



SHORT COURSE GUIDE

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**REDEFINING
THE FUTURE FOR
PEOPLE AND PLACES
THROUGH REALISING
PEOPLE'S POTENTIAL
AND DELIVERING
ECONOMIC GROWTH**

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WELCOME

We are a leading national company providing employment, learning and skills services.

We partner with business and government to support people and places prosper, through a range of programmes designed to provide new skills, training, talented workforces and career opportunities.

Our range of short courses will give you the skills and knowledge you need to enhance your current employment and future career prospects.

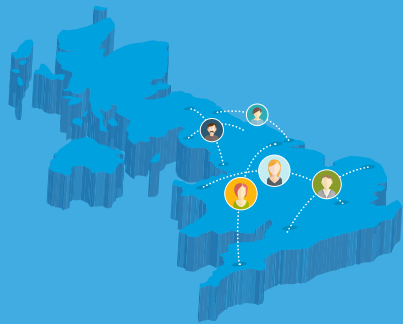
Ranging from courses needed to be compliant at work, to courses that complement other qualifications and learning programmes, and courses simply to fulfil your interests, we hope you find what you need.

This guide provides an overview of our courses; for the latest information and prices, please visit learning-employment.com



BESPOKE BUSINESS SOLUTIONS

As well as our scheduled open courses, we can create bespoke solutions specific to your business needs and for wider workforce development across your organisation.



WIDE NETWORK

We have a network of centres across England and we can also deliver courses in-house at your workplace or another venue of your choice.



COURSES AVAILABLE ONLINE

Many of our courses are also available online so you can complete your course at a time and place that suits you.



ACCREDITED TRAINING

We partner with leading industry experts to deliver accreditation for our courses. As well as a certificate confirming your successful completion of your course; you will also receive a relevant certification of accreditation from one of our official partners.

OUR PARTNERS INCLUDE:



The First Aid Industry Body



HEALTH & SAFETY SHORT COURSES

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HABC LEVEL 2 AWARD IN FIRE SAFETY

 **QUALIFICATION NUMBER: 501/1448/7**

 **CREDIT VALUE: 1**

This qualification is ideal for anyone involved in the management of fire safety in the workplace. Subjects covered include hazards and risks, controlling fire in the workplace, the principles and practice of fire safety management at work and the role of the nominated fire warden.

The HABC Level 2 Award in Fire Safety is accredited and recognised internationally.

HOW LONG IS THE COURSE?



This qualification usually involves attending a one-day course but can be achieved through a variety of methods including classroom, blended and distance learning provided that the learning hours are met.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 60 minutes to complete. You must answer at least 20 out of 30 questions correctly to successfully complete the qualification.

WHAT NEXT?

You may progress onto further courses, such as:

-  Level 3/4 Fire Risk Assessment
-  HABC Level 3 Award in Health and Safety in the Workplace

These qualifications are ideal for those in a management role or who will be involved with risk management.



E-LEARNING COURSES

FIRE SAFETY LEVEL 2

This course is ideal for anyone taking, or looking to achieve, a Level 2 fire safety qualification and is suitable for all those involved with fire safety in the workplace. This includes managers, supervisors, team leaders, fire wardens (marshals) and staff working in any area where there is a potential risk of fire. Training modules are:

- ✍ Introduction to fire safety
- ✍ The characteristics of fire
- ✍ Fire safety legislation
- ✍ Assessing and managing risk

The online content is fully interactive and uses exercises based on real-life scenarios. There is also the option to complete the Qualification Credit Framework (QCF) assessment.

HOW LONG IS THE COURSE?

Approximately 3 hours.

HOW IS IT ASSESSED?

Knowledge is assessed via multiple-choice questions at the end of each module. On completion of the course, you will receive a personalised HABC commended certificate.



HABC LEVEL 1 AWARD IN PRINCIPLES OF HEALTH AND SAFETY IN THE WORKPLACE

 **QUALIFICATION NUMBER: 600/6789/5**

 **CREDIT VALUE: 1**

This accredited qualification is intended for people working in any environment, including retail, manufacturing, food premises and the care environment. It is also suitable for people who are returning to work or for those starting work for the first time.

You will learn that Health and Safety is the responsibility of everyone within a business, including contractors, visitors and suppliers. It covers the importance of health and safety in the workplace, common hazards and risks and the requirement for workplace procedures.

HOW LONG IS THE COURSE?



This qualification usually involves attending a one-day course but can be achieved through a variety of methods including classroom, blended and distance learning provided that the learning hours are met.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 30 minutes to complete. You must answer at least 10 out of 15 questions correctly to successfully complete the qualification.

WHAT NEXT?

You may progress onto further qualifications including:

-  HABC Level 2 Award in Health and Safety in the Workplace
-  HABC Level 2 Award in Risk Assessment



HABC LEVEL 2 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE

 **QUALIFICATION NUMBER: 600/0598/1**

 **CREDIT VALUE: 1**

This award is aimed at all employees. It is intended for people already in workplaces and those who are preparing to start or return to work. It is also very useful for young people, to raise their ability to identify and understand hazards when preparing for work experience or going into employment.

You will learn that health and safety is the responsibility of everyone within a business, its contractors, visitors and suppliers. Its subject areas are regarded by the Health and Safety Executive as being important to maintaining safe working procedures in the workplace.

HOW LONG IS THE COURSE?



This qualification usually involves attending a one-day course but can be achieved through a variety of methods including classroom, blended and distance learning provided that the learning hours are met.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 60 minutes to complete. You must answer at least 20 out of 30 questions correctly to successfully complete the qualification.

WHAT NEXT?

