

What our customers say

“The company has gained great benefit from the management training programme in the way our team now approaches the tasks and the manner in which we deal with situations. The management skill sets have improved, this has resulted in greater efficiency for our operation.

A continuous working relationship has developed between Chiltern Business Training and our company.”

*Barretts of Aspley*

“I knew that training would benefit our company, but could not possibly have imagined just how much, nor could I have imagined the depth of change it would bring to all those involved. I can honestly say that it has totally invigorated us and given us the energy and motivation to be able to manage all the changes we have committed to.”

*Midcliff Ltd*

“The training provided was of a high standard and very professionally delivered. The success of the programme was instrumental in taking the decision for Chiltern Business Training to implement the Team Leadership programme to our entire supervisory team across our branches.”

*Magna Intier*

Business Solutions with Chiltern Business Training

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Chiltern Business Training is the business division of Dunstable College and is the first point of contact for many of South Bedfordshire's companies with the College. The scope of the work undertaken by Chiltern Business Training is wide, encompassing a number of government funded contracts. In addition, Chiltern Business Training delivers a wide range of company training, advice and consultancy.

Operating out of professional training facilities at the Kingsland Skills Institute Campus in Houghton Regis and the Learning Warehouse in Leighton-Buzzard gives Chiltern Business Training the ability to comfortably host courses and seminars. With a large number of expert trainers and consultants that work in association with Chiltern Business Training a holistic approach to a company's training requirements is at the centre of the service provided.

Flexibility to deliver training at a company premises and the ability to deliver at a time when required by the customer are winning Chiltern Business Training an enviable reputation with local companies. Chiltern Business Training has an ever increasing range of provision to reflect local demand and deals across a number of sectors, including engineering, manufacturing, care, business, warehousing and logistics.

Additionally Chiltern Business Training offers a wealth of short courses (both accredited and non-accredited) to meet business needs.

These include:

- Free Business Review, Skill gap analysis and Training solutions
- Access to Train to Gain funding
- NEBOSH General certificate
- Full Certificate, Refresher and Appointed person First Aid
- CIEH Health & Safety Awareness and Risk Assessment
- Environmental Awareness
- Financial Awareness
- Marketing & Sales
- Supervisory and Management
- Business Process and Design
- Customer Service Skills
- Human Resources Management.

**To see how Chiltern Business Training could help your business, call our business development team on 01582 861607 or email: [enquiries@dunstable.ac.uk](mailto:enquiries@dunstable.ac.uk).**

Bespoke Management Training 

Chiltern Business Training is able to offer a range of tailor made professional development packages to suit your individual and organisational needs. Timing and location is flexible. Training can be for individual companies or mixed groups.

Workshops include:-

- Appraisal Training
- Building Effective Working Relationships
- Developing Management Team Effectiveness
- Assertiveness at Work
- Time Management
- Building and Sustaining High Performance Teams
- Business Planning
- Designing Training That Works for the Business
- Building Influential Relationships / Matrix Management
- Leadership of Change
- Communication and Change Management
- Sales Management
- Project Management
- Team Leading
- Leading and Managing Continuous Improvement

- Creative Thinking and Problem Solving
- Successful Communication.

**If you require further information or advice on course cost, start details or there is a programme that may not be listed here, please contact Chiltern Business Training on 01582 861607.**

**Chiltern Business Training can carry out a free business solutions and training need analysis to help you find the right course for you. An information and advice service, learning styles and skills audit can provide an initial assessment to ensure the training meets individual needs.**

NVQ Training

Chiltern Business Training is able to offer a range of NVQ training within the workplace. Opportunities are available for employed learners to receive free training at Level 2 and towards the cost of a Level 3 qualification. Please call Chiltern Business Training for more information and eligibility requirements.

Chiltern Business Training is able to work in a number of sectors and our NVQ offer includes:

- Business Administration
- Care
- Customer Service
- IT User (ITQ)
- Management
- Performing Engineering Operations
- Performing Manufacturing Operations
- Retail
- Team Leading
- Warehouse and Distribution.

Health and Safety

NEBOSH National General Certificate in Occupational Safety and Health 

The legal health and safety requirements in the workplace are numerous and complex. The NEBOSH National General Certificate course is ideal for Safety Officers, Line Managers, Union Representatives and employees. The course includes modules on health and safety management, fire safety,

control of substances hazardous to health and electrical safety. The course is covered over 90 guided learning hours within one day a week or as two complete weeks.

Assessment is via two written examinations and practical assessment.

CIEH Certificate of Health and Safety in the Workplace 

The short course is ideal for employees to be introduced or update their knowledge on Health and Safety. The programme is designed to provide essential knowledge and understanding of health and safety requirements. Topics include legislation, risk assessment, First aid at work and hazardous substances.

The course is delivered over nine hours. Assessment is via a multiple choice paper at the end of the training.

CIEH Principals of Manual Handling 

This is a stand alone Level 1 qualification and can compliment other health and safety qualifications. It is aimed at those that carry out manual handling activities at work. It introduces students to the risks involved and the controls available.

Topics include the process, injuries

and activities of manual handling, assessment and control options. This course can be covered within one day.

Assessment is by means of a short objective test of 20 questions.

CIEH Risk Assessment Certificate 

The principals and practice programme is designed for anyone who has responsibility to conduct risk assessments. It is of particular use to managers and supervisors but equally beneficial to individual workers, technicians, engineers and team leaders.

Topics include legal requirements, the process of risk assessments,

completion of a practical risk assessment and report writing. The course will provide one day of underpinning knowledge. Assessment is by a practical and written project report.

