



p2e\*



# Course Catalogue

Your pass to your future

[www.p2e.org.uk](http://www.p2e.org.uk)

[bookings@p2e.org.uk](mailto:bookings@p2e.org.uk)

p2e\*

# \* Introducing our new Guaranteed Pass Promise!

- \* We guarantee you will pass
- \* Unlimited free resits on all p2e courses

Passport to Employment (p2e) is a training provider based in Pontypridd, South Wales. Established in August 2016, p2e provide training around South East Wales, concentrating on employability for adults. We have an extensive network of partners in the voluntary, public and private sectors. We address employability issues to help disadvantaged groups and communities by developing skills that can secure employment and a brighter future. Our trainers are well established and highly trained in delivering a variety of programmes and help you secure sustainable employment.

Over the last 6 years we have become experts in Health & Safety training and we lead the way in helping participants gain the qualifications and accreditation required to get into work, particularly CITB CSCS cards.

We are very proud to also be working in partnership with Reel Minds CIC. At Reel Minds CIC, wellbeing is at the forefront of what we're working together towards. Our programs and activities are designed to be a catalyst that helps community members reach their goals and fulfil their potential. Learn more about the positive impact we have and join us in bringing about positive change.





## Table of Contents

1	CSCS Guide
2 - 4	Health and Safety courses
5	Fire Safety Courses
6 - 8	First Aid Courses
9	Paediatric First Aid Courses
10	Mental Health Courses
11 - 13	Hospitality Courses
14	Delivering Training Courses
15	Health & Social Care Courses
16	Theory Test Packages
17	Entrepreneurship
18-20	Online Suite
21 - 22	All Inclusive Packages
23 - 24	Reel Minds



# Guide to gaining CSCS green card

Your P2E coach will be able to guide you throughout this entire process and answer any questions you may have.

1

Achieve a L1 Award in Health and Safety in a Construction Environment qualification (available with P2E)

2

Sit & Pass the HS&E test at a CITB Testing Centre (P2E can assist you with this)

3

Apply for a CSCS card! (P2E can help arrange this)

**That's it!**



Take your skills to new heights

p2e\*

Your pass to your future

p2e\*

Build solid foundations

p2e\*

# Health and Safety

## FULL CSCS COURSE

One of our most popular courses is our full CSCS course, where we take the hassle out of getting qualified for site by supporting you through each step of the accreditation requirement process

This course includes:

- \* **Level 1 Award in Health and Safety in a Construction Environment**

This qualification provides knowledge relating to Health and Safety in a Construction Environment. It is ideal for those individuals requiring a recognised qualification prior to completing the Health and Safety test for their CSCS (Construction Skills Certification Scheme) card. This qualification will prepare learners for entry to employment in the construction industry.

- \* **CITB HS&E Operatives App sent to learner mobile device**
- \* **CITB HS&E Operatives Test (CSCS Test) at Pearson Vue Test Centres**
- \* **CITB CSCS Labourer's Green Card**

We are  
experts in  
this area!



Take your  
skills to  
new heights

**p2e\***

# Health and Safety

## Level 1 Award in Health and Safety in a Construction Environment

This qualification provides knowledge relating to Health and Safety in a Construction Environment. It is ideal for those individuals requiring a recognised qualification prior to completing the Health and Safety test for their CSCS (Construction Skills Certification Scheme) card. This qualification will prepare learners for entry to employment in the construction industry.

Course Duration: 1 Day – Assessment Type: Multiple Choice Question Exam

## Level 2 Award in Health and Safety within the Workplace

This qualification develops understanding of the roles and responsibilities for Health, Safety and Welfare in the workplace. Learners will understand how risk assessments contribute to Health and Safety and how to identify and control the risks from common workplace hazards. The procedures for responding to accidents and incidents in the workplace are also covered.

Course Duration: 1 Day

Assessment Type: Multiple Choice Question Exam

## Level 2 Award in Asbestos Awareness

This qualification is aimed at those who are at risk of disturbing asbestos containing materials during their normal day-to-day activities. It is suitable for maintenance and refurbishment staff and those in related trades. This course is in line with Regulation 10 of the Control of Asbestos Regulations 2012 and associated ACoP L143. It is recommended that this training is retaken every 12 months.

