

PROFESSIONAL DEVELOPMENT FOR SCHOOLS AND BUSINESSES COURSES 2017/18



“

Health and safety law applies to work activities carried out by the school, including off-site activities such as school trips.

The law applies to risks to staff, pupils and visitors created by those work activities. The law also applies to the work of contractors in the school.

Health and Safety Executive



**ARE YOU AND YOUR
STAFF CONFIDENT
AND PREPARED?**

All successful businesses recognise the importance of having a highly qualified and trained workforce.

We offer a range of training courses that will enhance and develop the skills of your workforce to consolidate and build on their knowledge. It can be more cost effective to up-skill your current workforce than to get new staff.

We also provide a range of training courses that will enhance, develop and consolidate your own current skills, enabling you to move forward in your current job or into new and exciting roles.

We can develop and tailor our courses to match your needs.

Training can be delivered here in our training unit or on site in your business.

All courses take place at
Training and Development Unit
Macbeth Centre
Macbeth Street W6 9JJ

Book your place now
You can send an email to hftd@lbhf.gov.uk
or call the training and development unit
on **020 8753 4696**

Additional courses start throughout the year
Please visit our website www.hfals.co.uk
or call for details

PROFESSIONAL DEVELOPMENT COURSES 2017/18



Become a first aider

First aid

First Aid at Work	6
First Aid Revalidation	7
Paediatric First Aid	8

Health and safety

Level 2 Food Safety	10
L2 Award in Principles and Practice of Manual Handling	11
L2 Award in Health and Safety in the Workplace	12
Level 2 Award in Risk Assessment	13
Educational Visits Coordinator	14
Visit Leader Training	15
L2 Award in Control Substances Hazardous to Health (COSHH)	16
L1 Award in Principles of Fire Safety in the Workplace	17
Asbestos Awareness	18



Keep safe at work



Polish your Excel skills

Professional development

Communication Skills for Support Staff Training 20

IT courses

MS Word 2016 Level 1 – The Essentials	22
MS Word 2016 Level 2 – Practical Business Use	23
MS Excel 2016 Level 1 – The Essentials	24
MS Excel 2016 Level 2 – Practical Business Use	25
MS Excel 2016 Level 3 – Data Analysis	26
MS Excel 2016 – Analysing with Pivots	27
MS PowerPoint 2016 Level 1 – The Essentials	28
MS Excel 2016 - Level 4 - Automatic Data Analysis	29
MS Excel 2016 - Level 5 - Faster and efficient VBA	30
Outlook – Your Organiser	31
The European Computer Driving Licence	32

Our facilities

Macbeth Centre

Courses take place in the Macbeth Centre, a lively and friendly hub in central Hammersmith.

Room hire – ideal for meetings, training and conferences

We have a number of fully refurbished rooms which are available for hire:

- Meeting rooms
- Training rooms
- Conference hall

Rates: From £38-£54 per hour. If you are a not-for-profit organisation please ask about a discounted rate.

The rooms are supported by up-to-date equipment.

For further information please call 020 8753 4696.



020 8753 4696
hftd@lbhf.gov.uk

FIRST AID



First Aid at Work

This course covers the practical skills needed by a first aider in the modern workplace. The course will give you the confidence and knowledge to deal with first aid emergencies.

Who should attend?

Nominated workplace first aiders, or anyone wanting a comprehensive introduction to first aid.

What will I learn?

The course will give you the knowledge and confidence to deal with a first aid emergency in the workplace.

Course duration

3 days.

Assessment and certification

After completing a final multiple choice assessment successful candidates receive an HSE approved certificate valid for three years. This course is legally compliant with the current Health and Safety (first aid) Regulations 1981. Upon successful completion of this three day course, first aiders receive certification to allow them to practise for three years after which a requalification course becomes necessary.

The course will cover the following areas:

- Accidents and illness
- Using a first aid kit
- Simple record keeping
- Treatment of an unconscious casualty
- Heart attacks and resuscitation
- Shock
- Choking
- Bleeding
- Burns and scalds
- Poisoning
- Fractures
- Seizures
- Asthma and severe allergic reaction
- Eye injuries
- Low blood sugar and fainting.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£250	Mon-Wed	09:30-16:30	02-04 Oct 2017	TD1003
£250	Mon-Wed	09:30-16:30	13-15 Nov 2017	TD1012
£250	Mon-Wed	09:30-16:30	22-24 Jan 2018	TD2003
£250	Mon-Wed	09:30-16:30	19-21 Mar 2018	TD2010
£250	Mon-Wed	09:30-16:30	14-16 May 2018	TD3007

First Aid Revalidation

This course updates the first aid skills for people who need to renew their statutory First Aid at Work certificate and whose existing certificate is still valid.

