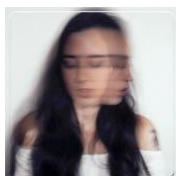




Classroom Courses



16th March 2026
Version 2



Emergency First Aid at Work 1 Day

Duration: 1 Day (7 hours)

Aim:

The objective of the qualification is to benefit Learners by enabling them to attain the knowledge and practical competencies needed to deal with a range of emergency first aid situations and/or take on the role of emergency first aider in the workplace.

Objectives:

Upon completion candidates will:

- Understand the role and responsibilities of a first aider
- Be able to assess an incident
- Be able to manage an unresponsive casualty who is breathing normally
- Be able to manage an unresponsive casualty who is not breathing normally
- Be able to safely use an AED (Defibrillator)
- Be able to recognise and assist a casualty who is choking
- Be able to manage a casualty with external bleeding
- Be able to manage a casualty who is in shock
- Be able to manage a casualty with a minor injury

Audience:

For staff who are not First Aiders but would benefit from an understanding of First Aid in an emergency situation.

Cost:

£90.00 (Free to Sefton Council Employees).

Cancellation and non-attendance charges apply, please refer to our [Charging Policy](#) for full details.



First Aid at Work 3 day

Duration: 3 Days (21 hours)

Aim:

The objective of the qualification is to benefit Learners by enabling them to attain the knowledge and practical competencies needed to deal with a range of first aid situations and/or take on the role of first aider in the workplace.

Objectives:

The training will enable candidates to:

- Understand the role and responsibilities of a first aider
- Be able to conduct a secondary survey
- Be able to manage an unresponsive casualty who is breathing normally
- Be able to manage an unresponsive casualty who is not breathing normally
- Be able to safely use an AED (Defibrillator)
- Be able to recognise and assist a casualty who is choking
- Be able to manage a casualty with external bleeding
- Be able to manage a casualty who is in shock
- Be able to manage a casualty with a minor injury

Audience:

This training is targeted at staff acting as First Aiders in a low hazard workplace with large staffing numbers and higher hazard workplaces, in accordance with first aid regulations.

Cost:

£270.00 (Free to Sefton Council Employees).

Cancellation and non-attendance charges apply, please refer to our [Charging Policy](#) for full details.



First Aid at Work Requalification 2 Day

Duration: 2 Days (14 hours)

Aim:

This is a two-day training event. It meets the standards of HSE and is for those staff that possess a current 3-day First Aid at Work Certificate. The objective of the qualification is to benefit Learners by enabling them to refresh the knowledge and practical competencies needed to deal with a range of first aid situations and/or take on the role of first aider in the workplace. It is designed to refresh their skills and knowledge and avoid skill fade as recommended by the HSE.

Objectives:

- Candidates will refresh and update the skills and competencies noted in the outcomes for the standard first aid at work certificate
- Know how to assess an incident
- Manage an unresponsive casualty who is breathing normally
- Manage an unresponsive casualty who is not breathing normally
- Be able to safely use an AED (Defibrillator)
- Manage a casualty who is wounded and bleeding
- Manage a casualty who is in shock.

Audience:

This training is targeted at Designated First Aiders whose standard 3-day First Aid at Work Certificates are approaching expiry (3 years).

The maximum length is 3 years 28 days from last expiry date of First Aid at Work course to the assessment day 2 of the requalification course.

Cost:

£180.00 (Free to Sefton Council Employees).

Cancellation and non-attendance charges apply, please refer to our [Charging Policy](#) for full details.



Emergency Paediatric First Aid

Duration: 1 Day (6 ½ hours)

Aims:

The aim of the qualification is to benefit Learners by enabling them to attain the knowledge and practical competencies needed to deal with a range of first aid situations when looking after children.

Objectives:

- The roles and responsibilities of an emergency paediatric first aider
- Assessing an emergency situation
- Dealing with an unresponsive infant or child
- Recovery Position
- CPR and defibrillation
- Choking
- Minor Injuries
- Bites and Stings
- Seizures
- External Bleeding
- Hypovolemic shock

Audience:

For people who would benefit from an understanding of First Aid in an emergency situation and work with younger children.

Cost:

£90.00 (Free to Sefton Council Employees).

Cancellation and non-attendance charges apply, please refer to our [Charging Policy](#) for full details.



Paediatric First Aid 2 day

Duration: 2 Days (16 hours)

Aim:

The objective of the qualification is to benefit learners by enabling them to attain the knowledge and practical competencies needed to deal with a range of first aid situations when looking after children.