You may progress onto further qualifications, such as:

-  HABC Level 3 Award in Health and Safety in the Workplace
-  HABC Level 3 Award in Risk Assessment



HABC LEVEL 3 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE

 **QUALIFICATION NUMBER: 600/0645/6**

 **CREDIT VALUE: 3**

This qualification is ideal for anyone in a supervisory, team leader or managerial role. Subjects covered include understanding the requirements for health, safety and welfare in the workplace, the benefits of using a safety management system, the principles of risk assessment, and understanding the risks and control methods for common workplace hazards.

The HABC Level 3 Award in Health and Safety in the Workplace is accredited and recognised internationally.

HOW LONG IS THE COURSE?

This qualification is usually obtained by taking a 3 day classroom-based course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed. For example, completing a quiz book (6 to 8 hours) followed by a two-day classroom-based course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of two hours. You must answer at least 40 out of 60 questions correctly. A Merit is awarded to candidates scoring 50 or more.

WHAT NEXT?

You may progress onto further qualifications, such as:

 HABC Level 4 Award in Health and Safety in the Workplace

This qualification is ideal for those wishing to work in management.



HABC LEVEL 4 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE

 **QUALIFICATION NUMBER: 600/1953/0**

 **CREDIT VALUE: 6**

This qualification is aimed at supervisors and managers with a direct responsibility for health and safety management. It is intended for people already working in the capacity of supervisor or manager and those who are preparing to start work at this level.

You will learn that supervisors and managers have legal and moral obligations to ensure health and safety within a business and that this includes obligations to employees, contractors, visitors and suppliers. Its subject areas are regarded by the Health and Safety Executive as being important for developing safe working procedures in the workplace.

HOW LONG IS THE COURSE?

This qualification is usually obtained by taking a 5-day classroom-based course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

This qualification is assessed in two parts, marks are added together to determine your overall grade:

PART 1

Marked assessment of the following activities:

Section 1 - Undertake a risk assessment

Section 2 - Construct a safe system of work

PART 2

An examination of a maximum 2 ½ hours:

Section 1 - Multiple-choice questions

Section 2 - Four written answers
from a choice of six questions

WHAT NEXT?

This qualification may allow you to apply for managerial positions associated with health and safety. Progression and further learning routes include level 5 and above health and safety qualifications.



HABC LEVEL 1 AWARD IN HEALTH AND SAFETY FOR CARERS

This national award is aimed at people working in all sectors of the care industry and those who are preparing to start working in the industry. This qualification focuses on the importance of maintaining health and safety in the care sector.

You will gain an understanding of how to contribute to moving and handling individuals safely, as well as the health and safety of individuals in their daily living. The importance of the maintenance of a safe and clean environment in a variety of settings will be understood, as well as the necessity of following company health and safety rules and procedures.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a half-day course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 30 minutes to complete. You must answer at least 10 out of 15 questions correctly to successfully complete the qualification.

WHAT NEXT?

You may progress onto further qualifications, such as:

- ✍ HABC Level 2 Award in Health and Safety in the Workplace
- ✍ HABC Level 2 National Award in Infection Control



HABC LEVEL 1 AWARD IN HEALTH AND SAFETY FOR CATERING

This national award is aimed at people working in catering and those who are preparing to start working in the industry. It focuses on the importance of maintaining health and safety in the catering and hospitality sector, the cause of accidents (e.g. slippery floors), the use of chemicals and the risks of fooling around in the workplace.

You will gain an understanding of the hazards specific to the workplace, such as fire procedures for you and your guests, necessary controls in the kitchen environment and the necessity of following company health and safety rules and procedures.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a half-day course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 30 minutes to complete. You must answer at least 10 out of 15 questions correctly to successfully complete the qualification.

WHAT NEXT?

You may progress onto to further qualifications, such as:

- 📄 HABC Level 2 Award in Health and Safety in the Workplace
- 📄 HABC Level 2 Award in Food Safety in Catering



HABC LEVEL 1 AWARD IN HEALTH AND SAFETY FOR CONSTRUCTION

This qualification is designed for people working in, or aspiring to work in, the construction industry. It will give you the knowledge to undertake your work safely.

This qualification covers common hazards and risks in a construction environment, safe manual handling practices, working safely at height and working safely around plant and machinery. It also covers the importance of effective teamwork and communication in ensuring safe working practices are followed in the construction industry.

Successful completion of this qualification, together with successful completion of the CITB Operatives' Health, Safety and Environment knowledge test, will fulfil the requirements to apply for the CSCS Labourer's card.

HOW LONG IS THE COURSE?

It is recommended that the qualification is delivered over five days, with supporting homework in order to meet the required 54 guided learning hours. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

This qualification is assessed by completion of a written workbook issued by HABC.

WHAT NEXT?

You may progress onto further qualifications, such as:

- ✍ HABC Level 2 Award in Control of Substances Hazardous to Health
- ✍ HABC Level 2 Award in Safe Moving and Handling
- ✍ HABC Level 2 Award in Risk Assessment



HABC LEVEL 1 AWARD IN HEALTH AND SAFETY FOR MANUFACTURING

This national award is aimed at people working in all sectors of the manufacturing industry and those who are preparing to start working in the industry. This qualification focuses on the importance of maintaining health and safety in a manufacturing environment.

You will gain an understanding of the hazards associated with operating dangerous equipment, handling hazardous goods and moving and handling products. Content includes the importance of machinery guards, cut-out switches and other safety devices.

HOW LONG IS THE COURSE?



This qualification is achieved by taking a half-day course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 30 minutes to complete. You must answer at least 10 out of 15 questions correctly to successfully complete the qualification.

WHAT NEXT?

You may progress onto further qualifications, such as:

-  HABC Level 2 Award in Health and Safety in the Workplace
-  HABC Level 2 Award in Control of Substances Hazardous to Health



HABC LEVEL 1 AWARD IN HEALTH AND SAFETY FOR RETAIL

This national award is aimed at people working in all sectors of the retail or wholesale industry and those who are preparing to work in the industry. This qualification focuses on the importance of maintaining health and safety in the retail sector and the role employees need to play to ensure the safety of themselves, colleagues and customers in store.