Course Duration: Half Day

Assessment Type: Multiple Choice Question Exam



### Level 2 Award in Principles of COSHH

The Level 2 Award in Principles of COSHH is the perfect introduction to the Control of Substances Hazardous to Health. This qualification is aimed at employees that require an understanding of the risks and controls when working with substances that are hazardous to health.

Course Duration: 1 Day - Assessment Type: Multiple Choice Question Exam

### Level 2 Award In Principles of Manual Handling at Work

This qualification develops a knowledge and understanding of hazards and controls related to manual handling. It is aimed at those individuals in the workplace or those seeking to enter the workplace where knowledge of manual handling is required.

Course Duration: 1 Day - Assessment Type: Multiple Choice Question Exam

### Level 2 Award in Principles of Workplace Risk Assessment

The Level 2 Award in Principles of Risk Assessment (RQF) is ideal as an introduction to risk assessment for anyone in a work environment. While employees might not undertake risk assessments themselves, this qualification will make them more risk-aware and improve their understanding of risk assessments.

Course Duration: 1 Day  
Assessment Type: Multiple Choice Question Exam



Building  
solid  
foundations

p2e\*

# Fire Safety

## Level 1 Award in the Principles of Fire Safety Awareness

The objective of this qualification is to support learners in any workplace, particularly new starters, where a basic understanding of fire safety is required. Learners gaining this qualification will know that fire safety is the responsibility of everyone in the workplace. They will recognise the common causes of fire and identify actions to take in the event of a fire.

Course Duration: 1 Day

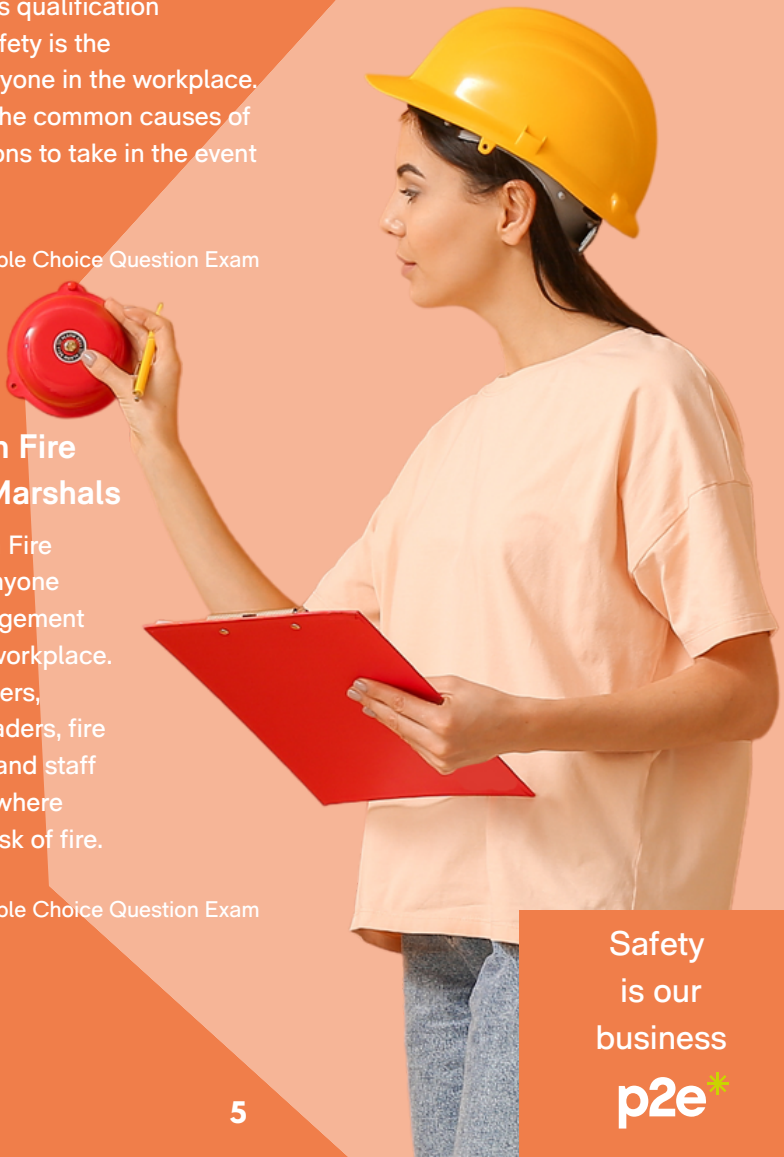
Assessment Type: Multiple Choice Question Exam

## Level 2 Award in Fire Safety for Fire Marshals

The Level 2 Award in Fire Safety is aimed at anyone involved in the management of fire safety in any workplace. This includes managers, supervisors, team leaders, fire wardens (marshals) and staff working in any area where there is a potential risk of fire.