**All the courses on this page take place at the Kingsland Skills Institute Campus, Houghton Regis.**

## Health and Safety

### CIEH Stress Awareness

This qualification can be completed as a standalone Level 1 certificate. It aims at raising awareness of likely sources of work related stress, the range of symptoms and options for their controls. It is suitable for anyone who feels this would be of benefit to themselves or others.

stressors and the development of basic controls.

This course can be completed within one day.

Assessment via short answer reflective questions.

Topics include the definitions of stress, identification of work place

### CIEH Control of Substances Hazardous to Health

The principles of COSHH is a stand-alone qualification, which complements the CIEH Foundation Certificate in Health and Safety programme. It is aimed at those who use substance hazardous to health at work and introduces students to the hazards associated with those substances, the risks and controls available and what to expect from a COSHH assessment.

Topics include definitions and types of substances, effects of health, regulations and COSHH assessments.

This training can be completed within one day.

Assessment is by means of a short objective test of 20 questions.

### CIEH Certificate in Food Safety

The course is designed at those working within the food industry and concerned with the appreciation of good hygiene practice. Courses are available at Level 1 and 2. Level 1 is aimed at those in low risk areas such as front of house, waiting and check out staff. Level 2 for those in direct contact with food preparation and storage.

Topic areas include hazards and dealing with the issues at the heart of food safety, controls and dealing with prevention and legal compliance.

The course can be completed within one day.

Assessment is via a short multiple choice question paper.

### First Aid Appointed Person

This course is an introduction into the principals and application of everyday emergency first aid.

This training can be completed within one day.

Topics will include the recognition and treatment of common illnesses and injuries; and providing emergency first aid.

Assessment is by means of a short practical and written paper.

### First Aid at Work Certificate

This training is suitable for anyone wishing to become a first aider in the workplace. It is valid for three years after which time a refresher is required.

Topics will include the roles, responsibilities and duties of the first aider, assessing the scene, emergency first aid, recognition and treatment on a range of injuries and illness.

The course requires four days of training.

Assessment is by means of a practical and written examination.

**For NEBOSH Health & Safety see page 61.**

**The courses above take place at the Kingsland Skills Institute Campus, Houghton Regis 01582 861607.**

## Art and Design - Short Courses

### City and Guilds Textiles 7822 - Level 2 **NEW**

Develop your skills in dyeing and printing techniques for embellishing fabrics; including tie and space dyeing, marbling, block and screen printing, transfer and discharge printing, batik, stenciling and painting a variety of fabric types. You will also need to study the Design for Craft module unit 1 which will also give you an introduction to Design development.

**This course is suitable for beginners or those with some**

DAY	Monday
DATE	29/09/08
TIME	1830-2100
WEEKS	30
FEE	£250
DISCOUNTED FEE	N/A
CODE	20144 E18MA

### City and Guilds 7722 Life Drawing

A basic introduction to Life Drawing with one of our experienced staff. This course introduces core elements of form and structure, tone, shape and composition, as well as mixed media and colour. You will also gain a City and Guilds certificate at the end of the programme.

**This course is suitable for beginners or those with some previous experience.**

DAY	Wednesday
DATE	14/01/09
TIME	1830-2130
WEEKS	10
FEE	£65
DISCOUNTED FEE	£61
CODE	20143 E08MA

## Art and Design - Short Courses

### Getting Started in Ceramics **NEW**

You will learn basic ceramic techniques such as slab and coil as well as decorating and glazing.

**This course is suitable for beginners or those with some previous experience.**

DAY	Monday
DATE	06/10/08
TIME	1830-2030
WEEKS	6
FEE	£50
DISCOUNTED FEE	N/A
CODE	20456 E08MA

### Introduction to watercolours and/or acrylics **NEW**

Try out a variety of watercolour and acrylic techniques in order to achieve artwork you can be proud of.

**Suitable for beginners.**

DAY	Monday
DATE	20/04/09
TIME	1830-2030
WEEKS	6
FEE	£50
DISCOUNTED FEE	N/A
CODE	20157 E08MA

### City & Guilds 7722-22 Drawing and Painting

This is an introduction to painting and drawing from primary and secondary sources. You will learn the basic application techniques and the observational skills needed, in order to be competent in both drawing and painting. You will explore primary, secondary and tertiary colour relationships, along with basic drawing and painting techniques to achieve colour contrasts and textures.

A portfolio of work that best reflects developing skills and creativity, with notes and evaluations including health and safety, will be needed to pass the qualification. Materials can be purchased from our Art Shop during the daytime if required.

**This course is suitable for beginners or those with some previous experience.**

DAY	Wednesday
DATE	01/10/08
TIME	1830-2130
WEEKS	10
FEE	£150
DISCOUNTED FEE	£65
CODE	20140 E08MA

### Introduction to Latin & Ballroom Dancing **NEW**

An exciting introduction to the world of Latin American and Ballroom Dance, taught by our very own certified instructor Lyn Moules. Lyn runs our very successful Performing Arts course at Dunstable and also her own Dance Academy in Luton.

**This course is suitable for beginners or those with some previous experience.**

DAY	Thursday	Thursday
DATE	02/10/08	15/01/09
TIME	1830-2100	1830-2100
WEEKS	10	10
FEE	£75	£75
DISCOUNTED FEE	N/A	N/A
CODE	20842 E08MA	20842 E08MA

The courses above take place at Main Campus, Kingsway, Dunstable.

All the courses on this page take place at Main Campus, Kingsway, Dunstable.