115 + VAT = £138

CIEH Level 2 Award in Health and Safety in the Workplace [1 day]
£125 + VAT = £150

CIEH Level 2 Award in Principles of Risk Assessment [1 day]
£125 + VAT = £150

Level 3 Courses:

CIEH Level 3 Award in Risk Assessment Principles and Practice [1 day + assessment]
£155 + VAT = £186

CIEH Level 3 Award in Health and Safety in the Workplace [3 day]
£395 + VAT = £474



CAM Bespoke Short Courses

CAM Specialist Support Health and Safety Courses

CAM Certificate in the Principles of Safe Ladder Use [1/2 day]
£65 + VAT = £78

CAM Certificate in the Principles of Safety Harness Use [1/2 day]
£65 + VAT = £78

CAM Certificate in the Principles of Risk Assessment [1/2 day]
£65 + VAT = £78

CAM Certificate in the Principles of SMART Communication (1/2 day)
£65 + VAT = £78

CAM Certificate in the Principles of Safe Working At Height [1 day]
£90 + VAT = £108

CAM Certificate in the Principles of Safety Leadership [1 day]
£90 + VAT = £108

CAM Certificate in the Principles of Health and Safety Law for Managers [1 day]
£90 + VAT = £108

Please contact us for more information on any of these courses. CAM Specialist Support is able to design and deliver bespoke, 'tailor-made', short courses to your specific specification if required.



Consultancy and Legal Compliance Audits

What we can do for you:

The legal methodology has moved towards a non-prescriptive self-regulatory system for Health and Safety Management. No longer can you rely on external government representatives to rubber stamp your business and be sure that you are legally compliant.

CAM can provide guidance and advice for you to complete your risk assessments, safety policies and other mandatory documentation. We can help you identify the legislation relevant to your business and advise on what you need to do to give them appropriate consideration.

Once your management systems are in place we can perform a compliance audit to make sure that those systems, and the relevant documentation, is up-to-date and maintained in a suitable and sufficient condition.

Areas of Specialism:

Consultancy and legal compliance audits can be offered in the following areas:

- Health and Safety Management
- Risk Assessment and Method Statements
- Policies and Procedures

Costs:

The cost depends on your requirements, the number of sites your company has, and the amount of work that needs to be done.

Please contact us to discuss your requirements so we can tailor the work to your specific need.



Terms and Conditions

By confirming a course booking with CAM and Woodward you agree to abide by these Booking Terms and Conditions.

Provisional Bookings

Provisional Bookings can be made by phone or email but will expire within 15 working days unless a booking confirmation has been received.

Booking Confirmation

For a delegate to confirm his or her place on a course, a CAM or Woodward booking form should be completed and sent to CAM or Woodward (by post or e-mail). If you have multiple delegates please complete a separate booking form for each one. Joining instructions will be sent to confirmed delegates.

Payment of Fees

A deposit payment, or a formal purchase order (if a company), must be sent to CAM or Woodward along with the completed booking form.

Please note that to guarantee your course place full payment must be made two weeks before the course is due to start.

Payment Surcharges

Debit Card payments are free. Credit Card payments incur a 2% surcharge; please note that we cannot accept American Express cards. International Bank Transfer payments incur a £10.00 fee.

Dress Code

Training courses have a smart-casual dress code for delegates.

Delegate Behaviour

Delegates are expected to behave professionally at all times during the course. We may remove a delegate from a course (without refunding fees) if the delegate is behaving unreasonably, or is disrespectful towards other delegates or a member of staff.

Cancellations

We reserve the right to postpone, cancel or alter the dates of provision of a course and/or the venue of the course. In the event of cancellation by the delegate the following fees will be payable:

Notice given prior to course commencement:

- More than 28 calendar days - no charge [deposit is non-refundable]
- 14 to 28 calendar days - 50% of course fee charged
- Less than 14 calendar days - 100% of course fee charged

Telephone cancellations can be accepted but must be confirmed immediately in writing [by e-mail]. Please note that a deposit paid to confirm a booking is always non-refundable.

Substitutions and Transfers

Delegate substitutions may be made prior to the start of the course without penalty, providing we are informed in writing.

A fee may be payable in this circumstance to cover any examination fees incurred by Woodward. It is the clients' responsibility, having referred to the relevant course information, to ensure the course is suitable for the delegates.

There is no charge for transferring your booking to the same course on an alternative date and/or venue provided you notify CAM or Woodward in writing 14 working days before the start of the course and there is availability. A transfer fee of 20% of the course fee (plus VAT) will be payable if notice is received less than 14 working days of the start date of the original course. No refund will be made in the event of a transfer. No more than one transfer per delegate booking will be allowed.

Transfer requests received once a course has commenced are not acceptable and will be considered to be a cancellation and will be subject the terms and conditions above regarding cancellations.

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