Objectives:

- The roles and responsibilities of a paediatric first aider
- Assessing an emergency situation
- Dealing with an unresponsive infant or child
- Recovery Position
- CPR and defibrillation
- Choking
- Head, neck and back injuries
- Fractures
- Anaphylaxis and allergic reactions
- Meningitis
- Asthma
- Febrile Convulsions
- Seizures
- Diabetic Emergencies
- Poisoning
- Burns and scalds
- Electric Shock
- External Bleeding
- Hypovolaemic Shock
- Eye, ear and nose conditions
- Bites and stings
- Minor Injuries
- Treatment for hot and cold body temperatures

Audience:

For people who would benefit from an understanding of First Aid in an emergency situation and work with younger children.

Cost:

£90.00 (Free to Sefton Council Employees).

Cancellation and non-attendance charges apply, please refer to our [Charging Policy](#) for full details.



Mental Health First Aid at Work (MHFA)

Duration: 2 Days (16 hours)

Aim:

For Learners who wish to raise their awareness of the signs and symptoms associated with mental health problems and to feel confident, to actively listen and have a conversation with individuals suffering from potential mental ill-health.

Objectives:

- To be able to direct anyone with potential mental health problems to a reliable source of support both internally and externally
- To be able to assist with policy writing and risk assessments for mental health in the workplace
- To be able to educate the learner in common mental health problems related to work such as stress, depression anxiety, and post-traumatic stress disorder
- To be able to actively listen and have a conversation provide suggestions but empowering the individual to make their own decisions
- To have an understanding of laws that apply to the workplace associated with mental health and in addition know how to assist with making the work environment beneficial to both employer and employee

Audience:

For any staff who have an interest in mental health This course is FREE for Sefton Council Employees (excluding schools). Non-attendance charges apply - see our charging policy for further information.

We would strongly advise that you undertake the Suicide Awareness and Mental Health in the Workplace online E-learning courses which are also completely free to Sefton employees and schools.

Please note: This training is a Face to Face course at the SCLC, Ainsdale. Please arrive at the centre at 09:15 for registration.

Also, please ensure you bring photo ID in the form of passport, driving licence or works ID badge. The timings for this course are 09.30am until 17.30pm on both days. Before booking on this course, you must be sure you can participate in the whole course.



This course is delivered and accredited by Qualsafe, one of the largest Ofqual recognised Awarding Organisations in the UK.

Cost:

£180.00 (Free to Sefton Council Employees).

Cancellation and non-attendance charges apply, please refer to our [Charging Policy](#) for full details.



Fire Warden

Duration: 1 Day (7 hours)

Aim:

This one-day training event is aimed at candidates who have been nominated to undertake the role of fire warden. The training will equip candidates to assist in compliance emergency evacuation procedures, the effective use of fire-fighting equipment and advising staff upon measures to prevent fires from starting.

Objectives:

- Upon successful completion of this training, candidates will be able to:
- To understand employer's and employee's H&S responsibilities and gain an understanding of legislation
- Understand how fire spreads within buildings
- Roles & Responsibilities of a Fire Warden such as evacuation of zones
- Identify, reduce or remove risks in relation to fire
- Carry out roll calls and conduct fire drills
- Understand how fire fighting equipment, smoke detection and alarm systems, evacuation arrangements fit into the fire risk assessment process
- Liaise with fire service at incidents
- Practical experience using extinguishers

Audience:

This training is relevant to anyone nominated to assist in the staff evacuation of people in the event of a fire emergency.

Cost:

£90.00 (Free to Sefton Council Employees).

Cancellation and non-attendance charges apply, please refer to our [Charging Policy](#) for full details.



Word - Level 1 Fundamentals Microsoft Office

Duration: 1 Day (7 hours)

Aim:

This training will enable delegates to gain the skills and knowledge to navigate and utilise the basic functions of Microsoft Word to create documents.

Objectives:

Upon successful completion of the course delegates will be able to navigate Word to create, format and print documents including:

- **Navigating Word** - Screen layout, Moving around the document, Accessing help, Selecting text, Opening, Saving & Closing a document, Shortcut Tips
- **Creating a Document** - Entering, Formatting and Editing Text, Spelling and Grammar Checking
- **Formatting a Document** - Cut, Copy and Paste, Bullets and Numbering, Find, Replace and Go To, Paragraph Formatting
- **Preparing for Printing** - Page Layout including Margins, Previewing a document, Print Options

Audience:

This course is intended for those who are required to use Word to create and edit professional documents and reports.

Cost:

£90.00 (Free to Sefton Council Employees)

Cancellation and non-attendance charges apply, please refer to our [Charging Policy](#) for full details.