You will gain an understanding of the importance of lifting and handling goods properly and the procedures to follow in emergency situations, with particular focus on customer safety, as well as the importance of following company health and safety rules and procedures.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a half-day course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 30 minutes to complete. You must answer at least 10 out of 15 questions correctly to successfully complete the qualification.

WHAT NEXT?

You may progress onto further qualifications, such as:

- [📄 HABC Level 2 Award in Health and Safety in the Workplace](#)



E-LEARNING COURSES

HEALTH AND SAFETY LEVEL 2

This course is ideal for anyone taking a Level 2 Health and Safety qualification awarded by HABC, CIEH and RSPH. It is also suitable for people that need to not only be aware of their own safety, but the safety of customers, contractors and members of the general public. The training modules include:

- ✍ Accidents including, slips, trips & falls
- ✍ Legal responsibilities
- ✍ Risk assessment
- ✍ Workplace health, safety & welfare
- ✍ Work equipment
- ✍ Fire
- ✍ First aid
- ✍ Manual handling
- ✍ Hazardous substances (COSHH)

The online content is fully interactive and uses exercises based on real-life scenarios, and you will also receive a health and safety encyclopaedia, help pages, and a comprehensive health and safety glossary. There is also the option to complete the Qualification Credit Framework (QCF) assessment.

HOW LONG IS THE COURSE?

The course requires approximately 6 hours of learning.

HOW IS IT ASSESSED?

Knowledge is assessed via multiple-choice questions at the end of each module. On completion of the course, you will receive a personalised HABC commended certificate.



HABC LEVEL 2 AWARD IN RISK ASSESSMENT

 **QUALIFICATION NUMBER: 600/5826/2**

 **CREDIT VALUE: 1**

This qualification is suitable for people working in any environment who need to be more risk-aware. It improves knowledge of risk in the workplace and the basic steps that can be taken to control it. It is designed to be an introduction to the principles of risk assessment.

HOW LONG IS THE COURSE?



This qualification is usually obtained by taking a one or half-day classroom-based course depending on the method of delivery. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 30 minutes. You must answer at least 13 out of 20 questions correctly.

WHAT NEXT?

You may progress to further qualifications, such as:

-  HABC Level 2 Award in Health and Safety in the Workplace
-  HABC Level 3 Award in Risk Assessment



HABC LEVEL 3 AWARD IN RISK ASSESSMENT

 **QUALIFICATION NUMBER: 600/5747/6**

 **CREDIT VALUE: 2**

This qualification is designed for employees with a responsibility for conducting risk assessments at low risk premises. It covers the principles of risk assessment, the relationship between hazard and risk and requires you to use the knowledge learned on the course by undertaking a risk assessment, therefore laying a foundation for further development as a risk assessor.

HOW LONG WILL IT TAKE ME TO ACHIEVE THIS QUALIFICATION?

This is a two day course consisting of 20 guided learning hours.

It is recommended that the knowledge element of the qualification is completed on day one of the course and that day two is dedicated to the production of a risk assessment. Day 1 can be completed via distance learning, however, HABC have stipulated a minimum of 7 contact hours in the delivery of this qualification.

HOW LONG IS THE COURSE?



This qualification is assessed in two parts:

Part 1: A multiple choice examination, taking a maximum of 60 minutes. You must achieve 20 out of 30 correct answers to successfully complete the exam.

Part 2: A practical assessment during which you will undertake a risk assessment exercise.

WHAT NEXT?

You may progress onto further qualifications, such as:

-  HABC Level 3 Award in Health and Safety in the Workplace
-  HABC Level 4 Award in Health and Safety in the Workplace



HABC LEVEL 2 AWARD IN SAFE MOVING AND HANDLING

 **QUALIFICATION NUMBER: 501/1772/5**

 **CREDIT VALUE: 2**

This accredited qualification is an introduction to moving and handling activities for those starting work, returning to work or who need specific training in manual handling, as well as being a suitable qualification for refresher training.

You will gain an understanding that that moving and handling must be carried out correctly, and will recognise its importance in ensuring a safer working environment. Subjects covered include the reasons for safe manual handling, manual handling risk assessments, principles, types of equipment and testing requirements associated with manual handling safety.

HOW LONG IS THE COURSE?



This qualification is obtained by taking a one day course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a practical examination and a multiple-choice examination, taking a maximum of 30 minutes.

WHAT NEXT?

You may wish to progress onto further qualifications, such as:

-  HABC Level 2 Award in Health and Safety in the Workplace
-  HABC Level 2 Award in Moving People Safely



E-LEARNING COURSES

MANUAL HANDLING

This course is ideal for people who are required to engage in manual handling as part of their role. It is also suitable for people taking a Level 2 Manual Handling qualification. The course outlines the key elements relating to manual handling that staff must consider in a working environment and covers topics including:

- ✍ The definition of manual handling
- ✍ The LITE Stairway to Heaven
- ✍ Safe lifting techniques
- ✍ Correcting lifting techniques
- ✍ Lifting with more than one person
- ✍ Examples of manual handling

The online content is fully interactive and uses exercises based on real-life scenarios.

HOW LONG IS THE COURSE?

The course takes approximately 30 minutes to complete.

HOW IS IT ASSESSED?

Knowledge is assessed via multiple-choice questions at the end of each module. On completion of the course, you will receive a personalised HABC commended certificate.



HABC LEVEL 2 AWARD IN MOVING PEOPLE SAFELY

 **QUALIFICATION NUMBER: 501/2290/3**

 **CREDIT VALUE: 4**

This accredited qualification is ideal as a refresher course or for new employees working in areas where the assistance and movement of people is a prerequisite part of their role. It is underpinned by the safe principles of moving and handling and recognises the special skills required when assisting and moving people. Subjects covered include safe manual handling, manual handling risk assessment principles, types of equipment and testing requirements associated with manual handling safety.

