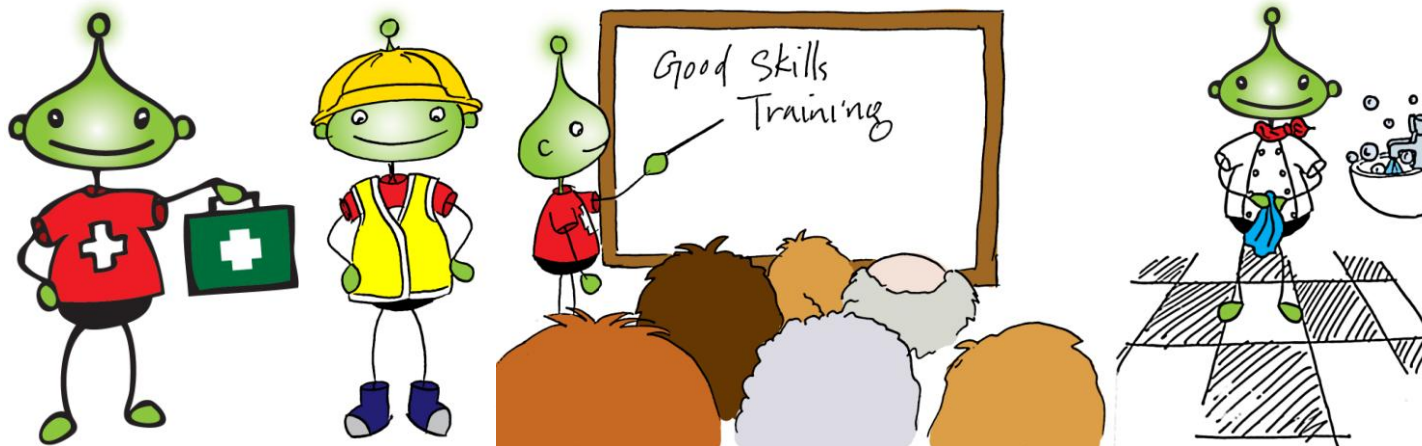




# In-house Course Prices



## Contents

Please find below a list of the courses that are available for organisations and groups of people to book as in-house courses. If you do not see the course that you require then please contact us as we may be able to run a course to meet your specific needs. All courses include professional tuition to national standards, manuals for each delegate, exam fees (where applicable) and on successfully passing the course a certificate for each delegate. Prices are based on you providing the venue and any refreshments. If you require us to provide the venue please contact us for the additional charge.

You can also book a course by selecting the appropriate button and going to our online booking form (we are sorry, we do not currently take online payments).

Please click on a course to see the dates available:

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## First Aid and Automated External Defibrillation (AED) Courses

Please find below the list of First Aid and AED Courses that we are able to offer at your premises. We have trainers located across England, Scotland and Wales. If you do not see a course that you require then please contact us to discuss your needs. If you would like to book a course then please click on the course you require to be taken to our online booking form. *If you require a public course please click here.*

Course Type	Fee	Minimum Guided Contact Hours
<b>HSE First Aid at Work Course</b>	£1149 + VAT for up to 12 delegates	18 contact hours, usually 3 days
<b>HSE First Aid at Work Refresher Course</b>	£749 + VAT for up to 12 delegates	12 contact hours, usually 2 days
<b>HSE Emergency First Aid at Work Course</b>	£325 + VAT for up to 12 delegates	6 contact hours, usually 1 day
<b>Annual First Aid Refresher Course</b>	£269 + VAT for up to 12 delegates	3 contact hours, usually ½ day
<b>First Aid for Schools Course</b>	£325 + VAT for up to 12 delegates	5 contact hours, usually 1 day (bespoke)
<b>Paediatric First Aid Course for Early Years Staff</b>	£549 + VAT for up to 12 delegates	12 contact hours, usually 2 days
<b>RYA First Aid Course</b>	£499 + VAT for up to 12 delegates	8 contact hours, usually 1 day
<b>First Response For Scout &amp; Guide Leaders Course</b>	£192 + VAT for up to 12 delegates	6 contact hours, usually 1 day
<b>AED Course</b>	£349 + VAT for up to 6 delegates	4 contact hours, usually ½ day
<b>First Aid Instructors Course with CIEH Professional Trainers Certificate</b>	POA	24 hours, usually 4 days
<b>Bespoke First Aid or AED Course</b>	POA	Please contact us to discuss your needs

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## Health and Safety Courses

Please find below the list of Health and Safety Courses that we are able to offer at your premises. We have trainers located across England, Scotland and Wales. If you do not see a course that you require then please contact us to discuss your needs. If you would like to book a course then please click on the course you require to be taken to our online booking form. *If you require a public course please click here.*

