



2025-2026 Training Brochure





Hello and Welcome.

My name is Andrea Speak and I am the Managing Director of Just Training East Midlands Limited.

Just Training is an established provider of

business training, based in Leicestershire in the East Midlands where we have enjoyed a long term relationship with many businesses, organisations and local authorities over the past 18 or so years. Being based in the Midlands has enabled us to reach a wider audience and our customer base now extends from Aberdeen to Cornwall and Wales to East Anglia.

Our success has been built on the back of our attention to detail, reliability, quality of training, exceptional trainers and affordable prices..

Our training facility based in South Wigston provides a warm and welcoming environment with two well equipped, modern spacious light and airy training rooms and a pleasant and comfortable Delegate Lounge area where freshly brewed coffee and a selection of teas are provided.

If you would like to discuss your training requirements please call and speak to either myself or Hannah.

We look forward to hearing from you.

CONTACT DETAILS

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**The Chartered
Institute of Logistics
and Transport**

Registered Centre

Just Training (East Midlands) Ltd

4.9 ★★★★★ (14) ⓘ

Training provider



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Leicester City Council





FIRST AID TRAINING

Workplace First Aid Regulations

The HSE First Aid regulations state that all workplaces, regardless of the number of employees, must have an **adequate and appropriate** first aid provision.

As an employer you have to decide on what adequate and appropriate means to your organisation by completing a first aid risk assessment.

Your risk assessment should assess

- ◆ The type of work being undertaken by employees and whether it presents a higher level of accident/injury risk
- ◆ Existing injuries/ailments of employees as to who might be more at risk of becoming ill at work or having an accident.
- ◆ The number of employees, location of where they are situated and shift patterns.

As a minimum you need to ensure there is someone who can give immediate assistance in the event of an emergency, at all times there are employees on the premises and that your first aid supplies are suitable to meet the needs of any incident which may occur.

Even if you only have one employee on your premises, you will still need to provide a suitable and adequate first aid provision.

Suitable First Aid Courses

There are only two HSE recognised and accepted first aid courses considered suitable for the workplace:

- ◆ **Emergency First Aid at Work** 1 day course suitable for low risk environments such as offices, libraries, shops and small businesses.
- ◆ **First Aid at Work** 3 day course, suitable for high risk workplaces. This would include manufacturing, assembly, maintenance, construction, hot works, places with visitors and members of the public.

Our regulated first aid courses are certificated through Quallsafe Awards who are an Ofqual Approved Awarding Organisation.

Certification will last 3 years from the end of the course date and will carry an official Ofqual Watermark of quality.





Why Choose Just Training for your First Aid Training

Qualsafe Awards are an Ofqual registered awarding organisation and the largest Awarding Organisation of first aid courses in the UK. Qualsafe Awards are responsible for the external quality assurance of all of their approved training providers. This gives you, the employer, the confidence to know that Just Training is subject to independent monitoring of our trainers and our training.

We have been an approved Qualsafe Training Provider for over 15 years, and have enjoyed continuous excellent feedback from the AO on all of our audits.

We know the importance of providing first aid training at the right level that is compliant with the HSE Syllabus.

Our primary focus is to ensure that your first aiders are competent and confident in their first aid skills and are able to deal effectively with a work place accident situation in a calm and methodical manner.

We have a strict policy that we only teach to the given HSE Syllabus, and do not allow trainers to over teach in skills that are not meant for the workplace as this can have serious repercussions on both the employer and first aider.

We can deliver training at our own training centre based in Leicestershire, or at your own premises.

Bespoke courses are also available. Please contact us for more detail.

"This is the best first aid course I have ever been on, from now on, we will only be using Just Training"

Armageddon Tank Experience, Leicester

"The quality of your first aid training is exceptional. Nice premises, plenty of teaching resources and very knowledgeable instructor."

Palmers Garden Centres—Leicester

"I have learnt so much more on your first aid courses than on any other I have been on. Well delivered and lots of attention to detail.."

East Midlands Housing Group.

"Brilliant course, great trainers, really good fun learning environment, nice premises."

Jennos Coffee House.

"Andrea was a brilliant instructor, explained everything carefully, good fun too."

Beaver Bus Company



Choosing your First Aiders

You should select your first aiders carefully, and give consideration to the following points.

- Location in the workplace so that those with the highest level of skill are closest to the areas of highest risk.
- General disposition at remaining calm in a crisis.
- Fitness levels, especially if they are likely to have to run a fair distance to get to the furthest point of your workplace, or to get help.
- Ability to understand and communicate with Emergency Crews and casualties in English.
- Mobility for kneeling, bending and perhaps in an emergency, dragging an injured casualty.
- Physical strength sufficient to deliver CPR over a period of at least 8 minutes until help arrives.
- Mental health to deal with possible trauma.

Emergency First Aid at Work

Who the course is for

Any one wishing to be a first aider in a low risk or smaller workplace such as shops, offices, libraries etc.

This is also an ideal course for anyone who wants to have more knowledge of providing first aid in any situation outside of a workplace.