HOW LONG IS THE COURSE?

This qualification requires you to complete 20 guided learning hours.

HOW IS THE QUALIFICATION ASSESSED?



This qualification is made up of two units and each unit is assessed in two parts:

Part One: Assessed through a multiple-choice examination taking a maximum of 30 minutes. You must achieve at least 10 correct answers to pass this element of the qualification.

Part Two: Assessed through a competency-based assessment. You must practically demonstrate the application of the correct techniques as indicated during the course.

WHAT NEXT?

You may progress to:

-  HABC Level 2 Award in Health and Safety in the Workplace
-  HABC Level 3 Award in Health and Safety in the Workplace



HABC LEVEL 2 AWARD IN THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

 **QUALIFICATION NUMBER: 600/1952/9**

 **CREDIT VALUE: 1**

This accredited qualification is for anyone who is likely to come into contact with hazardous substances within a variety of working environments including: manufacturing, cleaning, healthcare, transport, utilities and office environments.

It gives you the knowledge to recognise the risks associated with hazardous substances and how to control them. Subjects covered include laws relating to hazardous substances in the workplace, risk assessments, safe use of hazardous substances in the workplace, control precautions and procedures for dealing with hazardous substances.

HOW LONG IS THE COURSE?



This qualification is obtained by taking a half-day course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 30 minutes. You must achieve a score of at least 10 out of 15 in order to pass.

WHAT NEXT?

You may progress to further qualifications, such as:

-  HABC Level 3 Award in Health and Safety in the Workplace
-  HABC Level 3 Award in Risk Assessment



HABC LEVEL 2 NATIONAL AWARD IN INFECTION CONTROL

This national award is aimed at anyone needing to develop their underpinning knowledge of how to control the spread of infection in their workplace or home environment. This includes giving an increased understanding of the causes of infections, the conditions in which they thrive and the ways that they can be spread. It also covers suitable methods of cleaning and waste disposal that help prevent the spread of infection, along with the personal protective equipment they can use for their own safety.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a one-day course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed through a multiple-choice examination taking a maximum of 30 minutes. Candidates must achieve a score of at least 20 out of 30 to achieve this award.

WHAT NEXT?

Progression routes include Apprenticeships in Health and Social Care.



HABC LEVEL 1 AWARD IN SUBSTANCE MISUSE AWARENESS

 **QUALIFICATION NUMBER: 600/1757/0**

 **CREDIT VALUE: 2**

This accredited qualification is aimed at anyone working across a variety of sectors, such as counselling, the health and social care sector, education, sport and recreation or community work, and looking for an introductory level qualification in substance misuse.

Subjects covered include types of substances misused, signs, symptoms and their effects, reasons people misuse substances, misleading signs and symptoms, effects on society and gaining support and advice.

HOW LONG IS THE COURSE?

This qualification requires you to complete 13 guided learning hours.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed through a written workbook. You must successfully complete all questions included within the Candidate Assessment Pack (CAP) to achieve the qualification.

WHAT NEXT?

You may progress to the HABC Level 2 Award in Substance Misuse



HABC LEVEL 2 AWARD IN SUBSTANCE MISUSE AWARENESS

 **QUALIFICATION NUMBER: 600/1758/2**

 **CREDIT VALUE: 9**

This accredited qualification is for anyone working in a variety of sectors requiring a qualification in substance misuse. Subjects covered include substance use/misuse, recognition and response to substance use/misuse, community responses to substance misuse, options and interventions for those affected by substance use/misuse, substance misuse and young people.

HOW LONG IS THE COURSE?



This qualification requires you to complete 67 guided learning hours.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed through a portfolio of evidence accumulated through the duration of the course.

WHAT NEXT?

You may progress to further qualifications, including:

-  Level 2 Diploma in Health and Social Care
-  Level 2 Higher Diploma in Society, Health and Development



EMERGENCY FIRST AID AT WORK

✔ **THIS COURSE IS ALSO AVAILABLE AS A QCF QUALIFICATION.**

This regulated qualification is ideal for people already working, or preparing to work within industry, who wish to become an Emergency First Aider in the workplace for the purposes of the Health and Safety (First Aid) Regulations 1981 and for HSE NI 1982.

Topics covered include the roles and responsibilities of the Emergency First Aider, assessing an incident, recognising signs and symptoms of injury and illness, and assisting a casualty who is suffering from injury or illness.

HOW LONG IS THE COURSE?

This qualification is delivered via a one day course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed via a practical observation and oral and/or written questions throughout the duration of the course.

WHAT NEXT?

This qualification is valid for three years, after which you will need to retake the course. In addition, it is recommended that you refresh your knowledge annually.

Progression routes include other specialist first aid qualifications, such as:

- ✔ First Aid at Work Course
- ✔ Paediatric First Aid Course
- ✔ First Aid Response Course.



The First Aid Industry Body





FIRST AID AT WORK

✔ THIS COURSE IS ALSO AVAILABLE AS A QCF QUALIFICATION.

This regulated qualification is ideal for people already working, or preparing to work, within industry who wish to become a First Aider in the workplace for the purposes of the Health and Safety (First Aid) Regulations 1981. The qualification is made up of two mandatory units which learners must complete successfully. These are: emergency first aid in the workplace; and recognition and management of illness and injury in the workplace.

Topics covered include: the roles and responsibilities of the First Aider; assessing an incident, recognising signs and symptoms of industry and illness, assisting a casualty who is suffering from major injury and illness, chest injuries, spinal injuries and anaphylaxis.

HOW LONG IS THE COURSE?

The qualification is delivered via a three day course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed via a practical observation and oral and/or written questions throughout the duration of the course.

WHAT ABOUT REQUALIFICATION?