Who should attend?

This course is for people wishing to renew a valid First Aid at Work certificate.

First aiders whose certificates have expired for more than 28 days must attend the three day First Aid at Work course. Please note that you need to have completed this course before the 28 days after expiry of your certificate are up.

What will I learn?

The course aims to update and refresh your knowledge of the First Aid at Work syllabus, while allowing time for revision and practice sessions in preparation for a final assessment.

Course content

The course includes an update of first aid knowledge and skills and a revision of workplace requirements.

Course duration

2 days.

Assessment and certification

Successful candidates receive the full HSE-approved First Aid at Work certificate valid for three years after completing a multiple choice question paper.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£150	Mon-Tue	09:30-16:30	25-26 Sep 2017	TD1002
£150	Mon-Tue	09:30-16:30	27-28 Nov 2017	TD1009
£150	Mon-Tue	09:30-16:30	15-16 Jan 2018	TD2001
£150	Mon-Tue	09:30-16:30	12-13 Mar 2018	TD2013
£150	Tue-Wed	09:30-16:30	08-09 May 2018	TD3010
£150	Mon-Tue	09:30-16:30	04-05 Jul 2018	TD3011

Paediatric First Aid

This paediatric first aid course meets the requirements of the Early Years Foundation Stage statutory framework.

Who should attend?

This course is for people working with younger children – those up to five years old – or working towards an NVQ in Childcare and Education.

What will I learn?

The course covers how to deal with accidents and emergencies involving young children.

Course duration

2 days.

Assessment and certification

Continuous assessment by trainer.

The course will cover the following areas:

- First aid kit
- Action planning
- Resuscitation of child, baby and adult
- Treatment of an unconscious casualty
- Choking
- Asthma
- Diabetes
- Head injuries
- Epilepsy, seizures (including febrile convulsions)
- Wounds and bleeding
- Burns
- Sprains, strains and fractures
- Poisoning
- Childhood conditions (e.g. meningitis, croup, sickle cell).

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£150	Wed-Thu	09:30-16:30	20-21 Sep 2017	TD1006
£150	Mon-Tue	09:30-16:30	30-31 Oct 2017	TD1007
£150	Mon-Tue	09:30-16:30	20-21 Nov 2017	TD1118
£150	Mon-Tue	09:30-16:30	29-30 Jan 2018	TD2002
£150	Mon-Tue	09:30-16:30	5-6 Mar 2018	TD2006
£150	Mon-Tue	09:30-16:30	23-24 Apr 2018	TD3006
£150	Mon-Tue	09:30-16:30	21-22 May 2018	TD3012
£150	Mon-Tue	09:30-16:30	11-12 Jun 2018	TD3009
£150	Mon-Tue	09:30-16:30	2-3 Jul 2018	TD2015

HEALTH AND SAFETY



Level 2 Food Safety

This accredited course will help you safeguard yourself and your business against potential loss of income. This qualification is ideal for anyone working in a setting where food is prepared, cooked and handled.

Who should attend?

Anyone working in a catering, manufacturing or retail setting where food is prepared, cooked and handled. Typical environments may include:

- Pubs, hotels, restaurants
- Supermarkets and retail environments
- Food and drink manufacturers
- Hospitals
- Care homes
- Schools
- Prisons.

What will I learn?

This course will give learners a firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved.

Course duration

1 day.

Assessment and certification

Multiple choice exam.

This course will cover the following areas:

- The importance of food safety and knowledge of the systems, techniques and procedures involved
- Understanding of how to control food safety risks (personal hygiene, food storage, cooking and handling)
- Confidence and expertise to safely deliver quality food to customers.

Refreshment of this qualification is recommended at least every three years.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£100	Wed	09:30-16:30	11 Oct 2017	TD1008
£100	Wed	09:30-16:30	17 Jan 2018	TD2011
£100	Wed	09:30-16:30	09 May 2018	TD3014

L2 Award in Principles and Practice of Manual Handling

The Level 2 Award in Principles and Practice of Manual Handling qualification is designed to provide learners with the knowledge and skills to safely move objects in the workplace.

Who should attend?

This course is ideal for new starters, existing staff and for refresher training.

What will I learn?

