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2018 Professional Qualifications Prospectus



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First Aid & Life Support Courses

Level 3 Emergency First Aid at Work

Course is 6 hours for additional duration we offer the AED certificate for free.

This Regulated Qualification is ideal for anyone wishing to become an emergency first aider. This provides learners with skills and knowledge to deal with first aid situations in low risk workplace environments for the Health and Safety (First-Aid) Regulations 1981 EFAW Learning Outcomes - The learner will:

- 1 Understand the role and responsibilities of a first aider.
- 2 Be able to assess an incident.
- 3 Be able to provide first aid to an unresponsive casualty (CPR & Recovery Position).
- 4 Be able to provide first aid to a casualty who is choking.
- 5 Be able to provide first aid a casualty with external bleeding.
- 6 Know how to provide first aid to a casualty who is suffering from shock.
- 7 Know how to provide first aid to a casualty with minor injuries.

Level 3 First Aid at Work (QCF)

For new learner's course is 18 hours for additional duration we offer the AED certificate for free. Renewing learners is 12 hours for additional duration we offer

the AED certificate for free. Both courses are face to face, prior achievement can be considered.

This Regulated Qualification is ideal for anyone wishing to become a first aider. It covers a wider range of subjects than that covered by the Emergency First Aid at Work qualification. It provides learners with the skills and knowledge to deal with first aid situations in higher risk workplaces or workplaces with an increased number of employees. Produced in aid of the Health and Safety (First-Aid) Regulations 1981.

2 Units qualifications as follows:

Unit 1 - Emergency First Aid in the Workplace.

- 1 Understand the role and responsibilities of a first aider.
- 2 Be able to assess an incident.
- 3 Be able to provide first aid to an unresponsive casualty.
- 4 Be able to provide first aid to a casualty who is choking.
- 5 Be able to provide first aid a casualty with external bleeding.
- 6 Know how to provide first aid to a casualty who is suffering from shock.
- 7 Know how to provide first aid to a casualty with minor injuries.

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Unit 2 - Managing Illness and Injury in the Workplace

- 1 Be able to conduct a secondary survey.
- 2 Be able to provide first aid to a casualty with suspected injuries to bones, muscles and joints.
- 3 Be able to provide first aid to a casualty with suspected head and spinal injuries.
- 4 Know how to provide first aid to a casualty with suspected chest injuries.
- 5 Know how to provide first aid to a casualty with burns and scalds.
- 6 Know how to provide first aid to a casualty with an eye injury.
- 7 Know how to provide first aid to a casualty with sudden poisoning.
- 8 Know how to provide first aid to a casualty with anaphylaxis.
- 9 Be able to provide first aid to a casualty with suspected major illness.

Level 3 Award in Emergency Paediatric First Aid (QCF)

6 Hours course. This regulated first aid qualification is specific to infants aged under 1, and children aged from 1 year old to the onset of puberty. It is ideal for parents and babysitters.

This qualification is the first day and unit of the Level 3 Award in Emergency Paediatric First Aid (QCF). This latter qualification meets the requirements of

the statutory framework for the Early Years Foundation Stage (EYFS) as issued by the department for Education and Skills Foundation Stage relating to Early Years childcare. Learning Outcomes: Emergency Paediatric First Aid The learner will:

- 1 Understand the role and responsibilities of the paediatric first aider.
- 2 Be able to assess an emergency situation safely.
- 3 Be able to provide first aid for an infant and a child who is unresponsive and breathing normally.
- 4 Be able to provide first aid for an infant and a child who is unresponsive and not breathing normally.
- 5 Be able to provide first aid for an infant and a child who has a foreign body airway obstruction.
- 6 Be able to provide first aid to an infant and a child with external bleeding.
- 7 Understand how to provide first aid to an infant and a child who is suffering from shock.
- 8 Understand how to provide first aid to an infant and a child with anaphylaxis.

Level 3 Award in Paediatric First Aid (QCF)

12 Hours course. This regulated first aid qualification is specific to infants aged under 1, and children aged from 1 year old to the onset of puberty.