This qualification is valid for three years, after which you will need to retake the course. In addition, it is recommended that you refresh your knowledge annually.

Prior to the expiry of the award, you must be assessed against all learning outcomes and assessment criteria in the units. Requalification has recommended course duration of two days. However, the course duration may be increased to meet additional learning needs if required. In order to be eligible to receive requalification training, you must present a valid FAW certificate at the start of the course.

WHAT'S NEXT?

Progression routes include the HABC Level 3 Award in First Aid Response.



The First Aid Industry Body





HABC LEVEL 3 AWARD IN FIRST AID RESPONSE

This qualification is ideal for people wishing to gain a more comprehensive understanding of first aid, wider than the minimum requirements of First Aid at Work (FAW). The current HABC Level 3 Award in First Aid Response includes the minimum training standards as outlined by the HSE for First Aid at Work Regulations 1981 and builds on them with additional training on the safe and effective use of an automated external defibrillation (AED) machine and crucially applies flexible content in the area of environmental and medical intelligence.

This new area supports the foundation knowledge of first aid and places this into context of your place of employment/deployment, identifying typical conditions that they may come across and how these can be supported both on and off site. This makes it an ideal qualification to bolt on additional specialist areas of training such as oxygen therapy, or administration of adrenaline auto-injectors.

HOW LONG IS THE COURSE?

It is recommended the the qualification is delivered over a period of four days.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed during the course via practical skills and knowledge demonstration, together with a research assessment via distance-learning.

WHAT NEXT?

The qualification is valid for a period of 3 years, after which point learners will need to retake the course. In addition to this it is also recommended that learners will refresh their knowledge annually.

Learners completing this qualification could specialise further in the area of First Aid with ongoing development in the following areas:

- ✍ HABC Level 3 Award in Emergency Paediatric First Aid
- ✍ HABC Level 3 Award in Paediatric First Aid



PAEDIATRIC FIRST AID

✔ **THIS COURSE IS ALSO AVAILABLE AS A QCF QUALIFICATION.**

📄 **QUALIFICATION NUMBER: 601/3867/1**

📅 **CREDIT VALUE: 3**

This qualification is designed for people wishing to become a paediatric first aider in the workplace with a responsibility for the welfare of infants and children. You will learn and gain understanding of how first aid is the responsibility of everyone involved in the working environment.

Topics within this qualification meet the requirements for Paediatric first aid outlined in the Early Years Foundation Stage 2014 as being important to maintaining safe and effective practice when providing treatment of injuries and ill health of infants and children who are under the care of trained personnel.

HOW LONG IS THE COURSE?

This qualification is delivered as a two day course. In addition the course can be delivered as part of a blended route consisting of one day online theory and one day practical course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed via a practical assessment of competence and a knowledge based series of short, open response, questions.

WHAT NEXT?

This qualification is valid for three years, after which you will need to retake the course. In addition, it is recommended that you refresh your knowledge annually.

Progression routes include other specialist first aid qualifications, such as:

- 📄 First Aid at Work
- 📄 Emergency First Aid at Work
- 📄 Cardiopulmonary Resuscitation and Automated External Defibrillation





E-LEARNING COURSES

CARE CERTIFICATE

This course is recommended by the Care Quality Commission and is for anyone starting work in the health or social care sectors, including health care assistants, assistant practitioners, care support workers, adult social care workers providing direct care in residential and nursing homes and hospices, and home care workers.

The course consists of 15 standards that make up the complete knowledge requirement of the Care Certificate. The standards are:

- ✍ Understand your Role
- ✍ Your Personal Development
- ✍ Duty of Care
- ✍ Equality and Diversity
- ✍ Work in a Person-Centred Way
- ✍ Communication
- ✍ Privacy and Dignity
- ✍ Fluids and Nutrition
- ✍ Mental Health, Dementia and Learning Disability
- ✍ Safeguarding Adults
- ✍ Safeguarding Children
- ✍ Basic Life Support
- ✍ Health and Safety
- ✍ Handling Information
- ✍ Infection Prevention and Control



CONTINUED...

It is recommended by the Care Quality Commission that employers in the health or social care sectors should deliver the Care Certificate as part of their staff induction programmes. This course is the ideal resource to allow staff to go on to achieve the full Care Certificate or the relevant standards within it. If you are not required to complete the full 15 module Care Certificate, individual specific standards can be selected.

Content is fully interactive and uses engaging resources which can be used flexibly so you can manage your own learning. You can revisit modules for revision or refreshment and your knowledge is assessed and recorded so you can track your progress. This course also links to Highfield's e-kits for enhanced assessment.

HOW LONG IS THE COURSE?

This course consists of 15 standards and each standard takes between 30 and 60 minutes to complete.

The course is flexible so that you can complete the standards that are specific to your role.

HOW IS IT ASSESSED?

Completion of this course will confirm your understanding of the knowledge elements of the Care Certificate. Following this, once the competence elements of the Care Certificate have been observed in the workplace, the Certificate can be awarded by your employer.

WHAT'S NEXT?

This course is mapped to units on the Qualification and Credit Framework (QCF) relating to health and social care qualifications, meaning you can use the standards you have completed as recognised prior learning.



FOOD SAFETY SHORT COURSES

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HABC LEVEL 1 AWARD IN FOOD SAFETY IN CATERING

This qualification is ideal for anyone working in the catering and hospitality industry, or those about to start work in the industry. Subjects covered include an awareness of hazards and controls associated with food in catering operations, contamination prevention, temperature abuse of food and the importance of thorough cooking and rapid cooling, personal hygiene, and cleaning and disinfection.

The topics covered in this qualification are essential to the production of safe food. The HABC Level 1 Award in Food Safety in Catering is recognised internationally.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a half-day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 30 minutes. You must achieve a score of at least 10 out of 15 in order to pass.