What the course covers

- First aid kits and legislation
- CPR, resuscitation and AED Use
- Dealing with unconscious casualties
- Choking children and adults
- Minor Bleeding wounds
- Minor burns and scalds
- Managing epilepsy
- Eye injuries
- Other minor ailments

Course Duration

Classroom—6.5 hours

Blended—2 hours E-Learning: 4 hours classroom

Course Cost Classroom

Classroom : £95 per person plus VAT

Blended : £125 per person + Vat

£680 plus VAT group of up to 12 delegates - Classroom only

What is included

Course manual, 3 year certification, tea and coffee.



First Aid at Work

Who the course is for For first aiders in high risk workplaces such as construction, manufacture, maintenance, production, assembly, hot works and other larger organisations. Also suitable where members of the public will be present.

What the course covers

- First aid kits and legislation
- CPR, Resuscitation and AED
- Unconscious casualties
- Choking children and adults
- Minor/Major Bleeding wounds
- Catastrophic bleeds and use of tourniquets
- Minor & Major burns and scalds
- Epilepsy & Diabetes
- Head and Spinal Trauma
- Heart Attack and Angina
- Allergies and Anaphylaxis
- Eye Injuries
- Fractures and Sprains

Course Classroom - 3 Days

Duration Blended— 6 Hrs E-Learning : 2 Days
Classroom

Course Cost Classroom—£269 per person plus VAT
Blended—£249 per person + Vat
Group—£1550 plus VAT up to 12 delegates

What is included Course manual

First Aid at Work Requalification

- In order to operate as a First Aider in the workplace, the first aid certificate must still be in-date. There is no longer a “grace” period where those who have allowed their certificate to expire can operate as a first aider at work.
- Ideally learners should renew their qualification before it expires. However, you are allowed to renew a First Aid at Work qualification within 1 month of the certificate expiry date, without having to retake the full 3 day course again.
- For those holding the 3 day **First Aid at Work** qualification, the requalification is to undertake a **2 day First Aid at Work Requalification course. This can be completed as a classroom course or a blended course.**
- **Blended Learning Course = 6 hours E-Learning + 1 day Classroom**
- **Classroom - £189 + vat per person**
- **Blended—£175 + vat per person**
- **£1125 + vat group of up to 1**
- The HSE strongly recommends that ALL First Aiders, regardless of level, complete a **3 hour Annual Refresher** course in each 12 month period, following the date of certification.



FIRST AID TRAINING—BLENDED LEARNING

What it includes Learners complete and initial portion of the Theory Learning via the E-Learning Portal, and then attend the Classroom training to complete the Practical Training and the Assessments of Competence.

The classroom sessions are shorter than the traditional classroom based courses.

How it Works Learners are registered onto the E-Learning Portal and will be sent an email with their log-in details.

The E-Learning MUST be completed BEFORE the Classroom session.

Learners must achieve the minimum score required on the E-Learning, or they will need to repeat the session again.

Learners must attend the classroom session within 6 weeks of the E-Learning completion date.

The classroom session is shorter than attending a traditional classroom based first aid course.

A final Multiple choice test ensures learners are fully competent.

Times

EFAW—2 Hours E-Learning : 4 Hours Classroom

FAW— 6 Hours E-Learning : 2 Days Classroom

FAW Requal—6 Hours E-Learning : 1 Day Classroom

BLENDED LEARNING

The Blended Learning option for our first aid courses will reduce the amount of time you are away from the workplace and enable the classroom time to focus on the practical skills and competencies

Learners will be able to

- ◆ Complete part of the theory before attending the classroom
- ◆ Attend the classroom session for a shorter amount of time to focus on the practical applications
- ◆ Take a final multiple choice test to ensure competency is achieved across the full first aid syllabus.
- ◆ Learners have up to 6 weeks to complete the theory before attending the classroom.



Level 2 Award in Basic Life Support

This nationally recognised qualification provides learners with the life-saving techniques needed to support a casualty in an emergency situation, until further help arrives.

This is a 4 hour course, that includes practical activities and assessments in

- ◆ Assessing the incident
- ◆ Managing an unresponsive casualty
- ◆ Recovery position
- ◆ CPR
- ◆ Choking.

The course is recognised as suitable for meeting the learning outcomes in the UK Core Skills Training Framework, and for anyone who needs to have basic life support skills, such as carers, GPs, GP Surgery Staff, child minders, and lone workers.

This course is fully accredited and certificated through Qalsafe Awards.

£45 + vat per person—open course
£320 + vat group of up to 12 at our premises

Enquire for group courses at your own premises.

ANNUAL REFRESHER TRAINING

The HSE Strongly recommend that ALL first aiders, regardless of the level of qualification complete 3 hours of refresher training in each 12 month period, following the date of original certification.

Although this is not a mandatory requirement, the HSE have identified that skill fade over a three year period, is quite significant, and that the confidence level of first aiders is significantly affected where refresher training has not taken place.

In order for your first aiders to feel confident at all times, with their skill levels and ability to cope, you should consider ensuring their training is kept up to date annually.

We run open Annual Refresher Courses throughout the year and you can also arrange to have a group course held on your own premises. For group courses you can select the topics you wish to focus on

£45 + vat per person—open course

£320 + vat group of up to 12 at our premises.