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It fulfils the requirements of the statutory framework for the Early Years Foundation Stage (EYFS) as issued by the department for Education and Skills Foundation Stage relating to Early Years childcare. This Level 3 qualification is an extended version of the Emergency Paediatric First Aid includes day one and first unit. Learning Outcomes: Emergency Paediatric First Aid

1 Understand the role and responsibilities of the paediatric first aider.

2 Be able to assess an emergency situation safely.

3 Be able to provide first aid for an infant and a child who is unresponsive and breathing normally.

4 Be able to provide first aid for an infant and a child who is unresponsive and not breathing normally.

5 Be able to provide first aid for an infant and a child who has a foreign body airway obstruction.

6 Be able to provide first aid to an infant and a child with external bleeding.

7 Understand how to provide first aid to an infant and a child who is suffering from shock.

8 Understand how to provide first aid to an infant and a child with anaphylaxis.

Learning Outcomes: Managing Paediatric Illness, Injuries and Emergencies

1 Be able to administer first aid to an infant and a child with injuries to bones, joints and muscles.

2 Be able to provide first aid to an infant and a child with head and spinal injuries.

3 Understand how to administer first aid to an infant and a child with conditions affecting the eyes, ears and nose.

4 Understand how to administer emergency first aid to an infant and a child with a chronic medical condition or sudden illness.

5 Understand how to administer first aid to an infant and a child who is experiencing the effects of extreme heat and cold.

6 Understand how to administer first aid to an infant and a child who has sustained an electric shock.

7 Understand how to administer first aid to an infant and a child with burns or scalds.

8 Understand how to administer first aid to an infant and a child who has been poisoned.

9 Understand how to administer first aid to an infant and a child who has been bitten or stung.

10 Understand how to administer first aid to an infant and a child with minor injuries.

11. Understand how to complete records for injuries, illness and emergencies.

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Level 2 Award in Basic Life Support and the Safe use of an Automated External Defibrillator

Up to 4 Hours training. This qualification is recommended as training for first aiders in the workplace environment who have access to a defibrillator.

Basic Life Support and Using an Automated External Defibrillator - The learner will

- 1 Be able to manage an unresponsive casualty who is breathing normally.
- 2 Be able to manage an unresponsive casualty who is not breathing normally.
- 3 Know how to safely use an automated external defibrillator.
- 4 Be able to safely use an automated external defibrillator

Level 2 Award in Basic Life Support and Management of Anaphylaxis

This qualification is for those candidates who require training in the management of anaphylaxis and is recommended as being suitable training for first aiders who have a duty of care over people suffering from anaphylaxis.

Successful completion of the course will result in knowledge and skills that will maintain good practice in the safe and effective use of basic life support and the management of anaphylaxis. The course is 4 hours duration

Basic Life Support and Management of Anaphylaxis - The learner will

- 1 Be able to manage an unresponsive casualty who is breathing normally.
- 2 Be able to manage an unresponsive casualty who is not breathing normally.
- 3 Know how to recognise a casualty with anaphylaxis.
- 4 Be able to manage a casualty with anaphylaxis.

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Health & Safety Courses

Principles of Health and Safety in the Workplace

2 to 3 Hours delivered by a qualified trainer.

Covers basics of Health & Safety in the workplace, intended for new staff as an induction or refresher training for existing staff.

- Employees Roles & Requirement
- Moving & Handling
- Working with Hazardous Substances
- Working at Heights
- Personal Protective Equipment
- The Workplace Including Machinery, Safety Signs and Hazards
- Welfare Requirements
- The Law & Due Diligences

Level 2 Award in Health and Safety in the Workplace

6 Hours delivered by a qualified trainer.

The qualification is aimed at all employees whether new starters, currently in employment or seeking work. The purpose of the qualification is to provide learners with the knowledge to identify workplace hazards and contribute to the positive health and safety culture within the workplace. The qualification contains subjects which are essential in maintaining a safe working environment. The qualification also provides a demonstration of the employer's commitment to fulfil their legal obligation to provide training to its employees.

Learning Outcomes - The Learner will

1 Understand roles and responsibilities for health, safety and welfare in the workplace

2 Understand how to identify and control the risks from common workplace hazards

3 Understand how to identify and control the risks from common workplace hazards

4 Know the procedures for responding to accidents and incidents in the workplace

Health and Safety in the Workplace for Supervisors & Managers

18 Hours delivered by a qualified trainer and distance learning.

This qualification is designed for those who work in a supervisory, management or training role and require the knowledge and skills to manage the health and safety of a workplace

1. Understand the requirements for health, safety and welfare in the workplace
2. Understand the benefits of using a safety management system.
3. Understand the benefits of using a safety management system.
4. Understand the principles of risk assessment

Principles of Fire Safety in the Workplace

2 to 3 Hours delivered by a qualified trainer.

This is a course designed to provide the underpinning knowledge for learners to operate safely in the workplace with regards to fire safety.