WHAT NEXT?

You may progress to further qualifications, such as:

-  HABC Level 2 Award in Food Safety in Catering



HABC LEVEL 2 AWARD IN FOOD SAFETY FOR CATERING

 **QUALIFICATION NUMBER: 500/5485/5**

 **CREDIT VALUE: 1**

This qualification is ideal for anyone working in the catering and hospitality industry, or those about to start work in the industry. Subjects covered include hazards and controls, food safety management and temperature controls, food poisoning control, personal hygiene, cleaning and disinfection, food pests, and the role of the food handler in keeping food safe.

The HABC Level 2 Award in Food Safety in Catering is accredited and recognised internationally.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a one-day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 60 minutes. You must achieve a score of at least 20 out of 30 in order to pass.

WHAT NEXT?

You may progress onto any of the HABC Level 3 Food Safety qualifications, which are ideal for those wishing to work in a supervisory role.



HABC LEVEL 2 AWARD IN FOOD SAFETY FOR CATERING (REFRESHER)

This qualification is aimed at caterers and other food handlers. It is intended for candidates already working in catering who would benefit from refresher training. It reinforces your responsibilities as food handler regarding food safety, and will ensure your knowledge is up-to-date.

You must have already achieved the full Level 2 Award in Food Safety in Catering from an Ofqual accredited awarding organisation before you can enrol on this course.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a half-day course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 60 minutes. You must achieve a score of at least 20 out of 30 in order to pass.

WHAT NEXT?

You may progress onto qualifications such as:

- ✔ HABC Level 3 Award in Supervising Food Safety in Catering



HABC LEVEL 3 AWARD IN SUPERVISING FOOD SAFETY IN CATERING

 **QUALIFICATION NUMBER: 500/5471/5**

 **CREDIT VALUE: 3**

This qualification is ideal for anyone working as a supervisor, team leader or line manager in the catering and hospitality industry. Subjects covered include microbiology, hazards and controls, food poisoning, personal hygiene, premises and equipment, cleaning and disinfection, pest management, food safety management, supervisory management, and legislation and enforcement.

The HABC Level 3 Award in Supervising Food Safety in Catering is accredited and recognised internationally.

HOW LONG IS THE COURSE?

This qualification is obtained by taking a 3 day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed. For example, completing a quiz book (6 to 8 hours) followed by a two-day classroom-based course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of two hours to complete. You must answer at least 40 out of 60 questions correctly.

WHAT NEXT?

You may progress to further qualifications, such as:

 HABC Level 4 Award in Managing Food Safety in Catering



HABC LEVEL 3 AWARD IN SUPERVISING HACCP FOR CATERING

This qualification is aimed at people responsible for assisting in the development and maintenance of HACCP systems. It is suitable for those owning/managing smaller food businesses to give them the underpinning knowledge to implement an appropriate food safety management system based on HACCP principles. It is intended predominantly for people already working in catering, with a sound knowledge of food safety, hazards and controls.

Subjects include the importance of a business having HACCP-based food safety management procedures in place and the processes involved such as prerequisites, process flow diagrams and determining critical control points. It also covers how to develop and implement HACCP-based food safety management procedures in a catering business and how this will vary from business to business.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a 2 day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of two hours to complete. You must answer at least 40 out of 60 questions correctly.

WHAT NEXT?

You may progress to further qualifications including a Level 4 International Award in Managing HACCP for Catering.



HABC LEVEL 4 AWARD IN MANAGING FOOD SAFETY IN CATERING

 **QUALIFICATION NUMBER: 500/7327/8**

 **CREDIT VALUE: 6**



This qualification is aimed at managers working in a food or drink catering environment. It is intended for people already working in catering, or those who are preparing to work in the industry. Your role will require some responsibility for food safety and/or you will have management responsibilities for an operational team. This qualification covers food hygiene with a thorough knowledge of hazards and controls, and has a focus on the importance of developing, implementing and monitoring food safety procedures. Its topics are regarded by the Food Standards Agency as being important to maintaining good practice in the production of safe food.

HOW LONG IS THE COURSE?

This qualification is obtained by taking a 5 day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

This qualification is assessed in two parts:

-  Part one: A multiple-choice examination
-  Part two: A written examination where you choose four of six questions to answer

The duration of the examination is 2 ½ hours.

WHAT NEXT?

You may be able to apply for managerial positions in the food and drink catering industry and will also be able to progress to a Level 5 qualification, a diploma or a degree in food safety or HACCP (other prerequisite qualifications may be required in order to take this route).



HABC LEVEL 2 AWARD IN HACCP FOR CATERING

This qualification is aimed at caterers and other food handlers. It is intended for people already working in catering and those who are preparing to work in the industry, and will be especially useful for those involved in maintaining HACCP in a catering environment, and for those who are or will be part of a HACCP team.

This qualification covers the principles of HACCP including the need for a food safety management system to be in place, identifying critical control points and critical limits as well as the processes of monitoring, verification and implementing corrective actions. HACCP is regarded by the Food Standards Agency as being important to maintaining good practice in the production of safe food.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a one-day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 60 minutes. You must achieve a score of at least 20 out of 30 in order to pass.

WHAT NEXT?

You may progress to further qualifications, such as:

- ✔ Level 3 Award in Supervising HACCP for Catering
- ✔ Level 4 International Award in Managing HACCP for Catering



HABC LEVEL 3 AWARD IN FOOD ALLERGEN MANAGEMENT FOR CATERERS

This qualification covers the different roles in ensuring that food ingredients and allergens are effectively managed; common allergens and intolerances; procedures relating to the accurate communication of ingredient information, from supplier to consumer; hygiene considerations with regard to allergen and ingredient control; and procedures relating to the control of contamination and cross-contamination of allergenic ingredients.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a one-day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

This qualification is assessed by a workbook.

WHAT NEXT?