Course Type	Fee	Minimum Guided Contact Hours
<b>HABC Level 1 Award in Health &amp; Safety</b>	£291 + VAT for up to 12 delegates Plus £10 pr Delegate Exam Fee	3 contact hours, usually ½ day
<b>HABC Level 2 Award in Health &amp; Safety</b>	£389 + VAT for up to 12 delegates Plus £15 pr Delegate Exam Fee	6 contact hours, usually 1 day
<b>HABC Level 3 Award in Health &amp; Safety</b>	£1114 + VAT for up to 12 delegates Plus £35 pr Delegate Exam Fee	18 hours, usually 3 days
<b>CIEH Level 2 Award in Health &amp; Safety</b>	£389 + VAT for up to 12 delegates Plus 15 pr Delegate Exam Fee	6 hours, usually 1 day
<b>Manual Handling Course</b>	£329 + VAT for up to 12 delegates	2 hours
<b>Risk Assessing Course</b>	£389 + VAT for up to 12 delegates	6 hours, usually 1 day
<b>Bespoke Health &amp; Safety Course</b>	POA	Please contact us to discuss your needs

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## Fire Safety Courses

Please find below the list of Fire Safety Courses that we are able to offer at your premises. We have trainers located across England, Scotland and Wales. If you do not see a course that you require then please contact us to discuss your needs. If you would like to book a course then please click on the course you require to be taken to our online booking form. *If you require a public course please click here.*

Course Type	Fee	Minimum Guided Contact Hours
<b>Fire Marshall Course</b>	£499 + VAT for up to 12 delegates	4 hours, usually ½ day
<b>Fire Awareness Course (2 hours)</b>	£329 + VAT for up to 12 delegates	2 hours
<b>Fire Extinguisher Course</b>	£349 + VAT for up to 12 delegates	2 hours
<b>Bespoke Health &amp; Safety Course</b>	POA	Please contact us to discuss your needs

## HACCP Courses

Please find below the list of HACCP Courses that we are able to offer at your premises. We have trainers located across England, Scotland and Wales. If you do not see a course that you require then please contact us to discuss your needs. If you would like to book a course then please click on the course you require to be taken to our online booking form. *If you require a public course please click here.*

Course Type	Fee	Minimum Guided Contact Hours
<b>HABC Level 2 HACCP Course</b>	£419 + VAT for up to 12 delegates Plus £10 pr Delegate Exam Fee	6 hours, usually 1 day

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## Food Safety Courses

Please find below the list of Food Safety Courses that we are able to offer at your premises. We have trainers located across England, Scotland and Wales. If you do not see a course that you require then please contact us to discuss your needs. If you would like to book a course then please click on the course you require to be taken to our online booking form. *If you require a public course please click here.*

Course Type	Fee	Minimum Guided Contact Hours
<b>HABC Level 1 Food Safety Course</b>	£291 + VAT for up to 12 delegates Plus £10 pr Delegate Exam Fee	3 hours, usually ½ day
<b>HABC Level 2 Food Safety Course</b>	£389 + VAT for up to 12 delegates Plus £15 pr Delegate Exam Fee	6 hours, usually 1 day
<b>HABC Level 3 Food Safety Course</b>	£1114 + VAT for up to 12 delegates Plus £35 pr Delegate Exam Fee	18 hours, usually 3 days
<b>CIEH Level 2 Food Safety</b>	£389 + VAT for up to 12 delegates Plus £15 pr Delegate Exam Fee	6 hours, usually 1 day
<b>CIEH Level 3 Food Safety Course</b>	£1114 + VAT for up to 12 delegates Plus £35 pr Delegate Exam Fee	18 hours, usually 3 days
<b>Bespoke Health &amp; Safety Course</b>	POA	Please contact us to discuss your needs

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## Licensing Courses

Please find below the list of Licensing Courses that we are able to offer at your premises. We have trainers located across England, Scotland and Wales. If you do not see a course that you require then please contact us to discuss your needs. If you would like to book a course then please click on the course you require to be taken to our online booking form. *If you require a public course please click here.*

Course Type	Fee	Minimum Guided Contact Hours
<b>HABC Level 2 Award for Personal Licence Holders</b>	£479 + VAT for up to 12 delegates Plus £20 pr Delegate Exam Fee	6 hours, usually 1 days

## Train the Trainers Courses

Please find below the list of Train the Trainers Courses that we are able to offer at your premises. We have trainers located across England, Scotland and Wales. If you do not see a course that you require then please contact us to discuss your needs. If you would like to book a course then please click on the course you require to be taken to our online booking form. *If you require a public course please click here.*

Course Type	Fee	Minimum Guided Contact Hours
<b>CIEH Professional Trainers Course</b>	£1249 + VAT for up to 12 delegates Plus £40 pr Delegate Exam Fee	18 hours, usually 3 days
<b>First Aid Instructors Course with CIEH Professional Trainers Certificate</b>	POA	24 hours, usually 4 days