HEALTH AND SAFETY TRAINING

Health and Safety At Work etc Act.

The **Health and Safety at Work etc Act 1974** lays down the duties of employers to protect the health, safety and welfare of all of their employees while they are at work. There is also a duty for employers to take reasonable measures to protect visitors, members of the public and the self-employed while on their premises.

ALL workplaces in the UK are covered by these regulations, regardless of how big or small or how many employees there are. If there is one or more employees, then the regulations will apply.

In addition to the Act, the **Management of Health and Safety at Work Regulations 1999** provide further details that identify the risks that employees, contractors, visitors etc may face and the steps required to control and mitigate those risks through the process of Risk Assessments.

In all aspects of Health and Safety at Work, the HSE will expect to see employers taking responsibility for providing quality training to their employees and keeping training records that can be referred to in the event of an incident.

We can support your Health and Safety Compliance by providing approved training for your staff.

L2 Award in Health and Safety

Who the course is for

Health and Safety applies to all workplaces regardless of the number of employees. This course is designed to provide a wide overview of all aspects of health and safety at work to ensure all employees can act in a safe manner at all times. This course syllabus is equivalent to IOSH Working Safely.

What the course covers

- The Law and Health and Safety
 - Responsibilities for Health and Safety in the Workplace
 - COSHH
 - Noise at Work
 - Electricity at Work
 - PUWER and LOLER
 - Using Safe Operating Procedures
 - Importance of Risk Assessments
- Multiple Choice Test at end.

Course Duration

6.5 Hours

Course Cost

£110 + vat per person—Open Course
£650+ vat—Group of up to 8 Delegates

What is included

Course manual, Quallsafe L2 Award in Health and Safety Certification



Manual Handling of Loads

Who the course is for

All employees ideally should receive manual handling, not just those involved in heavy lifting. All employees are at risk of injury from handling any objects in the workplace, therefore all employees will benefit from this training. This training will support compliance with the Manual Handling Regulations.

What the course covers

- The law and manual handling
- Understanding manual handling within each job role
- Common handling injuries
- Correct handling techniques
- Guidelines to handling limits
- Understanding risk assessments for handling awkward loads.

Course Duration

3.5 Hours

Course Cost

Open Course—£55 + VAT per person
Group Course up to 12—£450 + VAT at Leicester Training Centre.

What is included

Course manual, Certificate of Attendance

Manual Handling Risk Assessor Training

Who the course is for

Those with responsibility for preparing Risk Assessments for manual handling operations within the organisation.

What the course covers

- Manual Handling Regulations
- Understanding how to develop effective and compliant risk assessments
- Using the HSE MAC Assessment Charts
- Using TILE Assessment Observations
- Upper Limb Disorder Assessment Charts.
- Creating Risk Assessments

Course Duration

1 day

Course Cost

Open Course - £250 + vat per person
Group Course—£1100 + Vat up to 6 Delegates per course.

What is included

Manual, MAC Charts, ULD Charts, Risk Assessment Templates.



Manual Handling Accredited Trainer Award

Who the course is for For those who wish to deliver **accredited** training in Manual Handling to others and require a fully accredited nationally recognised Trainer Qualification

What the course covers

- **The Level 3 Award in Education and Training—4 Day Course.** This is the official nationally recognised teaching qualification required
- Level 2 Award in Safe Manual Handling—1 Day

Course Duration 5 Days Plus Homework

Course Cost £699 + vat per learner.

What is included All learning materials for both the Level 3 Award in Education and Training, plus learning materials and exams for the Level 2 Award in Safe Manual Handling

- ♦ Accredited Certification

Manual Handling Trainer Award—Non Accredited

Who the course is for For those who wish to deliver inhouse, **non accredited** training in Manual Handling to other employees and do not require a nationally recognised training certificate

What the course covers

- 1 Day Train the Trainer Course
- 1 Day L2 Award in Safe Manual Handling.

Course Duration 2 Days

Course Cost £399 + Vat per person

What is included Course manual
Certificate of attendance



Evacuation Chair Trainer Award

Who the course is for Suitable for those who wish to provide Evac Chair training to in-house employees.

What the course covers

- Legislation and requirements for provision of Evacuation from premises
- Evacuation equipment and its purpose
- How to correctly prepare a range of evacuation chairs for use
- Safe Loading and Securing of Evacuees
- Using correct manual handling techniques to avoid harm
- When and how to create Personal Evacuation Escape Plans

Course Duration 5 Hours

Course Cost £280 + vat per person open course
£850 + vat Group of up to 6 Delegates

What is included Course manual. Instructors Certificate of Training

Evacuation Chair Training

Who the course is for Fire Wardens and others who are nominated as the responsible person for supporting evacuation of people with reduced mobility in the event of a fire.

What the course covers

- Requirements of Evacuation Plans in workplaces and places of care
- Evacuation chair products
- How to prepare an evacuation chair for use
- Safe loading and securing the evacuee
- Operating the chair safely
- Using correct handling techniques
- Personal Evacuation Escape Plans

Course Duration 3 Hours

Course Cost £85.00 + vat per person—Open Course
Group courses can be held at our premises or your own, provided that you have a suitable staircase system in place.