You may progress to a Level 4 Award in Managing Food Safety in Catering.



HABC LEVEL 1 AWARD IN FOOD SAFETY FOR MANUFACTURING

This qualification is intended for people working in a manufacturing environment and those who are preparing to work in the industry.

This qualification covers the importance of food safety, an awareness of food safety hazards and how they can be prevented, the importance of personal hygiene, and the importance of cleaning and disinfection.

The subjects covered are regarded by the Food Standards Agency as being important to ensure good practice and the production of safe food.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a half-day course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 30 minutes. You must achieve a score of at least 10 out of 15 in order to pass.

WHAT NEXT?

You may progress to further qualifications, such as:

 HABC Level 2 Award in Food Safety for Manufacturing



HABC LEVEL 2 AWARD IN FOOD SAFETY FOR MANUFACTURING

 **QUALIFICATION NUMBER: 500/6352/2**

 **CREDIT VALUE: 1**

This qualification is ideal for anyone working in the food manufacturing industry or those about to start work in the industry. Subjects covered include food safety hazards, food poisoning control, temperature controls, personal hygiene, cleaning and disinfection, food pests and the role of the food operative in keeping food safe.

The HABC Level 2 Award in Food Safety for Manufacturing is accredited and recognised internationally.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a one-day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 60 minutes. You must achieve a score of at least 20 out of 30 in order to pass.

WHAT NEXT?

You may progress onto any of the HABC Level 3 Food Safety qualifications, which are ideal for those wishing to work in a supervisory role.



HABC LEVEL 2 AWARD IN FOOD SAFETY FOR MANUFACTURING (REFRESHER)

This qualification is aimed at food handlers working in a manufacturing environment. The qualification is intended for people already working in food manufacturing who would benefit from refresher training. This qualification reinforces your responsibilities as food handler regarding food safety and will ensure your knowledge is up-to-date.

You must have already achieved the full Level 2 Award in Food Safety for Manufacturing from an Ofqual accredited awarding organisation before you can enrol on this course.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a half-day course

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 60 minutes. You must achieve a score of at least 20 out of 30 in order to pass.

WHAT NEXT?

You may progress to:

-  HABC Level 3 Award in Food Safety Supervision for Manufacturing



HABC LEVEL 2 AWARD IN HACCP FOR MANUFACTURING

This award is aimed at people working in a food manufacturing environment, and those who are preparing to work in the industry. The qualification is especially useful for those involved in maintaining HACCP in a manufacturing environment, and for those who are or will be part of a HACCP team.

This qualification covers the principles of HACCP including the need for a food safety management system to be in place, identifying critical control points and critical limits, as well as the processes of monitoring, verification and implementing corrective actions.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a one-day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 60 minutes. You must achieve a score of at least 20 out of 30 in order to pass.

WHAT NEXT?

You may progress onto the HABC Level 3 Award in HACCP for Food Manufacturing or the HABC Level 4 Award in HACCP Management for Food Manufacturing.



HABC LEVEL 3 AWARD IN SUPERVISING HACCP FOR FOOD MANUFACTURING

This qualification is aimed at people responsible for assisting in the development and maintenance of the HACCP systems. Holders of the qualification will have the knowledge necessary to be an integral part of a HACCP team in the manufacturing and other related industries, for example those involved with distribution and storage. The qualification is also suitable for owners or managers of smaller food businesses to give the underpinning knowledge to develop a HACCP study.

It is intended predominantly for people already working in manufacturing, with a sound knowledge of food safety hazards and controls. It covers the importance of a business having HACCP-based food safety management procedures in place, the processes involved such as prerequisites, process flow diagrams and determining critical control points, as well as how to draw all this information together in order to develop and implement HACCP-based food safety management procedures in a business.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a 3 day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of two hours to complete. You must answer at least 40 out of 60 questions correctly.

WHAT NEXT?

You may progress to further qualifications, including the Level 4 Award in HACCP Management for Food Manufacturing.



HABC LEVEL 1 AWARD IN FOOD SAFETY FOR RETAIL

The Level 1 Award in Food Safety for Retail is a qualification intended for people working in a retail environment in a role dealing with food, and those who are preparing to work in such a role.

This qualification covers the importance of food safety, an awareness of food safety hazards and how they can be prevented, the importance of personal hygiene, and the importance of cleaning and disinfection.

The subjects covered are regarded by the Food Standards Agency as being important to ensure good practice and the production of safe food.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a half-day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed by a multiple-choice examination, taking a maximum of 30 minutes. You must achieve a score of at least 10 out of 15 in order to pass.

WHAT NEXT?

You may progress to further qualifications including:

-  HABC Level 2 Award in Food Safety for Retail



HABC LEVEL 3 AWARD IN PRINCIPLES OF DEVELOPING A POSITIVE FOOD SAFETY CULTURE

This qualification is designed for supervisors of food handlers or managers of food businesses. It has been devised to improve awareness of developing and maintaining a positive food safety culture and how every staff member is important in achieving this. Topics include the importance of leadership and communication and how to promote a positive food safety culture in a business by motivating and training staff and regularly performing reviews of working practices.

Food safety culture is fast becoming a topic of importance in the food industry as businesses recognise the need for all members of staff, from food handlers to management, to show a commitment to the safety of food produced.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a one-day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

This qualification is assessed by a workbook.

WHAT NEXT?

You may progress to further qualifications, such as:

- ✔ HABC Level 4 Award in Managing Food Safety in Catering
- ✔ HABC Level 4 Award in Food Safety Management for Manufacturing



E-LEARNING COURSES

FOOD SAFETY LEVEL 2

This course is ideal for all people that are classified as high-risk food handlers. The content is suitable for Level 2 Food Safety qualifications awarded by HABC, REHIS, CIEH and RSPH, and training modules include:

- ✔ Introduction to food safety
- ✔ Microbiological hazards
- ✔ Food poisoning and its control
- ✔ Contamination hazards and controls
- ✔ HACCP from delivery to service
- ✔ Personal hygiene
- ✔ Food premises and equipment
- ✔ Food pests and pest control
- ✔ Cleaning and disinfection
- ✔ Food safety enforcement

The online content is fully interactive and uses exercises based on real-life scenarios. It also includes interactive video refresher sessions and there is also the option to complete the Qualification Credit Framework (QCF) assessment.

