



University of the
Highlands and Islands
Orkney College

Short Course Programme



January - June 2018

Course Bookings/Funding

For course enquiries or to make a booking please contact Tina Brown;

Telephone: (01856) 569206

Email: tina.brown@uhi.ac.uk

Individual Training Account

Get up to £200 towards the cost of a training course with an SDS Individual Training Account (ITA)

You could use the money to build the skills you need for a job or get some training to take your career to the next level. Whatever you want to do, there is a wide range of ITA approved courses on offer.

Is an Individual Training Account right for me?

You could receive up to £200 towards a single course or training episode per year. ITA funding could be right for you if you're:

- 16 or over, not in education or involved in any other SDS funded programme
- Unemployed and looking to get back into work
- Employed in a low-income job and looking to progress in your career

How to apply

visit the following website:






www.myworldofwork.co.uk

You can search for ITA courses and apply online. You'll need a valid email address and your National Insurance number to hand.

You'll have eight weeks from the time your application is successful to make a booking.

Courses marked with a  symbol in this programme are eligible for ITA funding

First Aid

Basic First Aid Tutor: Various	17 January 26 February 12 March 27 April 22 June	9.00 – 4.30 1 Day	£90	
First Aid Requalification Tutor: Various	8 & 9 February 20 & 21 March 19 & 20 April 18 & 19 June	9.00 – 4.30 2 Days	£160	
First Aid At Work Tutor: Various	5, 6, 7 February 16, 17, 18 April 20, 21, 22 June	9.00 – 4.30 3 Days	£250	
Paediatric First Aid Tutor: Various	12 & 14 March	6.00 – 9.00 2 Evenings	£90	
Prevention of Infection for Child Carers Tutor: Various	26 March	6.00 – 9.00 1 Evening	£55	

FIRST AID COURSES AVAILABLE ON DEMAND

First aid annual refresher (1/2 day) £55

Child Protection (1/2 day) £50

Automated External Defibrillation (1/2 day) £55

People Handling & Risk Assessment for new carers (1 day) £90



Hospitality

REHIS Elementary Food Hygiene Tutor: Sheila Chapman	31 January 1 June	9.00 – 4.30 1 Day	£90	
	12 & 14 March	6.00 – 9.00 2 Evenings		
REHIS Elementary Food Hygiene Refresher Tutor: Sheila Chapman	16 April	9.00 – 1.30 1 Morning	£55	
REHIS Intermediate Food Hygiene Tutor: Sheila Chapman/EHO	26, 27, 28, 29 March	9.00 – 4.30 4 Days	£275	
REHIS Controlling Risk of Cross Contamination Tutor: Anne Hill		9.00 – 4.30 1 Day	£90	
Allergy and Intolerance: A Guide for Businesses Tutor: Sheila Chapman	11 May	9.00 – 12.15 1 Morning	£44	
Scottish Certificate Personal Licence Holder Tutor: Sheila Chapman	5 March 21 May	9.00 – 4.00 1 Day	£132	
Scottish Certificate Personal Licence Holder Refresher Tutor: Sheila Chapman	26 January 28 May	9.00 – 1.30 11.00 – 3.30	£79	
World Host Tutor: Anne Hill	19 February	9.00 – 4.30 1 Day	£95	

HOSPITALITY COURSES AVAILABLE ON DEMAND

Licensing for Staff Selling/Serving Alcohol (1/2 day)	£79
REHIS Introduction to Food Hygiene (2 hours)	£45
One Course Fits All (1 day)	£90
Restaurant Service (1/2 day)	£55
Customer Care (1/2 day)	£55