What is included Course manual. Certificate of Attendance



Evacuation Mat Training

Who the course is for This course is designed for those who may be required to evacuate non-mobile people from a building, either horizontally, or descending stairs using an evacuation mat/sled

What the course covers

- Legislation and requirements for provision of Evacuation from premises
- Manual Handling while lifting
- Safe lifting of wheelchair users
- Securing patients for evacuation
- Descending stairways and corridors.

Course Duration 3 Hours

Course Cost £450 + vat Group of up to 6 at Leics.
£580 + vat for up to 6 own site—40 miles of Leicester
£690 for up to 6 own site—60 miles of Leicester.

What is included Course manual. Certificate of Achievement.





Safe Handling of Sharps

Who the course is for An *essential course* for those people who work in roles where injuries from contaminated sharps may occur, such as street cleaners, house clearance, drug rehabilitation workers, cleaners, medical staff, pest control officers etc.

- What the course covers**
- The types of sharps likely to be found in a given situation
 - Where sharps may be found, including deliberately hidden ones
 - Awareness of diseases linked to sharp injuries
 - Safe disposal of sharps
 - Know how to report a sharp injury
 - Apply first aid treatment to sharp injuries.

Course Duration 3 Hours

Course Cost £399 + vat—Group course up to 10 delegates at Leicester

What is included Course manual, Certificate of Attendance

Safer People Handling with Hoist

Who the course is for Anyone working within the care industry supporting individuals with reduced mobility or additional assistance requirements. This course will provide skills and knowledge on safer patient handling, including the use of hoist and bed rails.

- What the course covers**
- The law and people handling
 - Common injuries to care givers
 - The structure of the spine
 - Principles of safer lifting
 - Encouraging independence
 - Falling patients

Practical activities involve sit to stand, use of hoists, bed sheets, independence, bed rails

Course Duration 4 Hours

Course Cost £540 + VAT for group of up to 10 delegates. Can be delivered on your own sites. We will provide hoist and bed.

What is included Course manual



Fire Warden / Marshal Training

Who the course is for Fire Wardens / Fire Marshals who are responsible for maintaining fire safety and fire evacuation in the workplace. This fully accredited course will meet the compliance requirements under the Fire Safety Order.

What the course covers

- The Roles and Responsibilities of a Fire Warden
- Understanding the Hazards and Risks of Fire in the Workplace
- Knowing how smoke and fire spreads
- How to check fire detection systems
- How to check means of escape
- Understanding the use and purpose of fire extinguishers
- How to use a fire extinguisher
- Fire and safety inspections
- Fire Plans and Safe Fire Routes

Course Duration 6 Hours

Course Cost £120 + vat per person open course
£650 + vat Group of up to 12 Delegates

What is included Course manual. Quasafe L2 Award in Fire Safety certificate—accredited

Fire Safety Awareness Training

Who the course is for Suitable for all employees who need to be aware of the fire risks within workplaces in order to prevent fires and know what actions to take if one does start.

What the course covers

- Common causes of workplace fires
- Knowing how fires start at work
- Identifying potential fire risks in your workplace
- The Fire Triangle
- The purpose of fire fighting equipment
- How to report fires
- Correct evacuation procedures

Course Duration 3 Hours

Course Cost £320 + vat—Group Course for up to 10
£400 + vat—Group Course for up to 15

What is included Course manual, Certificate of attendance



MENTAL HEALTH at WORK

Mental Health is defined as the state of mental well-being that enables people to cope with the stresses of life, realise their abilities, be able to work well and enjoy a healthy social life.

It is estimated that 25% of employees struggle silently at work with issues that cause them stress and anxiety, while 12% of employees take time off work with mental health related conditions and 76% of employees report feeling stressed at work.

Stress, Anxiety and Depression are the most common forms of poor mental health.

Many people are reluctant to discuss they are struggling with mental health related issues to their colleagues or managers for fear of a negative response. Therefore it is vital that everyone is able to recognise those common symptoms so that help and support can be provided. Common symptoms can include :

- Low levels of motivation and engagement in their job role
- Changes in characteristics and behaviours
- Appearing tired
- Not eating well
- Increase absenteeism
- Irrational fears and anxiety
- Lack of social engagement
- Drug or alcohol dependency.

Introduction to Mental Health First Aid

Who the course is for Mental Health is widespread and often misunderstood. Everyone would benefit from knowing some basic understanding so that they can recognise the signs of poor mental health in themselves and in others.

What the course covers

- Understanding Mental Health and its importance
- Know a range of common mental health conditions including signs of stress, managing stress, signs of depression, suicide
- Understanding the need for self-care and mindfulness
- Devising self care plans
- Understanding mindfulness.

Course Duration 3 hours

Course Cost £65 + vat per person
£499 + vat group of up to 10 delegates
£899 + vat for a group of up to 25.