The aim of the qualification is to provide learners with the knowledge and skills to safely move objects in the workplace. This qualification will support employers to demonstrate their commitment to the legal obligations, and whilst it does not qualify learners to undertake manual handling risk assessments independently, it will provide them with the knowledge to assist the employer in completing the legal requirement of carrying out a workplace risk assessment.

Course duration

1 day.

Assessment and certification

The practical Learning Outcomes are assessed by observation.

Multi Choice Questions (MCQ) for theory and underpinning knowledge.

This course will cover the following areas:

- Identify the hazards of manual handling
- Identify the risks involved and controls available
- Identify what to expect from a manual handling assessment.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£100	Wed	09:30-16:30	22 Nov 2017	TD2004
£100	Wed	09:30-16:30	31 Jan 2018	TD3017

L2 Award in Health and Safety in the Workplace

This qualification is designed to ensure that all employees are aware of their own safety and the safety of customers, contractors and the public.

Who should attend?

This accredited course is ideal for anyone in a work environment.

What will I learn?

Understand the principles of health and safety and accident prevention.

Course duration

1 day.

Assessment and certification

Multiple choice exam.

This course will cover the following areas:

- Ability to contribute to any health and safety management system
- Understand the importance of risk assessment as a technique for accident and ill health prevention
- Understand the responsibilities placed on employers and employees
- Understand the hazard, risk and main causes of harm to workers (e.g. manual handling, hazardous substances, exposure to noise and vibration)
- Understand the importance of following systems, procedures and rules
- Understand how individual action can reduce risks to health and safety
- Appreciate how workplace equipment and task design affect health and safety.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£100	Wed	09:30-16:30	06 Dec 2017	TD3002

Level 2 Award in Risk Assessment

This qualification is designed for employees who are responsible for undertaking a risk assessment in the workplace and provides employees with the underpinning knowledge and skills to undertake a risk assessment.

Who Should attend?

This qualification is aimed at anyone who will be responsible for either preparing a risk assessment or is required to contribute to its construction in the workplace.

What will I learn?

This is a generic qualification which is designed for any type of workplace. It is understood that not all employees are required to write a risk assessment but may be asked to contribute to the process, and therefore this qualification also is suitable for those types of employees. Employers have a legal obligation to undertake risk assessments in accordance with health and safety legislation, and this qualification enables employers to fulfil their obligations of appropriate training.

This course will cover the following areas:

- Ability to contribute both to the maintenance of a safe work environment and to the process of formal risk assessment
- Understand the legal requirements for risk assessment
- Understand the principles of risk assessment including:
 - hazards, risks and control measures
 - the five steps of risk assessment
 - the hierarchy of control
 - risk assessment review and record keeping.

Course duration

1 day.

Assessment and certification

Multiple choice exam. The certificate is valid for 3 years.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£100	Wed	09:30-16:30	18 Oct 2017	TD2016
£100	Wed	09:30-16:30	21 Feb 2018	TD1016

Educational Visits Coordinator

The one-day session is for school nominated EVCs and is aimed at assisting them in the use of the online Evolve Approval System. The course is delivered by a member of the Outdoor Education Advisers.

Who should attend?

School staff appointed for arranging outdoor educational visits.

What will I learn?

- The importance of outdoor learning and educational visits
- Legal issues, policies, procedures and guidance
- Best practice for planning and managing educational visits
- Roles and responsibilities regarding educational visits and their management
- Risk assessment of educational visits.

This course will cover the following areas:

- Introduction to the online Evolve system
- The benefits of the system
- How to use the system
- Update for EVCs in current best practice.

Course duration

1 day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£100	Wed	09:30-16:30	8 Nov 2017	TD2005

Visit Leader Training

This half day course is aimed at those new to leading or seeking the latest best practice, legal requirements, simple risk assessment and planning tools to ensure a well-managed enjoyable experience.

Who should attend?

School staff appointed for arranging outdoor educational visits.

What will I learn?

- Best practice
- Legal requirements
- Planning tools
- Simple risk assessment

Course duration

1/2 day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£60	Wed	09:30-13:30	7 Feb 2018	TD2021

Level 2 Award in the Control of Substances Hazardous to Health (COSHH)

This Level 2 Award in the Control of Substances Hazardous to Health (COSHH) qualification is designed for anyone who comes into contact with hazardous chemicals. This includes industries such as education, manufacturing, health and social care, cleaning, offices, military, industry etc.

Who should attend?

This qualification is aimed at anyone who could come into contact with chemicals as part of their working role e.g. cleaners, carers, child carers, manufacturing staff, pest controllers, painters, chefs, etc..

