

PERSONAL AND MANAGEMENT DEVELOPMENT



CIEH Professional Trainers Certificate – Code PD1

- **Duration:** 3 Days
- **Target audience:** Existing trainers who need a training qualification or new trainers.
- **Learning Objectives:**
 - Training needs and objectives.
 - Learning styles and preferences.
 - Training skills.
 - Training structure and design.
 - Training styles and communication.
 - Training assessment.

Introduction to Assessment and A1 Award – Code PD2

- **Duration:** 1 Day
- **Target audience:** Personnel who want to train to become an assessor of NVQ's.
- **Learning Objectives:**
 - Introduction to NVQ's, their requirements and regulation.
 - Understand the content of the A1 award and how to build a portfolio.
 - Appreciate the principles of the various assessment methods.
 - Differing types of evidence and how to assess it.

Internal Audit Course – Code PD3

- **Duration:** 2 Days including practical experience of auditing.
- **Target audience:** Personnel responsible for completing audits or inspections of their organisations procedures.
- **Learning Objectives:**
 - To understand:
 - The different types of audit.
 - How to prepare for an audit.
 - Skills required for auditing.
 - How to complete an audit.
 - Audit reporting.

Other Courses in the SERAC range include...

Health and Safety

IOSH Managing Safely
IOSH Supervising Safely
IOSH Working Safely
Risk Assessment and Safe Working Practices
Risk Assessment and Permit to Work
Manual Handling
Accident Investigation and Reporting
Control of Contractors
Noise at Work Regulations
PUWER Regulations
LOLER Regulations
Understanding and applying the PPE Regulations
COSHH

Environmental Management

First Steps to Understanding our Environment
CIEH – Environmental Awareness Certificate
CIEH – Environmental Management Certificate
Introduction to EMS and ISO14001