What is included Certificate of attendance



Level 2 Award in Understanding Mental Health in the Workplace

Who the course is for Employee Mentors who would like to raise their awareness of Mental Health in the Workplace so that they are able to listen to their colleagues needs and signpost them to the most suitable professional experts to provide ongoing support and guidance.

What the course covers

- Understanding Mental Health and its importance
- Identifying roles and responsibilities within the workplace
- Legislation in relation to mental health at work
- Promoting positive mental health in the workplace
- Understanding common mental health conditions including Stress, Depression, Anxiety, Eating Disorders, Phobias, Bipolar, PTSD, OCD, Psychosis and Suicide.

Course Duration 7 Hours

Course Cost £165 + vat per person open Course
£799 + vat Group of up to 6

What is included Course manual, Qualsafe L2 Award in Understanding Mental Health in the Workplace certification for 3 years.

Level 3 Award in Mental Health First Aid in the Workplace

Who the course is for Line managers, managers, heads of departments, HR staff who have an active interest in being able to guide, advise and support employees who are struggling with mental health related issues.

What the course covers

- Roles and responsibilities for mental health in the workplace
- Importance of own wellbeing as a mental health first aider
- Common mental health conditions including anxiety, stress, depression, eating disorders, phobias, self harm, psychosis, suicide, PTSD, OCD, bipolar
- Promoting positive mental health first aid in the workplace
- Appropriate coping strategies
- Providing support for employees at work

Course Duration 14 Hours

Course Cost £295 + vat per person open Course
£799 + vat Group of up to 6

What is included Course manual, Qualsafe L3 Award in Understanding Mental Health in the Workplace certification for 3 years.



LEADERSHIP DEVELOPMENT

ASPIRING LEADERSHIP

This exciting and really engaging course is purposefully designed to support supervisors and team leaders, who have perhaps fallen in to a supervisory role without any formal training and may not fully understand their role as a leader.

Many leaders are not confident when it comes to dealing with managing performance requirements, dealing with conflict, knowing how to set effect performance indicators, or just understanding what makes great leaders.

This two day course, really does provide leaders or those aspiring to be leaders with a much better understanding of the most important aspects of leadership, and provides them with a wealth of skills and knowledge to implement into their roles when they return to work.

A Leadership Handbook is provided for learners to follow through, and to use as a point of referral at a later stage.

Open Courses are held at our Leicestershire Training Centre in South Wigston

Group Courses can be held at our premises, or at your own premises providing the training facilities are suitable.

What the course covers	◆	Defining Leadership
	◆	Leadership Responsibilities
	◆	The Common Leadership Mistakes
	◆	Characteristics of Great Leaders
	◆	Creating the Vision
	◆	Leadership Styles
	◆	Motivating and Inspiring
	◆	Performance Management
	◆	Setting SMART Objectives
	◆	Dealing with Difficult People
	◆	Effective Communication

Course	2 Days—Classroom Based
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Course Cost	£375+ vat per person
	£2650 + vat for a group of 8 Delegates

What is included	◆	Course Delegate Handbook
	◆	Notepad and Pen
	◆	Toolkits for the Workplace
	◆	Lunch and Refreshments

“I really enjoyed this course, it was so much better than I thought it was going to be. Two days of learning a whole range of leadership skills which I was lacking. Andrea delivered it in a way in which was interesting, engaging and easy to understand.”

Seddon Boxes, Northampton



TEACHING, TRAINING AND ASSESSOR AWARDS

We provide a range of trainer and assessor development courses to suit all requirements.

For those who are wish to deliver in-house informal training programmes our range of Train the Trainer programmes will provide a wealth of knowledge, skills and ideas to enable trainers to re-energise their existing courses and develop new creative lesson plans to make learning more fun and effective.

For those who are going to progress on to delivering Accredited training courses, the Level 3 Award in Education and Training is the first level of nationally recognised teacher qualifications required. This is a 4 day course that teaches the full spectrum of Adult Learning techniques, and understanding how adults learn best.

Our full range of TAQA Assessor and Internal Verifier Awards will support the achievement of qualifications required for those wishing who will be Assessing competence or verifying quality within training.

We hold direct claims status with Highfields Awards who we use as our Awarding Organisation to Register and Certificate learners through.



“ This course has completely changed by perspective on training others. I have learnt so much in the four days I attended, and feel very prepared now to start developing far more creative lesson plans.”

Thatcham Motor Research. L3 Award in Education and Training

“This course was brilliantly delivered by Andrea, who is a very experienced trainer and so inspiring. We learnt so much in 4 days and it will really change the way we teach. The staff are all very friendly and great facilities.

Leicester City Council

“Great course, and Andrea was a really inspiring instructor. I have learnt everything about how to create effective lesson plans and how not to do death by powerpoint!”

NHS Leicester Partnerships.

“ Opened my eyes attending this. I would just put together a PowerPoint presentation and talk through the slides, but Andrea has given me such inspiration on how to do things properly. I have learnt so much that I was doing wrong! Great premises, fantastic trainer.”

Countrywide Surveying.



Train the Trainer—1 day Course

Who the course is for Existing trainers who want to develop more engaging and inspirational lesson plans, and re-energise their training sessions. This is an ideal refresher course for those who have previously attended Train the Trainer.