What will I learn?

The aim of the qualification is to provide learners with the knowledge required to identify hazards and take appropriate steps via a risk assessment to reduce any potential risks associated with chemicals which are hazardous to health.

Course duration?

½ day.

Assessment and certification

Multiple choice exam.

Certificate valid for 3 years

This course will cover the following areas:

- Identify the hazards associated with those substances
- Identify the risks and controls available to deal with the substances
- Identify what to expect from a COSHH assessment.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£60	Wed	09:30-13:30	29 Nov 2017	TD1005

Level 1 Award in the Principles of Fire Safety in the Workplace

This qualification is designed to provide the underpinning knowledge for learners to operate safely in the workplace with regards to fire safety.

Who should attend?

This qualification is aimed at all staff in particular new starters, refresher training, learners seeking employment etc.

What will I learn?

The course provides employers with a programme which assists them in proving due diligence and demonstrates their legal commitment to staff training as required by the Regulatory Reform (Fire Safety) Order 2005.

Course duration

1 day.

Assessment and certification

Multiple choice exam.

Certificate valid for 3 years

This course will cover the following areas:

- Causes of fire in the workplace
- Fire hazards
- Characteristics of fire and smoke spread
- Fire control methods
- Means of escape
- Fire detection and raising the alarm
- Extinguishing fires
- Fixed fire-fighting systems
- The Regulatory Reform (Fire Safety) Order 2005
- Legal duties and penalties
- Fire risk assessment
- Fire safety inspections
- Role of the fire warden
- Induction briefings.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£100	Wed	09:30-16:30	1 Nov 2017	TD1011

Asbestos Awareness (UKATA accredited)

This half day accredited course is for anyone who is working on the fabric of buildings, which would include anything from putting up a picture hook to large scale refurbishment.

Who should attend?

Those with general maintenance responsibility for schools.

What will I learn?

What asbestos is and the main properties of asbestos and its effects on health.

Course duration?

½ day.

Assessment and certification

Multiple choice exam.

This course will cover the following areas:

- The types and likely occurrences of asbestos in premises and plants
- How to avoid the risks from asbestos
- General procedures to be followed in the event of an emergency.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
------	--------	------	---------	-------------

Course dates on demand, contact hftd@lbhf.gov.uk

PROFESSIONAL DEVELOPMENT



Communication Skills for Support Staff Training

This course will benefit people who work within a supportive role in schools and have to deal with difficult and demanding situations/people, whether that be communicating with parents or external agencies.

Who should attend?

Teaching assistants and school office staff.

What will I learn?

Clear and effective communication is crucial to many aspects of a large number of roles. This course aims to improve communication skills for support staff who either work regularly with parents and other external members of the school community, or want to improve the effectiveness of the way they work with colleagues. The course will explore the principles behind good communication skills and involve a number of practical exercises to develop confidence in putting the skills into practice.

Course duration

1 day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

This course will cover the following areas:

- Benefits of effective communication
- Body language
- The importance of listening
- The art of effective questioning
- Understand different behaviour types
- Benefits of assertiveness
- The use of negotiation, influencing and emotional intelligence
- Managing conflict
- Self talk stop, think and respond technique
- Customer service
- Responding effectively to parents, neighbours, members of the local community
- Working with colleagues
- Running and contributing to meetings
- Working with your managers
- Making requests, getting your point across, being assertive
- Working with those you manage
- Giving instructions, giving feedback.

COST

DAY(S)

TIME

DATE(S)

COURSE CODE

Course dates on demand, contact hftd@lbhf.gov.uk

IT



MS Word 2016 Level 1 – The Essentials

If you are a new or self-taught user of Microsoft Word, then this course will be suitable. The course covers all topics required to produce documentation that not only looks good but is well structured.

Course prerequisite

This is for anyone with little or no knowledge of Microsoft Word. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Course duration

1 day.

Assessment and certification Continuous assessment by trainer and certificate of attendance.

After the course you will be able to:

- Create new documents
- Format text and paragraphs
- Create bullet and numbered lists
- Move and copy text to other locations
- Use tabs
- Create and modify tables
- Insert images
- Use tools to correct grammar and spelling
- Perform page setup
- Print documents.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£135	Wed	09:30-16:30	18 Oct 2017	TD1225
£135	Wed	09:30-16:30	7 Feb 2018	TD2225

MS Word 2016 Level 2 – Practical Business Use

This Microsoft Word intermediate course will build on the basic course. The course is perfect for existing Word users who need to produce documents that are more complex with graphics or charts.