Word - Level 2 working with Word Microsoft Office 365

Duration: 1 Day (7 hours)

Aim:

This training event is intended for those who need to design and create basic documents in a professional format.

Objectives:

Upon successful completion of the course delegates will be able to utilise the basic functions of Word including:

- Paragraph Formatting
- Numbering – multi levels; Widow/Orphan text; Columns; Hyperlinks; Insert a picture & format
- Mail Merge
- Tables
- Document Set Up

Audience:

Building on the skills learnt in the Word foundation course. Attendees will further explore some of the main functions of Word to create professional documents and reports.

Cost:

£90.00 (Free to Sefton Council Employees)

Cancellation and non-attendance charges apply, please refer to our [Charging Policy](#) for full details.



Excel - Level 1 Fundamentals Microsoft Office 365

Duration: 1 Day (7 hours)

Aim:

This course will enable delegates to gain the skills and knowledge to utilise the basic functions of Microsoft Excel to create spreadsheets.

Objectives:

Upon successful completion of the course attendees will have an understanding of:

- Navigating Excel
- Screen layout, Moving around the worksheet, Selecting cells, Opening, Saving & Closing a worksheet
- Creating a Worksheet
- Entering / Editing Data, Basic Formulae, Moving & Copying data
- Formatting a Worksheet
- Changing column width/row height, Formatting data, Applying Fonts/Borders & Shading, Merge and Centre, Conditional Formatting, Freeze panes
- Preparing for Printing
- Setting up the page layout, Headers & Footers
- Previewing a document, Print Options

Audience:

This course is intended for those who need to design and create spreadsheets for the analysis of data and to present the information in a professional format.

Cost:

£90.00 (Free to Sefton Council Employees)

Cancellation and non-attendance charges apply, please refer to our [Charging Policy](#) for full details.



Excel - Level 2 Working with Excel Microsoft Office 365

Duration: 1 Day (7 hours)

Aim:

Delegates will gain the skills and knowledge required to utilise Microsoft Excel when producing day to day office spreadsheets enabling delegates to design and create spreadsheets for the analysis of data and to present the information in a professional format.

Objectives:

Upon successful completion of the course delegates will be able to utilise the day-to-day functions of Excel essential for creating, formatting and analysing spreadsheets including:

- Databases
- Sorting and Filtering information
- Naming Ranges & Adding Comments
- Protecting worksheets and workbooks
- Charts
- Creating, Editing, Formatting and Printing Charts
- Sparklines
- Linking
- Formulae across worksheets and workbooks
- Linking Excel to Word documents for reporting
- Formulae
- MIN, MAX, AVERAGE, COUNT, COUNTBLANK, COUNTIF and IF
- Pivot Tables - Creating, Editing and Formatting Pivot Tables and Pivot Charts

Audience:

Working for Excel is the second of our Excel training courses and is for anyone who is required to use Excel to create and edit professional spreadsheets.

Anyone attending this training must have attended the Excel Fundamentals training course OR possess a good working knowledge of the topics included on that course.

Do you know the difference between B52 and \$B\$52 and how to apply conditional formatting to cells?

If you don't then please attend the first of our Excel courses Excel Fundamentals before attending this course.

Cost:

£90.00 (Free to Sefton Council Employees)

Cancellation and non-attendance charges apply, please refer to our [Charging Policy](#) for full details.



PowerPoint Level 1

Duration: 1 Day (7 hours)

Aims:

This training will introduce delegates to PowerPoint to gain the skills and knowledge to utilise the basic functions of Microsoft PowerPoint to create interesting and engaging presentations.

Objectives:

Upon successful completion of the course delegates will have an understanding of:

- **Navigating PowerPoint** - Screen layouts, Opening, Saving & Closing a Presentation
- **Presentation Set Up** - Slide Set Up - Templates, Master Slides, Slide Views, Rearranging, Duplicating, Inserting & Deleting
- **Formatting Text, Images and Shapes** - Scaling, Resizing, Rotating, Flipping, Fill Effects, Grouping/Ungrouping & Arranging
- **Custom Animation & Slide Transitions** - Creation, Timings & Previewing
- **Preparing to Present a Presentation** - Presenting, Slide Navigation During a Presentation, Notes and Handouts

Audience:

This training course will introduce delegates to PowerPoint, no previous experience of PowerPoint is required.

Cost:

£90.00 (Free to Sefton Council Employees)

Cancellation and non-attendance charges apply, please refer to our [Charging Policy](#) for full details.