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Learning Outcomes - The learner will

- 1 Understand the hazards and risks associated with fire in the workplace
- 2 Understand how fire risk is controlled in the workplace
- 3 Understand the principles and practice of fire safety management at work
- 4 Understand the role of the nominated fire warden

Principles of Fire Safety and the Role of the Fire Marshall.

3 to 4 Hours delivered by a qualified trainer.

Paul R salmon have designed this qualification for staff that has been appointed or intend to be appointed as a fire marshal/warden in the workplace.

- 1 Understand the hazards and risks associated with fire in the workplace
- 2 Understand how fire risk is controlled in the workplace

3 Understand the principles and practice of fire safety management at work

4 Understand the role of the nominated fire warden

Principles and Practice of Manual Handling

2 to 3 Hours delivered by a qualified trainer.

This qualification is designed to provide learners with the knowledge and skills to safely move objects in the workplace. The course builds on the best practice guidance from the Health and Safety Executive and provides learners with the opportunity to practice safe moving principles.

- Understanding Manual Handling and its forces
- Legal requirements
- Safety Moving & Handling
- Hazards associated with Manual Handling
- Risk Assessments

Food Safety Courses

Level 2 Award in Food Safety in Catering

6 hours (1 day) normally face to face with a qualified tutor.

Paul R Salmon has designed this qualification for anyone that handles food. It is fully compliant with industry and regulatory standards. Covers all aspects a food handler will need to know to implement safe food preparation as well as remain legal.

Principles of Food Safety for Food Handlers

2 to 3 Hours can be face to face training with a qualified trainer or via our open learning portal.

Paul R Salmon has designed this qualification for anyone that handles food. It fully meets with industry and regulatory standards. Covers all aspects a food handler will need to know to implement safe food preparation as well as remain legal.

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Swimming Pool Qualifications

Ofqual Accreditation IQL Swimming Pool Lifeguard (QCF)

Special Offer all our IQL Pool Lifeguard have First Aid at Work and AED included with our compliments,

36 Hours (5 day) – Meets HSG 179 Health & Safety In Swimming Pool Publication. The National Pool Lifeguard Qualification (NPLQ) 8th Edition is the marketing name for this qualification – its ‘accredited title’ as listed with Ofqual is: IQL – Level 2 Award in Pool Lifeguarding, Intervention, Supervision and Rescue (QCF) qualification number 600/7437/1

The NPLQ covers all elements of Pool Rescue Techniques, Lifeguarding Theory, First Aid and CPR. The course is physically demanding and will include swimming to set times, lifting casualties and diving to the deepest part of the swimming pool. Training and assessment for the NPLQ is in three sections and all must be successfully passed to attain the qualification.

Section 1 – The Lifeguard and the Law, Swimming Pool Supervision

Element 1 – The Lifeguard and the Law

Element 2 – Swimming Pool, Hazards and Control Measures

Element 3 – Swimming Pool Supervision

Section 2 – Intervention and Rescue and Emergency Action Plans

Element 1 – Intervention and Rescue

Element 2 – Rescue of a Casualty with a Suspected Spinal Injury

Element 3 – Emergency Action Plan

Section 3 – Cardiopulmonary Resuscitation, AED and First Aid

Element 1 – Cardiopulmonary Resuscitation (CPR)

Element 2 – First Aid Element 3 – Automated External Defibrillation (AED)

Special Offer – Our 40 Hour Course includes Ofqual Level 3 First Aid at Work & AED Qualifications worth £300 for FREE.

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Principles of Water Testing & Swimming Pool Maintenance for Holiday Parks

This course has been designed to exceed the level 2 qualification currently on offer and to offer additional training to support the learner in their role in holiday parks. This qualification offers a range of skills, designed to allow the learner once completed to operate in swimming pools Safety and competently including

- Principles of safe swimming pool operations
- Full water testing, temperature checking and Water balancing
- safe use of chemicals and when they are needed to be used
- Routine maintenance including backwashing, strainers and skimmer cleaning, pump priming, pressures reading, pool vac and balance tanks.
- Daily checks on swimming pools
- Trouble shooting routine pool problems
- Due Diligences and records keeping.

Course has been designed to be completed in 3 to 6 hours depending on learners excising knowledge and optional pre-course work being completed

Principles of Water Testing & Swimming Pool Maintenance for Leisure Clubs

This course has been designed to exceed the level 2 qualification currently on offer and to offer additional training to support the learner in their role in leisure Clubs This qualification offers a range of skills, designed to allow the learner once completed to operate in swimming pools Safety and competently including

- Principles of safe swimming pool operations
- Full water testing, temperature checking and Water balancing
- safe use of chemicals and when they are needed to be used
- Routine maintenance including backwashing, strainers and skimmer cleaning, pump priming, pressures reading, pool vac and balance tanks.
- Daily checks on swimming pools
- Trouble shooting routine pool problems
- Due Diligences and records keeping.