Course prerequisite

To get the most from this course you must have good basic Word skills or if you have attended our MS Word 2016 Level 1 – The Essentials course and would like to develop your skills further.

Course duration

1 day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

After the course you will be able to:

- Create and modify a style, and apply a style to text in a document
- Manage tables
- Create columns
- Use Quick Parts
- Apply breaks
- Create headers and footers in documents
- Move, resize and crop pictures
- Insert and work with pictures, images and charts
- Use proofing tools
- Create a simple mail merge.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£135	Wed	09:30-16:30	6 Dec 2017	TD1230
£135	Wed	09:30-16:30	18 Apr 2018	TD3230

MS Excel 2016 Level 1 – The Essentials

If you are a new or self-taught user on Microsoft Excel, then this course will be suitable for you. The course covers all aspects of creation and maintenance of a spread sheet, including writing formulae.

Course prerequisite

You do not need any previous knowledge of Excel, but should have basic Windows, keyboard and mouse skills.

Course duration

1 day.

Assessment and certification Continuous assessment by trainer and certificate of attendance.

After the course you will be able to:

- Create and maintain spreadsheets
- Enter a range of data types and formulas
- Select ranges of cells in a workbook
- Copy and fill data in a workbook
- Format cells in a workbook
- Adjust the sizing of columns and rows in a workbook
- Create and edit formulae
- Format and print worksheets
- Perform basic list management tasks.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£135	Wed	09:30-16:30	20 Sep 2017	TD1051
£135	Wed	09:30-16:30	22 Nov 2017	TD1052
£135	Wed	09:30-16:30	21 Feb 2018	TD2050
£135	Thu	09:30-16:30	23 May 2018	TD3052

MS Excel 2016 Level 2 – Practical Business Use

This Excel intermediate course will build on your basic Excel skills and show you more complex formulae, how to build formulae across worksheets, linking data and charting your data. We also cover protecting your sheets and workbooks.

Course prerequisite

Excel 2016 Practical Business Use is designed for users who are keen to extend their understanding and knowledge of the software, following attendance at the Excel – The Essentials course or those with a good understanding of the basics.

Course duration

1 day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

After the course you will be able to:

- Use templates to create consistency in your workbooks
- Use Logical Functions, Financial and Statistical Functions
- Use linking to create more efficient workbooks
- Use names and labels
- Use the Lookup functions
- Nest functions
- Multiple worksheet management and formulae
- Create charts
- Protect worksheets and workbooks.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£135	Wed	09:30-16:30	11 Oct 2017	TD1045
£135	Wed	09:30-16:30	13 Dec 2017	TD1046
£135	Wed	09:30-16:30	21 Mar 2018	TD2045
£135	Wed	09:30-16:30	20 Jun 2018	TD3045

MS Excel 2016 Level 3 – Data Analysis

This course is aimed at experienced Excel users who need to perform more complex functions, lists analysis, use What-if tools and for those who would like to start recording basic macros.

Course prerequisite

You must have sound Excel skills and understand key concepts of spread sheets, or equivalent to our MS Excel 2016 Level 2 – Practical Business Use course.

Course duration

1 day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

After the course you will be able to:

- Use Lookup and Informational Functions
- Create Pivot Tables
- Use What-if tools
- Use advanced filters to analyse data in a list
- Share and track workbooks
- Work with data series in charts
- Record basic macros.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£135	Wed	09:30-16:30	24 Jan 2018	TD2060
£135	Wed	09:30-16:30	25 Apr 2018	TD3060
£135	Wed	09:30-16:30	25 Jul 2018	TD3061

MS Excel 2016 – Analysing with Pivots

This course is aimed at Excel users who are keen to extend their understanding and knowledge of the Pivot Table function in the application.

Course prerequisite

Students who wish to attend this Microsoft Excel course must have a good knowledge of Excel and be competent at working with basic formulas and functions, multiple sheets and multiple files.

Course duration

3 hours.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

After the course you will be able to:

- Create Pivot Tables
- Change Pivot Table layouts
- Use tables as a data source
- Use the Page Field Report
- Modify the source data and range
- Consolidate multiple data sources.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£68	Wed	09:30-13:00	8 Nov 2017	TD1220
£68	Wed	09:30-13:00	7 Mar 2018	TD2220
£68	Wed	09:30-13:00	6 Jun 2018	TD3220

MS PowerPoint 2016 Level 1 – The Essentials

This PowerPoint 2016 Level 1 course is aimed at people who want to learn how to use Microsoft PowerPoint to create slides in order to run effective and interesting presentations.