HOW LONG IS THE COURSE?

The course requires approximately 6-9 hours of learning.

HOW IS IT ASSESSED?

Knowledge is assessed via multiple-choice questions at the end of each module. On completion of the course, you will receive a personalised HABC commended certificate.



HABC LEVEL 3 AWARD IN EFFECTIVE AUDITING AND INSPECTION SKILLS

This qualification is aimed at supervisors, team leaders and line managers working in all sectors of the food industry, consumer products, hospitals and other industries where verification, auditing or inspection is undertaken.

You will learn, and be able to apply, the knowledge relating to the role of the auditor in carrying out effective audits or inspections. This includes the purpose of audits and inspections, benefits and limitations of audits and inspections, the auditing and inspection cycle, checklists, data gathering, analysis and interpretation of data and report writing.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a one-day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed through a multiple-choice examination. You must achieve 20 correct answers in order to successfully complete the course.

WHAT NEXT?

You may progress with further qualifications such as:

- ✍ HABC Level 4 Award in Managing Food Safety in Catering
- ✍ HABC Level 4 Award in Food Safety Management for Manufacturing



WORKING WITH PEOPLE SHORT COURSES



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HABC LEVEL 2 AWARD IN CONFLICT MANAGEMENT

 **QUALIFICATION NUMBER: 600/0670/5**

 **CREDIT VALUE: 2**

This accredited qualification is ideal for anyone who requires training in conflict management. It is appropriate for a wide range of sectors and is suitable for anyone who has a customer facing role, dealing with service users or the public. It is also a useful qualification for individuals who would like a better understanding of how to prevent conflict situations from arising and feel more confident in being able to deal with situations if they arise. Subjects covered include the role of communication and the assessment of risks in conflict situations and follow up practices after such events.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a 2 day course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed through a multiple-choice examination, taking a maximum of 60 minutes. You must achieve a score of at least 20 out of 30 to successfully complete the qualification.

WHAT NEXT?

Progression and further learning routes include:

 HABC Level 3 Award in the Delivery of Conflict Management Training



HABC LEVEL 2 AWARD IN CUSTOMER SERVICE

 **QUALIFICATION NUMBER: 600/6685/4**

 **CREDIT VALUE: 1**

This accredited qualification has been designed for delivery to all people working or preparing to work in a customer service role or where using the telephone is a part of their role. This qualification covers the principles of customer service, including how to meet customer expectations, the importance of appropriate behaviour and communication techniques, as well as ways to deal with problem customers.

HOW LONG IS THE COURSE?

This qualification is achieved by taking a one-day course. However, it can also be achieved through a variety of other methods including blended and distance learning, as long as the recommended learning hours are completed.

HOW IS THE QUALIFICATION ASSESSED?

This qualification is assessed through a multiple-choice examination, taking a maximum of 60 minutes. You must achieve a score of at least 20 out of 30 to successfully complete the qualification.

WHAT NEXT?

You may progress to further qualifications including:

-  HABC Level 2 Certificate in Customer Service
-  HABC Level 2 NVQ Certificate in Customer Service
-  Customer Service Apprenticeship



PERSONAL LICENSE SHORT COURSES

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HABC LEVEL 2 AWARD FOR PERSONAL LICENCE HOLDERS

 **QUALIFICATION NUMBER: 500/9947/7**

 **CREDIT VALUE: 1**

This accredited qualification is ideal for those working in or preparing to work in any industry that involves the retail sale of alcohol. It is a requirement for anyone who wishes to hold a personal licence. This qualification covers the main requirements of the Licensing Act 2003 and the legal responsibilities of a personal licence holder. Anyone wishing to sell or authorise the sale of alcohol by retail on licensed premises must hold a personal licence. Subjects covered include purpose and period of validity of a personal licence, the application process and legal duties of a personal licence and licensing law.

HOW LONG IS THE COURSE?


This qualification is achieved by taking a one-day course.

HOW IS THE QUALIFICATION ASSESSED?

It is assessed through a 40 question multiple-choice examination, taking a maximum of 60 minutes. You must achieve a score of at least 28 in order to pass.

WHAT NEXT?

You may progress to further qualifications, including:

-  Level 2/3 Award for Designated Premises Supervisors
-  Hospitality competency-based qualifications



E-LEARNING COURSES

PERSONAL LICENCE HOLDER

This course is ideal for anyone looking to become a personal licence holder. Personal licence holders are able to legally make or authorise the sale of alcohol on licensed premises. This course provides the knowledge required to achieve this qualification and the content is suitable for the Level 2 APLH awarded by HABC.

The training modules included in this course cover the key syllabus of Level 2 Award for Personal Licence Holders qualification. These modules include:

- ✔ Licensing Law
- ✔ Personal Licences
- ✔ Premises Licences
- ✔ The Protection of Children
- ✔ Powers and Enforcement
- ✔ Temporary Events
- ✔ Responsible Alcohol Retailing

The online content is fully interactive and uses exercises based on real-life scenarios.

HOW LONG IS THE COURSE?

The course takes approximately six hours to complete.

HOW IS IT ASSESSED?

Knowledge is assessed via multiple-choice questions at the end of each module. On completion of the course, you will receive a personalised HABC commended certificate.

WHAT'S NEXT?

This course can count towards the recommended eight guided learning hours they will be required to undertake before taking the Level 2 APLH qualification assessment.

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