What the course covers

- Adults learning and learning styles
- The essential elements of a lesson plan
- Creating inspirational, engaging and practically orientated lesson plans
- Tips, techniques and ideas for more inspiration.

Course Duration 1 Day

Course Cost £340 + vat
£1800 + vat for up to 8 Delegates

What is included Certificate of Attendance
Course materials

Train the Trainer—2 day Course

Who the course is for Existing or aspiring trainers, who wish to deliver informal in-house training programmes, without official accreditation.

What the course covers

- Understanding adult learner needs and expectations
- Know how adult learners learn
- Appropriate adult teaching methods and resources
- Creating inclusive and positive learning environments
- Managing the classroom learning environment
- Developing creative and inspiring lesson plans

Course Duration 2 Days

Course Cost £420 + vat
£2900 + vat for up to 8 Delegates

What is included Certificate of Attendance
Course materials



L3 Award in Education and Training

Who the course is for

For those who wish to hold a nationally recognised teaching qualification in order to teach accredited qualifications

What the course covers

This is a classroom delivered course

- Registration and certification with Highfields Awards
- **Unit 1**—Understanding roles and responsibilities in education and training
- **Unit 2**– Understanding and using inclusive teaching and learning approaches in education and training
- **Unit 3**—Understanding assessment in education

Course Duration

4 Days : 2 x 2 days over a two week period + Homework.

Course Cost

£480 + vat per person
£4200 + vat for up to 10 learners

What is included

All learning materials, homework activity pack, pens, notebook.

All assessments and internal quality assurance requirements.

L4 Certificate in Education and Training

Who the course is for

For those trainers, or aspiring trainers, who wish to develop their teaching and training skills further within specific pathways to achieve a Diploma Level qualification

What the course covers

- Registration and Certification with Highfields Awards
- 5 Mandatory Units
- 15 Credits from a selection of optional units

All observations, assessment of portfolio and internal quality assurance of the award is included

Portfolio of evidence is required

Course Duration

Max 12 months duration at learners own pace

Course Cost

£480 + vat per person

What is included

Teaching Observations, assessment of evidence, internal quality assurance



TAQA Assessment Qualifications

Training, Assessment and Quality Assurance (TAQA) Awards are a nationally recognised suite of qualifications that are required to be held by those who wish to assess the competence of learners who are working towards qualifications with national standards such as NVQs and VRQs.

There are different pathways through the Assessor Award qualifications to suit the type of assessing the candidate assessor will be undertaking.

Pathway 1—Theory Unit only : Understanding the principles and practices of assessment.

This unit is the mandatory unit across all other pathways, but can be taken as an individual stand alone unit : £260 + vat—self study and assignment.

Pathway 2— Understanding the principles and practices of assessment PLUS Assessing Occupational Competence in the Workplace. This two unit award is suitable for those who may wish to assess qualifications completed fully in their learners workplace environment.

£520 + vat Per Person

Pathway 3—Understanding the principles and practices of assessment PLUS Assessing Vocationally Related Achievement. This two unit award is suitable for those who wishes to assess learners only in a learning environment

£520 + vat Per Person

Pathway 4—All 3 Units provides the full Level 3 Certificate in Assessing Vocational Achievement, allowing assessment in both workplace and learning environments.

£710 + vat per person

About the Assessor Awards

In order for the candidate assessor to undertake these awards, they need to be currently working in a role that allows them access to at least two learners who are working towards qualifications with national standards. These learners must be allocated to the candidate assessor who must take responsibility for assessing their programme of learning.

The assessor candidate will need to participate in various standardisation activities and have a logged programme of CPD Activities throughout this award in order to meet the standards, therefore an Internal Quality Assurance system must be also in place within the organisation.

Assessor candidates are required to be experienced and competence themselves in the subjects they are assessing their learners against.



TAQA L4 Internal Quality Assurance

Training, Assessment and Quality Assurance (TAQA) Awards are a nationally recognised suite of qualifications that are required to be held by those whose role is to provide a robust system of Quality Assurance within the Assessment Processes carried out by their team of assessors.

There are three pathways through this suite of qualifications

Pathway 1—Theory Unit only : Understanding the principles and practices of internal quality assurance. This unit can be completed as a standalone unit for those who want to understand the processes involved in quality assurance within learning programmes.

£350 + vat per person.

Pathway 2— **L4 Award in Internally Assuring the Quality of Assessment** : Understanding the Principles and Practices of Internal Quality Assurance, PLUS Internally Assuring the Quality of Assessment.

This pathway is for those who will be working in the role of the Internal Quality Assuror

£520+ Vat per person

Pathway 3— **L4 Certificate in the Leading the Internal Quality Assurance Process**— Plan, Allocate and Monitor Work in own area of responsibility.

This pathway is for those who are already working in the role of an IQA and want to progress to the role of IQA Team Leader

About the Internal Quality Assurance Awards

In order for the candidate IQA to undertake these awards, they ideally will already have experience as an assessor and be wanting to move up to become the IQA within their area of expertise.