Course prerequisite

This PowerPoint course is suitable for either beginners or people with limited experience of the product. Students who wish to attend this PowerPoint course need to be familiar with the use of a PC keyboard and mouse.

Course duration

1 day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

After the course you will be able to:

- Understand the concepts of a presentation package
- Develop simple PowerPoint presentations
- Create, enhance, and print presentation slides
- Create simple charts on PowerPoint slides
- Use and edit themes to give a standard style and design to presentations
- Use clip art in PowerPoint presentations
- Use the drawing tools
- Use different views.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£135	Wed	09:30-16:30	17 Jan 2018	TD2235
£135	Wed	09:30-16:30	11 Apr 2018	TD3235

MS Excel 2016 –Level 4 - Automatic Data Analysis

This course is aimed at delegates who wish to learn how to automate tasks in Microsoft Excel for rapid numerical analysis and presentation of information. Delegates will learn how, by using macros, they can create flexible solutions that can be used by colleagues with limited knowledge of Excel.

Course prerequisite

Delegates should have a good working knowledge of Excel, by either attending the intermediate course, or from personal experience.

Course duration

1 day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

After the course you will be able to:

- Record macros
- Run a macro
- Recognise the Visual Basic Editor screen
- Edit your VBA code
- Use the VBA Help facility
- Use message and input boxes
- Create buttons on your worksheet
- Protect your worksheet.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£135	Wed	09:30-16:30	14 Mar 2018	TD2245

MS Excel 2016 – Level 5 Faster and efficient VBA

This course is aimed at delegates who have written procedures using the VBA language and want to increase their knowledge of the VBA object model. They will learn how to develop efficient and effective automated procedures in Excel that will handle some common events and interact with some of the other Microsoft Office applications.

Course prerequisite

It is strongly recommended that delegates attend the Introduction to Macros in Excel course prior to attending this course.

Course duration

1 day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

After the course you will be able to:

- Write Procedures
- Use Variables
- Enter formulae in Excel
- Calculate in VBA and enter results in Excel
- Link controls to and from worksheets
- Manage syntax, run time and logical errors
- Protect your code.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£135	Wed	09:30 - 16:30	16 May 2017	TD3250

Outlook – Your Organiser

This course is designed for anyone using Microsoft Outlook and is looking to make more use of its other features such as calendar appointments, tasks and rules.

Course prerequisite

You are using Outlook 2016.

Course duration

½ day.

Assessment and certification

Continuous assessment by trainer and certificate of attendance.

After the course you will be able to:

- Create appointments both private and open
- Book resources such as available rooms
- Set tasks, flags and reminders
- Set basic rules to help automate the organisation of your folders.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£68	Wed	09:30-13:00	15 Nov 2017	TD1255
£68	Wed	09:30-13:00	4 Jul 2018	TD3255

The European Computer Driving Licence

Develop your IT skills, enhance your career prospects and gain a qualification in IT.

What is ECDL?

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

Who should attend?

ECDL is designed specifically for those who wish to gain a benchmark qualification in computing to enable them to develop their IT skills and enhance their career prospects. ECDL improves your understanding and efficient use of computers and the course opens up a variety of opportunities through the broad range of skills it provides.

The qualification is widely recognised by employers as proof of ability and competence when working with IT.

Course prerequisite

No prior knowledge of IT or computer skills is needed to study ECDL.

Course duration

This qualification programme is achievable between 6-18 months.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
------	--------	------	---------	-------------

Cost available upon enquiry. Course dates on demand, contact hftd@lbhf.gov.uk



**Excellent practical session
and organisation**

Fatima – First aid at work

Practical sessions were excellent!!

Vanessa – First aid at work

**Trainer made us feel at ease and
therefore helped to understand**

Lorraine – Paediatric first aid

**Obvious commitment and expertise
of the trainer**

David – Risk assessment

ENROL NOW!

020 8753 4696

hftd@lbhf.gov.uk

www.hfals.co.uk

ENROL EARLY AND SECURE YOUR PLACE!

All courses take place at
Training and Development Unit
Macbeth Centre
Macbeth Street W6 9JJ

Book your place now
You can send an email to hftd@lbhf.gov.uk
or call the training and development unit
on **020 8753 4696**

Additional courses start throughout the year
Please visit our website www.hfals.co.uk
or call for details

If you would like any part of this
document produced in large print or
Braille please telephone 020 8753 4696