Health & Safety

Manual Handling Tutor: Andrew Bowman	30 Jan 13 March 19 June	9.00 – 12.30 1 Morning	£55	<input checked="" type="checkbox"/>
Abrasive Wheels Tutor: Billy Scott	27 February	9.00 – 4.00 1 Day	£105	<input checked="" type="checkbox"/>
Abrasive Wheels Refresher Tutor: Billy Scott	26 February	1.30 – 5.00 1 Afternoon	£55	<input checked="" type="checkbox"/>
Working at Heights Awareness Tutor: Steven Findlay	6 March	9.00 – 1.00 1 Morning	£65	<input checked="" type="checkbox"/>
Safe Use of Pesticides (inc. Test Fees) Tutor: Andrew Bowman	12 February	9.00 – 4.00 1 Day	£115	<input checked="" type="checkbox"/>
Hand Held Applicator: Hydraulic Nozzle Tutor: Andrew Bowman	13 February	9.00 – 4.00 1 Day	£95	
Field Crop Sprayer: Hydraulic Nozzle Tutor: Andrew Bowman	14 February	9.00 – 4.00 1 Day	£95	<input checked="" type="checkbox"/>
IOSH Working Safely Tutor: Andrew Bowman Recognised by CSCS as an equivalent to Level 1 Award in Health and Safety in a Construction Environment	25 January 26 March	9.00 – 4.00 1 Day	£99	<input checked="" type="checkbox"/>
IOSH Managing Safely Tutor: Andrew Bowman	19, 20, 21, 22 February	9.00 – 4.00 4 Days	£385	<input checked="" type="checkbox"/>
Fire Safety Awareness Tutor: Andrew Bowman	13 March	1.30 – 5.00 1 Afternoon	£55	
Ladder and Stepladder Safety Tutor: Andrew Bowman	19 June	1.30 – 5.00 1 Afternoon	£55	
Undertaking Risk Assessment Tutor: To be Confirmed	30 January	1.30 – 5.00 1 Afternoon	£55	
Ground Maintenance Tutor: Andrew Bowman	7 March	9.00 – 4.00 1 Day	£95	

Health & Safety

HEALTH & SAFETY COURSES AVAILABLE ON DEMAND

Fire Warden Responsibilities (1 day)	£95	Chimney Repairs (1 day)	£130
REHIS Intermediate Health and Safety (4 days)	£385	Portland Cement Repairs (1 day)	£130
Safe use of Grass Cutting Equipment (1 day)	£95	Lime Pointing & Harling (1 day)	£130
Construction Safety Awareness Ref (1/2 day)	£55	Sash & Case Window Repairs (1 day)	£130
Noise & Vibration Awareness & Control (1/2 day)	£55	Conservation Maintenance (1 day)	£130
Wood Work Machinery (1/2 day)	£55	Introduction to Levelling & Setting Out (1 day)	£95

Vehicle/Plant Ops

CPC Driver Hours/Driver Safety at Work Tutor: Robin Nicolson	28 February	8.30 – 4.30 1 Day	£100	<input checked="" type="checkbox"/>
CPC Professional Driver Tutor: Robin Nicolson	1 March	8.30 – 4.30 1 Day	£100	<input checked="" type="checkbox"/>
CPC First Aid for Drivers Tutor: Denize Lace	2 March	8.30 – 4.30 1 Day	£100	<input checked="" type="checkbox"/>
Novice: Industrial Masted Rough Terrain Masted Telescopic Material Handler Tutors: Billy Scott/Steven Findlay	Date on Application	9.00 – 4.00 2 Days	£200	<input checked="" type="checkbox"/>
Novice Lorry Loader (Hiab) Tutor: Steven Findlay	Date on Application	9.00 – 4.00 2 Days	£200	<input checked="" type="checkbox"/>
Novice: MEWP Scissor/Boom/Trailed Tutor: Steven Findlay	Date on Application	9.00 – 4.00 2 Days	£200	<input checked="" type="checkbox"/>
Refresher/Experienced/Conversion (All Categories) Tutor: Billy Scott/Steven Findlay	Date on Application	9.00 – 4.00 1 Day	£140	<input checked="" type="checkbox"/>

Forklift courses can be delivered on the employers site or at Orkney College

All CPC courses are approved by JAUPT

Business & Management

CMI FIRST LINE MANAGEMENT LEVEL 6

The main aim of the CMI (Chartered Management Institute) Award in First Line Management (Level 6) is to provide a general course for those who are moving into a job with a managerial component for the first time. Jobs such as administrators, supervisors, co-ordinators, team leaders and section heads are not titled 'manager' but all have managerial elements. Course content:

The Role of a Manager

Personal Development Planning

Identifying Stakeholders and Planning to meet their needs

Developing Effective Working Relationships

Managing Team Performance

Candidates should apply online at:

www.orkney.uhi.ac.uk/courses

£250 (includes CMI registration)

BUSINESS & MANAGEMENT COURSES AVAILABLE ON DEMAND

Conflict in the Workplace (1/2 day)	£55	Skilful Staff Appraisal(1 day)	£90
Minuting of Meetings (1/2 day)	£55	Team Building(1 day)	£90
Chairing of Meetings (1/2 day)	£55	Stress Management(1 day)	£90
Business Letter Writing (1/2 day)	£55	Interviewer Skills(1 day)	£90
Report Writing (1/2 day)	£90	Leadership Skills(1 day)	£90
Public Speaking & Presentation Skills (2 x 1/2 day)	£90	Interviewee Skills(1 day)	£90
Recruitment & Selection (1 day)	£90	Coping with Stress(1/2 day)	£55
Time Management (1/2 day)	£55	Stress Management(1 day)	£90
Delegation Skills (1/2 day)	£55		

Maritime Courses

MARITIME COURSES LISTED BELOW CAN BE BOOKED BY TELEPHONE:

01856 569401 OR EMAIL:OCMARITIME@UHI.AC.UK

STCW Personal Safety & Social
Responsibility (1 day)

Deck Safety Awareness—for land
based technicians working on vessels

STCW Personal Survival Techniques
(1 day)

SRC Marine Radio VHF/DSC (2 days)
GMDSS Restricted Operations Cert
(3 days)

STCW Personal Survival Techniques
Refresher (1 day)

Master Coded Vessels <200T(11 days)

STCW Elementary First Aid (1 day)

RYA Day Skipper Shorebased

STCW Medical First Aid (3 days)

RYA Yachtmaster Shorebased

Efficient Deckhand (4 days)

RYA Powerboat Level 2 (2 days)

STCW PSCRB—Lifeboats (5 days)

RYA Advanced Powerboat (2 days +
night passage)

STCW PSCRB Lifeboats Refresher
(1 day)

STCW Human Element Leadership
Management—HELM—Operational
Level (3 days)

Seafish < 16.5 m Skippers Ticket

STCW Fire Fighting and Fire
Prevention (3 days)

Seafish Basic Health & Safety for
Fishermen (1 day)

STCW Fire Fighting and Fire
Prevention Refresher (1 day)

Seafish Safety Awareness for Experi-
enced Fisherman (1 day)

STCW Advanced Fire Fighting
Refresher (2 days)

Seafish Fire Fighting for Seafarers
(1 day)

MCA & HSE Enclosed/Confined Spaces
(1 day) *NEW*

Open Learning

Courses listed below can be booked by telephoning Open Learning

(Thursdays 2.00-4.00pm): 01856 569271 or emailing: openlearning@UHI.AC.UK

European Computer Driving Licence (ECDL)



The European Computer Driving Licence (ECDL) is the internationally recognised qualification which enables people to demonstrate their competence in computer skills.

ECDL is designed specifically for those who wish to gain a benchmark qualification in computing to enable them to develop their IT skills and enhance their career prospects.

All modules are required for certification.

Course Content

Module 1 - Security for IT Users

Module 2 – IT User Fundamentals

Module 3 - Word Processing

Module 4 - Spreadsheets

Module 5 - Database software

Module 6 - Presentation software

Module 7 – Using Email and the Internet

Advanced ECDL Individual Modules

Databases Word Processing

Presentations Spreadsheets



PC Passport Course

The individual Units that make up the PC Passport awards at each level have been designed to comply with the National Occupational Standards for IT users.



Course Content

The PC Passport syllabus is designed to cover the key concepts of computing.

PC Passport: Internet and On-line Communications – 1 credit

PC Passport: IT Software Word Processing and Presenting Information - 1 credit

PC Passport IT Software Spreadsheets and Database – 1 credit

PC Passport: IT Systems – 0.5 credit

Teaching, Learning and Assessment

The flexible teaching and learning methods required for ECDL and PC Passport success are designed to meet the demands of individual students.