



**VERNER WHEELOCK
ASSOCIATES**

TRAINING THE TRAINER

Course Summary

3-day course leading to the CIEH Level 3 Award in Training Skills and Practice.

Regular and effective training is essential if high standards of food safety are to be achieved and maintained. This course will provide participants with the key elements and skills required to be a successful trainer.

Entry Requirements

No formal qualifications are required. On completion of this course, holders of the Level 4 Award in Food Safety, or an equivalent qualification, who have relevant industry experience will be able to deliver food safety training up to Level 3.

Course Structure & Content

- Identification of training needs and objectives
- Appreciation of the importance of the learning environment
- Use of equipment and support material
- Selection of appropriate training methods
- Design and planning of programmes
- Delivery and management of effective sessions
- The importance of evaluation and assessment

Assessment

Candidates are assessed on their design and delivery of a short training session which they are required to deliver to other members of the group

Course fee

£685 + VAT

Your course fee includes:

- Course binder and notes
- Lunch and refreshments
- Use of open learning materials
- Video of individual presentation
- One-to-one feedback
- Examination fee and dual certification from the CIEH and Verner Wheelock Associates

Verner Wheelock Associates Ltd

4, Stable Courtyard, Broughton Hall Business Park, Skipton, North Yorkshire, BD23 3AE

Tel: + 44 (0) 1756 700802 Fax: + 44 (0) 1756 700807 Web: www.vwa.co.uk E-Mail: office@vwa.co.uk

BOOKING FORM

Course Title	Training the Trainer			Code	TT
Venue	Skipton			Date(s)	
DELEGATE DETAILS					
Title		Forename		Surname	
Position					
Company					
Address					
				Postcode	
Telephone				Fax	
Email				Mobile	
Nature of business					
PAYMENT DETAILS					
(Bookings are made and accepted subject to the terms and conditions below)					
Total Payment <small>(Course Fee + VAT)</small>				Order No.	
Please Invoice for the attention of:					
Invoice Address					
				Postcode	
Shall we send an accommodation guide?	Yes	No		Do you require disabled access?	Yes No
Please specify dietary requirements					

Confirmation will be sent on receipt of this form and course information will follow approximately 2 weeks before the course.

The fee includes:

Course refreshments, lunches, course folders, where applicable exam fees, and open learning materials for use during the course. Overnight accommodation is **NOT** included unless specified.

Conditions of Booking:

Course fees are payable 14 days prior to the course.

Provisional bookings, valid for 5 working days, can be made by telephone or e-mail.

Once the booking form has been received by Verner Wheelock Associates Ltd, you are liable for payment.

If you are unable to attend you may substitute at any time but cancellations cannot normally be made.

See separate Terms & Conditions.

I HAVE READ AND AGREE TO THE CONDITIONS OF BOOKING Please mark X

Authorised signature _____

Name (printed) _____

Position _____

Please note: It may be necessary, for reasons beyond our control, to alter the content, programme or course tutors.

FAX FORM TO +44(0) 1756 700807 E-MAIL FORM TO office@vwa.co.uk

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