The IQA candidate will need to have a minimum of 2 qualified assessors allocated to them who each have 2 learners allocated to them who are working towards qualifications with national standards.

The IQA Candidate will need to be in a position of authority with the assessment team, and be able to arrange and organise standardisation meetings, training and development programmes to support assessors, and liaise with Awarding Organisations on External Quality Assurance visits/arrangements.

The IQA will need to demonstrate development of IQA Planning, IQA Activities and IQA Reviews of planned activities outcomes.

For those working towards the **L4 Certificate in Leading the IQA Process**, they must already hold the L4 Award in Internally Assuring the Quality of Assessment.



ROAD TRANSPORT TRAINING

Just Training has enjoyed holding Approved Training Provider status for over 15 years with both the DVSA and FORS organisations, enabling us to support all of your transport training needs.

Our DVSA Audits are consistently exemplary with auditors praising us for our teaching skills and ability to engage drivers in their courses.

We are also an approved provider for the Chartered Institute of Logistics and Transport (CILT) which we use for all of our Transport Manager courses with Endorsed Awards offered in OLAT and Transport Manager Refresher.

We have regular scheduled courses held at our training facility in Leicester, and will deliver group courses at your own premises across the UK.



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“The best CPC Courses I have ever attended. These guys know how to deliver training. I have been on really rubbish previous courses elsewhere and have slept through most of them, but at Just Training you really get involved and I have thoroughly enjoyed every course I have completed.”

“Brilliant training and nice centre. You get free tea and coffee and everyone is really polite and friendly.”

“As a director, I myself went on the FORS Safe Driver course at the weekend to see what the training was like before I booked anymore. It was the best training I have been on. Great Instructors, really know what they are talking about, and I learnt so much. I would not hesitate to recommend Just Training and will be using them for all our transport training.”

Jack Gell, Willshees.

“ We have been using Just Training for a few years now for our Driver CPC Training. We book group courses at our premises and they always turn up early, fully prepared to deliver entertaining CPC Courses. This year we have expanded to delivering FORS Training with them with the cycling element. It was a fantastic course and the trainers are so professional. We wouldn't go anywhere else now.

Stephen Sanderson Transport.

“Just Training are a great training organisation to deal with. Super efficient, easy to deal with, extremely professional and you just know you are in safe hands. Our FORS Course was Risk Assessed and an impressive Health and Safety System was in place, which was re-assuring. They do have really good instructors and Andrea and Hannah will always do their best to book courses to your convenience. Great company to work with”

Mark Coultas. Bowring Transport.



Can a driver repeat a CPC Course more than once in a 5 year period

Yes they can, if there is a clear reason to repeat a module. Some drivers may require to hold a First Aid certificate. These generally only last 3 years, therefore it would be necessary to repeat the modules twice in a 5 year period.

This also might be the case for drivers who have frequent infringements on drivers hours, tachograph recordings or loading related issues.

NATIONAL OR INTERNATIONAL DRIVER CPC

All of our Driver Periodic CPC Courses are accredited as both National and International Periodic CPC.

We can provide 3.5 hour only modules should you prefer this for your drivers to fit into their shift patterns, or early finishes.

Please enquire on booking.

PERIODIC CPC COURSES

All of our modules are 3.5 hours long, and can be delivered stand alone for National CPC or two modules in one 7 hour period for International CPC

You can choose from :

- ◆ *Primary Care First Aid
- ◆ *Secondary Care First Aid
- ◆ Manual Handling and Lifting
- ◆ Transport and the Environment
- ◆ Drivers Hours and Record Keeping
- ◆ Mindfulness at Work
- ◆ Operator Licence Awareness—understanding the fleet operator requirements.
- ◆ L2 Award in Health and Safety
- ◆ Customer Service in Transport
- ◆ ***FORS Safe Driver***

7 Hour CPC Courses are £79 per person all inclusive and all dates can be found on our website.

Group Courses can be held at our premises or at your own premises. Please see our website for **group prices**, or enquire with sales.

Remote training can be provided.

** Primary Care + Secondary Care can achieve the Level 3 Award in Emergency First Aid*



FORS Professional Safe Driver (Silver Level)

Open Courses

Open courses are held at our South Wigston Training Centre on a monthly basis.

You can book via our website [here](#) or you can contact us on 0116 2166488 to request a booking form.

£99 + vat per person + £8.75 upload fee if required to count towards CPC hours.

Group Courses

We can offer on site group courses across the UK for groups of either up to 6, up to 12, or up to 24.

Prices for group courses can be found on our website [here](#)

Courses can be held on Saturdays or on weekdays.

Please call us to discuss your requirements and look at suitable date availability

FORS Professional Safe Driver

DVSA Earned Recognition or FORS Silver/ Gold level Fleet Operators are required to have at least 90% of their drivers certificated as having attend a Safe Driver Course, or equivalent at all times.

This course consists of two 3.5 hour modules and is also approved to provide 7 hours of Periodic Driver CPC Training.

The course consists of 3.5 hours of classroom based theory, and 3.5 hours of On-Cycle experience on Urban roads under the supervision of our qualified cycle instructors.