Course has been designed to be completed in 3 to 6 hours depending on learners excising knowledge and optional pre-course work being completed

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Mandatory Training for Care Staff

Annual Update - Mandatory Training for Care Staff (6 Hours)

1 Days training by Care Industry Training Specialist covering all Skills set out by Skills For Care.

3 Yearly Update - Mandatory Training for Care Staff (10 Hours)

1 Days training by Care Industry Training Specialist and some self-study open learning covering all Skills set out by Skills For Care.

The Care Certificate

Covers Skills for Care subjects required for The Care Certificate. The certificate can be taught by an in-house member of staff or one of our Care Industry Trainers.

Care Industry Train The Trainer Qualification

Be able to teach all qualification for Care Industry (mandatory Care Training, Care Certificate, Care Courses). This qualification is available through FAST Track if you hold a recognised teaching qualification or in one or three-day formats that incorporate the Level 3 Education & Training Qualification.

2 to 3 Hours Care Training Certificates

Delivered by an approved Care Industry Trainer, some theory course can be done by self-study learning. Courses are tailor made for your business taking into account Skills for Care Mandatory Care Training requirements. Courses Include (others available on request):

- Basic Life Support & First Aid for Care Homes
- Health & Safety for Care Homes
- Manual Handling of Loads & People for Care Homes
- Food Safety for Care Homes
- Fire Marshal for Care Homes
- Medicines for Care Homes
- Breakaway Techniques for Care Homes
- The Principles of Care & Record Keeping for Care Homes
- Medical Conditions Associate with Care Homes
- Safeguarding for Care Homes
- Fluids & Nutrition's for Care Homes

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Teaching, Assessing & Quality Assurance (TAQA) Courses

Professional Teaching Qualifications

Level 3 Award in Education and Training

Replacing preparing to teach in the lifelong learning (PTLLS). This qualification will prepare the learner for teaching adults arrange of subjects including in further education. This course is for anyone looking to teach adults and is most awarding offices pre-requisite to teach any of their courses.

The course is guided learning of 48 hours using the following options:

Option 1 – Fast Track: Paul R Salmon has designed fast track course that consist of blended learning (with full mentor support) for those that have teaching experience to completed 3 assignment worksheets & Lesson plan as well as prepare a teaching session for 30 minutes. The learner will then meet with their allocated professional qualified tutor to complete the assessment, this can be done in their own work environment or at an organised one-day assessment day.

Option 2 – 3 Day with Full Tutor Support: Paul R Salmon have put together a very popular 2 days training that is designed to support everyone from the individual with no teaching experience to experienced teachers. Our expert tutors will guide you from the assignment work sheets, lesson planning and development as well as develop you in to a competent and confident teacher.

For those looking to complete assessor qualifications then Paul R Salmon has designed the Level 3 Education and Training course to incorporate the theory elements of the assessor's award and claim prior accredited learning towards the assessor's awards.

a) Understanding roles, responsibilities and relationships in education and training

- 1 Understand the teaching role and responsibilities in education and training
- 2 Understand ways to maintain a safe and supportive learning environment
- 3 Understand the relationships between teachers and other professionals in education and training

b) Understanding and using inclusive teaching and learning approaches in education and training

- 1 Understand inclusive teaching and learning approaches in education and training
- 2 Understand ways to create an inclusive teaching and learning environment
- 3 Be able to plan inclusive teaching and learning

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- 4 Be able to deliver inclusive teaching and learning
- 5 Be able to evaluate the delivery of inclusive teaching and learning

c) Understanding assessment in education and training

- 1 Understand types and methods of assessment used in education and training
- 2 Understand how to involve learners and others in the assessment process
- 3 Understand the role and use of constructive feedback in the assessment process
- 4 Understand requirements for keeping records of assessment in education and training

Assessor Qualifications

Paul R Salmon Offers 4 Assessors awards within their qualifications portfolio.

Level 3 Award in Understanding the Principles and Practices of Assessment

Guided Learning Hours: 24 hours completed as opening learning with full mentor support. This is the assessor's theory unit only.

Paul R Salmon has designed this qualification for those who wish to gain an understanding of the principles and practices of assessment without any requirement to practice as assessors.