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## Storysacks Courses or Workshops

We offer a storysacks course and workshop service. Each course is priced individually as we only have one trainer able to deliver this due to its specialist nature. *Please click here to email us.*

Course Type	Fee	Minimum Guided Contact Hours
Story Sacks Workshops	POA	Bespoke

## Consultancy Services

Please find below the list of consultancy services that we offer, all projects are individually priced, you can either call us on 01279 254150 or email us

Course Type	Fee	Minimum Guided Contact Hours
Fire Risk Assessment Service	POA	Bespoke

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## Booking Terms and Conditions for In-house Courses

1. On receipt of the booking form Good Skills Training will send you confirmation of the course booking.
2. Good Skills Training will also send you an invoice, the following payment terms apply:
3. The payment terms are strictly 30 days unless;
  - i. Your course is being run within 30 days of the booking when immediate payment is required.
4. If you cancel or rearrange your course for another date then the following terms apply:
  - i. If 30 or more days notice is given then no fee will be applied.
  - ii. If between 15 and 29 days notice is given then a fee of 50% of the course fee will apply.
  - iii. If between 8 and 14 days notice is given then a fee of 75% of the course fee will apply.
  - iv. If 7 or less days notice is given then 100% of the course fee will apply.
5. In the unlikely event of Good Skills Training cancelling a course you have booked, and paid for, you will be entitled to a full refund or we will reschedule the course with a 10 % discount.
6. All courses include professional tuition to national standards, a manual for each delegate (where applicable), exam fees (where applicable) and on successful completion of the course a certificate for each delegate (unless otherwise stated in the quote). Prices provided are for courses run in main land England, Scotland and Wales. For Courses out of this area please contact us for an accurate quote.
7. In the case of some of our courses such as first aid training some physical activity is required, and can be strenuous. It is the responsibility of the delegates to inform the trainer of any medical condition that they have which may be affected by exercise. It would also be helpful to inform us at the time of booking so that we can cater for your needs (If you have any concerns please contact us before booking).
8. In the case of First Aid we would request that appropriate clothing is worn for the practical elements of the course (***SKIRTS OR DRESSES SHOULD BE ANKLE LENGTH PLEASE***).
9. It is important that Good Skills Training are aware of any learning difficulties or language barriers delegates may have, so that we can make, where reasonably practicable, provision for these delegates.

## Awarding Body Terminology

Good Skills Training is registered with a number of awarding bodies that mark and certificate our courses. We make it clear when the courses are approved, below you can see exactly what this stands for.

**HSE (Health and Safety Executive)** – The HSE are in charge of enforcing health and safety in the workplace. A large part of their remit is to raise awareness of what constitutes poor health and safety standards.

They are also responsible for ensuring that providers of First aid at Work Courses meet the required standards. Good Skills Training has been approved by the HSE to deliver all levels of First Aid at Work Course. The certificates will still be issued by Good Skills Training and will not bear any logo from the HSE (The HSE logo comes under crown copyright so is not allowed to be used by anyone else). All certificates will however have our HSE number on – **1765/97**

To find out more about the HSE please click on their name above to be taken to their web site, the link opens in a new window.

**CIEH (Chartered Institute of Environmental Health)** – The CIEH are an awarding body that approve a range of Health and Safety, Food Safety and Train the Trainers Courses. Good Skills Training is an approved centre for some of the CIEH's courses. Where you have chosen a CIEH course there will be an examination at the end of the course that will be issued and marked by the CIEH. The CIEH issues the certificates and are logo is on the front of the certificate along with the CIEH branding. We do not advertise our CIEH number, but you can contact the CIEH to gain confirmation of our status.

To find out more about the CIEH please click on their name above to be taken to their web site, the link opens in a new window.

**HABC (Highfield Awarding Body of Compliance)** – The HABC is a new awarding body that was formed in 2009. It's qualifications are recognised by Ofqual and meet national standards. We use the HABC for a range of Health and Safety, Food Safety, HACCP and Licensing Courses. They are extending their range of courses all the time and it is likely that we will use some of these as they are available. Where you have chosen a HABC course there will be an examination at the end of the course that will be issued and marked by the HABC. The HABC issues the certificates and are logo is on the front of the certificate along with the HABC branding. We do not advertise our HABC number, but you can contact the HABC to gain confirmation of our status.

To find out more about the HABC please click on their name above to be taken to their web site, the link opens in a new window.

**Good Skills Training** – For some courses there is either no awarding body or no need to use an awarding body. On occasions some of our clients do not wish to use one of our normal courses because they do not meet their requirements, in these cases we issue our own certificates

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for courses that we have written. These courses are not registered with Ofqual but do meet legal requirements for the training required in these subjects (e.g. health and safety law requires training to be appropriate to the persons job, it does not require a level 2 qualification).

To go back to our web site click on our name.

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