Open Courses are held each month at our training facility in South Wigston.

Group Courses can be held at our training facility or on your own site. The minimum group size is 6 and we the maximum group size is 24.



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Operator Licence Awareness Training CILT Endorsed

Who the course is for	The Operator Licence Awareness Training (OLAT) is a one day course suitable for those who wish to know more about the responsibilities of owning a Goods Operator Licence or the role of the Transport Manager. This course is also suitable for qualified transport managers who need to refresh their knowledge on the Operator Licence Undertakings.
What the course covers	<ul style="list-style-type: none"> • Identifying licence categories • Maintaining a vocational licence • Role of the Traffic Commissioner • Operator Licence Undertaking • Basics of Drivers Hours and record keeping • Vehicle Maintenance and Inspection requirements • OCRS and Earned Recognition
Course Duration	1 Day
Course Cost	£185 + vat per person
	Classroom based learning
What is included	Course Manual Tea, Coffee, Lunch. CILT Endorsed Certificate.

Transport Manager Refresher CILT Endorsed

Who the course is for	<p>Transport Managers who are required, or wish to refresh their skills and update changes to regulations usually at a 5 year interval</p> <p>Fleet Operators who are FORS Accredited are required to undertake Transport Manager Refresher training every 5 years.</p>
What the course covers	<ul style="list-style-type: none"> • Day one—OLAT • Working at Height in Transportation • Principles of Safe Loading • Vehicle Weights and Dimensions • Preventing Bridge Strikes • Drivers Hours and Record Keeping • Driver Planning • Enforcement and Penalties.
Course	2 Days
Course Cost	£265 + vat per person
	classroom based learning
What is included	Course Manual Tea, Coffee, Lunch. CILT Endorsed Certificate.



TRANSPORT MANAGER

As a CILT Approved Training Provider Just Training is able to provide Fleet Operators with the fully accredited Level 3 Certificate of Professional Competence in Road Haulage.

Our pass rate over the past three years, has averaged out to approximately 87% which is a great result for us, and our course delegates.

At Just Training we understand the theories of Adult Learning, and our Transport Manager course has been developed to reflect all of the best practices that support learners to learn and retain information.

We have developed our own course materials which have been approved by CILT, which are easy read and easy to follow for each module of the course.

A handy “dip in” revision guide helps learners to look up information quickly in their Case Study exam and 24/7 learner access to our Learning Portal enables learners to prepare for their multiple choice test by accessing over 500 multiple choice questions.

The Lowes Transport Manager Handbook is provided as part of their learning materials and learners are encouraged to tab key pages throughout the course to help achieve their case study exam. This book is also invaluable afterwards, when they begin their journey as a transport manager.

PROFESSIONAL COMPETENCE

“I would just like to thank the team at Just Training for all their hard work in delivering the Transport Manager course. The level of teaching is exceptional, with Andrea and Ian making every aspect easy to understand and very clear. The whole course was delivered to a very high standard and the course materials are the best I’ve seen.”

Speedy Asset Hire Services.

“I was really nervous about taking this course, but the warm welcome at Just Training instantly put me at ease and the way in which the course materials are set out for each module, makes it very easy to learn the information. The homework exercises are really well laid out, and issued in a timely manner to fit in to the order of the course delivery, so you understand everything. You can’t fault the delivery of the course, the lunches and refreshments, the facilities or the course materials. They are just excellent in every way.”

Barret Steel.

“The course was good because it is delivered 3 days a week, which gives you time to absorb the information you have been taught and complete all the homework activities and knowledge reviews. This helped me to pass first time, as I could spend more time on the revision books and going over all the planning activities. I think a block of ten days would be too much to take on board. The course materials are top notch and easy to follow.”

Gilmorton Storage Solutions



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Level 3 Certificate of Professional Competence in Road Haulage.

Modules	<ul style="list-style-type: none"> ◆ Business Management ◆ Financial Management ◆ Commercial Management ◆ Operator Licensing ◆ Managing Drivers ◆ Drivers Records ◆ Goods Vehicles ◆ Carrying Goods by Road ◆ International Haulage ◆ Employment Law
Course Duration	9 Days + Exam Day Optional Extra Revision Day
Course Cost	£1150 + vat per person. £350 Deposit required on booking
What is included	<ul style="list-style-type: none"> ◆ 9 Days of Classroom Teaching ◆ Exam Registration/Fees ◆ Lowes Transport Manager Handbook ◆ Course Module Delegate Pack ◆ Revision Pack ◆ Practise Paper Pack ◆ 24/7 Access to Multiple Choice Portal ◆ Pens, page tabs, highlighter.

The Transport Manager course is delivered 3 days a week over 3 weeks, plus the exam day.

This supports learners to embed the knowledge and be able to spend time working through their homework, completing practise exercises, and working through the extensive on-line multiple choice portal that they have 24/7 access to.

The learning portal helps them to identify their learning gaps, by continually scoring their successes and highlighting their weaker areas.

This helps learners to focus their revision sessions.

Refreshments and Lunch are provided throughout the course, including the exam day.

Our own premises are the nominated exam centre and has on site parking



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