

## Learn for FREE with KHT

KHT organises an annual customer training programme. The majority of the training sessions are **FREE** to all KHT customers.

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**Many of the courses we run are in conjunction with Knowsley Family and Community Education (FACE) and Knowsley Community College (KCC). Come and try a course to give you the skills and training you need to find the job right for you.**

### Courses Available to our KHT Customers

**The following courses are all run by KHT:**

- **CIEH Accredited First Aid Training** - This one day course will cover the role of the first aider and cover elements such as cardiopulmonary resuscitation and recognising and treating choking, bleeding, burns and shock. This is a really good qualification to have on your CV.
- **Level 2 Food Safety Course** - This one day course will train you in the basics of food safety and you are required to complete a short written exam at the end of the course. This course would be particularly beneficial for those who would like a career in the catering industry.

In partnership with:



- **Introduction to Mystery Shopping** - This short course gives an introduction on how you can get involved in inspecting the services that KHT provide to ensure we are providing the highest standards of customer service. We will provide all the training and support you need and a reference in the future if needed.
- **Committee Skills/AGM Skills** - This course is aimed at Residents Groups and Community Groups. The Groups are provided with a step by step guide to what committees should be doing and the different roles and responsibilities of the committee.

### **The following courses are all run by (KCC):**

- **Functional Skills in English and Maths** - This English course will help you brush up on your English skills in a friendly and supportive environment. This Maths course will help to develop your Mathematical skills to help you with day to day activities such as household budgeting or helping your Children with their homework.
- **Computing from a short intensive course onto an accredited functional ICT qualification** - Learn at a pace that suits you, whether you are a beginner and need to know the basics or wishing to start a more advanced accredited course.
- **Emergency First Aid** - This short course covers the elements of first aid that would be needed to be carried out in an emergency situation such as Cardiopulmonary Resuscitation and dealing with a Unconscious casualty.

- **Paediatric First Aid\*** - The course focuses on emergency scenarios that face those looking after young children. This course would be suitable for people who are new or expectant parents, grandparents and carers who care for children.
- **Confidence building for employment (Step Out)** - These courses help build confidence, learn to work with other people and develop a range of employability skills including, business awareness and communications skills

### **The following courses are all run by Knowsley Family and Community Education (FACE):**

- **NCFE Certificate in Mental Health Awareness (Level 2)** - This course is aimed at those looking to raise their awareness of mental health and the wide range of mental health conditions
- **NCFE Certificate in Support Work in Schools - Teaching Assistant (Levels 2 & 3)** - These courses enhance employment opportunities and develops the knowledge and understanding that all those working in a School setting will need
- **Counselling Courses (Levels 2, 3 & 4)** - This course would appeal to anyone who has an interest in becoming a Counsellor. This course is designed to engage the attendee in the use of counselling skills. These courses provide a firm footing for both those needing to have knowledge of more counselling skills within their working lives.
- **Functional Skills in I.T.** - This IT course helps learners to become familiar with using a computer and how it can help you in everyday life, whether paying a bill online to browsing the internet.

## **The following courses are all available as community learning and also accredited courses (charges may apply):**

- Cake Making
- Cake Decorating
- Art
- Sewing
- Photography
- Local and Family History

Please contact KHT's Customer Involvement Team on:  
**0151 290 7122** for further details on all courses.

Most courses are FREE\* for Knowsley based residents aged 19+ and you can enrol on one free course per academic year.

\*Please note, a £15 accreditation and certification fee applies to the Paediatric First Aid course.

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If you require this document in a different format, let us know.

\*Paediatric First Aid course will require a small contribution of £15