Unit 1 - Understanding the principles and practices of assessment

- 1 Understand the principles and requirements of assessment
- 2 Understand different types of assessment method
- 3 Understand how to plan assessment
- 4 Understand how to involve learners and others in assessment
- 5 Understand how to make assessment decisions
- 6 Understand quality assurance of the assessment process
- 7 Understand how to manage information relating to assessment
- 8 Understand the legal and good practice requirements in relation to assessment

Level 3 Award in Assessing Competence in the Work Environment

Guided Learning Hours: 54 hours completed as opening learning with full mentor support as well as face to face support with your qualified tutor / assessor.

Allows learners to assess non-simulated courses.

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This qualification is intended for those who assess occupational competence in an individual's work environment. It includes ability to for individuals to demonstrate assessment using a wide range of assessment methods. Anyone achieving this award will enable them to perform assessment activities within a work environment.

Unit 1 - Understanding the principles and practices of assessment

- 1 Understand the principles and requirements of assessment
- 2 Understand different types of assessment method
- 3 Understand how to plan assessment
- 4 Understand how to involve learners and others in assessment
- 5 Understand how to make assessment decisions
- 6 Understand quality assurance of the assessment process
- 7 Understand how to manage information relating to assessment
- 8 Understand the legal and good practice requirements in relation to assessment

Unit 2 - Understanding the principles and practices of assessment

Level 3 Award in Assessing Vocationally Related Achievement

Guided Learning Hours: 54 hours completed as opening learning with full mentor support as well as face to face support with your qualified tutor / assessor.

Allows learners to assess simulated courses.

This qualification is intended for those who assess both occupational competence in the work environment and vocational skills, knowledge and understanding in environments other than the workplace (for example a workshop, classroom or other training environment. Anyone achieving this award will enable them to perform assessment activities in a working environment and classroom, workshop or other training environment.

Unit 1 - Understanding the principles and practices of assessment

- 1 Understand the principles and requirements of assessment
- 2 Understand different types of assessment method
- 3 Understand how to plan assessment
- 4 Understand how to involve learners and others in assessment
- 5 Understand how to make assessment decisions
- 6 Understand quality assurance of the assessment process
- 7 Understand how to manage information relating to assessment
- 8 Understand the legal and good practice requirements in relation to assessment

Unit 2 - Assess occupational competence in the work environment

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Level 3 Certificate in Assessing Vocational Achievement

Guided Learning Hours: 84 hours completed as opening learning with full mentor support as well as face to face support with your qualified tutor / assessor.

Allows learners to assess simulated courses and non-simulated courses.

Level 3 Award in Assessing Vocationally Related Achievement and Level 3 Award in Assessing Competence in the Work Environment are condensed into one certificate.

Unit 1 - Understanding the principles and practices of assessment

- 1 Understand the principles and requirements of assessment
- 2 Understand different types of assessment method
- 3 Understand how to plan assessment
- 4 Understand how to involve learners and others in assessment
- 5 Understand how to make assessment decisions
- 6 Understand quality assurance of the assessment process
- 7 Understand how to manage information relating to assessment
- 8 Understand the legal and good practice requirements in relation to assessment

Unit 2 - Understanding the principles and practices of assessment

Unit 3 - Assess occupational competence in the work environment#

Quality Assurance Qualifications

Level 4 Award in the Internal Quality Assurance of Assessment Processes & Practice

Guided Learning Hours: 90 hours completed as opening learning with full mentor support as well as face to face support with your qualified tutor / assessor.

Paul R Salmon has designed this training programme to give the learner the confidence and competency to work as an internal quality assurer (IQA) or internal verifier (IV). The qualifications cover both theory and practical requirements essential to being a successful IQA / IV.

a) Understanding the principles and practices of internally assuring the quality of assessment

- 1 Understand the context and principles of internal quality assurance
- 2 Understand how to plan the internal quality assurance of assessment

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- 3 Understand techniques and criteria for monitoring the quality of assessment internally
- 4 Understand how to internally maintain and improve the quality of assessment
- 5 Understand how to manage information relevant to the internal quality assurance of assessment
- 6 Understand the legal and good practice requirements for the internal quality assurance of assessment

b) Internally assure the quality of assessment

- 1 Be able to plan the internal quality assurance of assessment
- 2 Be able to internally evaluate the quality of assessment
- 3 Be able to internally maintain and improve the quality of assessment
- 4 Be able to manage information relevant to the internal quality assurance of assessment
- 5 Be able to maintain legal and good practice requirements when internally monitoring and maintaining the quality of assessment