Course Duration: 1 Day

Assessment Type: Multiple Choice Question Exam



Safety  
is our  
business

p2e<sup>+</sup>



# First Aid

Our First Aid qualifications meet the requirements for Emergency First Aid at Work as outlined in the Health and Safety (First Aid) Regulations 1981 and the Health and Safety (First Aid) Regulations (Northern Ireland) 1982.

## Level 3 Award in Activity First Aid

This qualification is intended for those that are looking to attend a first aid course intended to sports coaches and instructors. The course builds on the basic course content of the emergency first aid at work and includes topics such as spinal injuries and fractures.

Course Duration: 2 Day Assessment Type: Multiple Choice Question Exam & Practical Observation

## Level 3 Award in Emergency First Aid at Work

This qualification develops the learner's knowledge, understanding and skills in delivering emergency first aid in the workplace and will support anyone fulfilling such a role in the workplace.

This qualification is the most popular first aid qualification., also ensuring employers meet the minimum requirements for first aid in the workplace.

Course Duration: 1 Day - Assessment Type: Multiple Choice Question Exam & Practical Observation

## Level 3 Award in First aid (Annual Refresher)

This qualification is for those that hold a current First Aid at Work or Emergency First Aid at Work qualification, who are in need of an annual refresher as recommended in the Health and Safety (First aid) Regulations 1981.

Please note, this qualification is intended to ensure candidates maintain their skills during their qualification period.

This is not a re-qualification.

Course Duration: Half Day - Practical Observation

# First Aid

## Level 3 Award in First aid at Work

This qualification assists employers to meet the first aid requirements under the Health and Safety (First Aid) Regulations 1981, particularly in higher risk workplaces.

Course Duration 3 Day

Assessment Type: Multiple Choice Question Exam & Practical Observation

## Level 3 Award in Responding to Anaphylactic Reactions

This qualification is aimed those working with individuals at significant risk of having an anaphylactic reaction, including children. The qualification has been mapped to current Resuscitation Council (UK) guidelines.

Course Duration 1 Day

Assessment Type: Multiple Choice Question Exam & Practical Observation

## Level 3 Award in Responding to Incidents with an AED

This qualification is aimed at those working in an environment where an Automated External Defibrillator (AED) is available and staff members require training in its use and maintenance. The qualification has been mapped to current Resuscitation Council (UK) guidelines.

Course Duration Half Day

Assessment Type: Multiple Choice Question Exam & Practical Observation



Knowledge  
saves  
lives

p2e\*

# First Aid

## Level 3 Award In First Aid at Work (Management of Catastrophic Bleeding)

This qualification is for those undertaking the role of a first aider in the workplace. The qualification has the additional assessment criterion for managing a catastrophic bleed. This is ideal for those working in higher risk environments as outlined by the Health and Safety Executive.

Course Duration 3 Day

Assessment Type: Multiple Choice Question Exam & Practical Observation

## Level 3 Award in Emergency First Aid at Work +F

This qualification develops the learner's knowledge, understanding and skills in delivering Emergency first aid in a Forestry context as required by the Forestry Commission and will support anyone fulfilling such a role in the workplace.

Course Duration 1 Day

Assessment Type: Multiple Choice Question Exam & Practical Observation

## Level 3 Award in First Aid at Work +F

As with the Emergency First Aid +F this qualification develops the learner's knowledge, understanding and skills in delivering Emergency first aid in a Forestry context as required by the Forestry Commission and will support anyone fulfilling such a role in the workplace. This course also covers the recognition and management of illness and injury in a forestry context

Course Duration 1 Day Assessment Type: Multiple Choice Question Exam & Practical Observation



Growing your  
skills

Our Paediatric First Aid qualifications meet the requirements of the 'Statutory framework for the early years foundation stage: Setting the standards for learning, development and care for children from birth to five' (April 2017).

### Level 3 Award Emergency Paediatric First Aid

This qualification develops the learner's skills, knowledge and understanding of a range of emergency paediatric first aid situations and will support a role in an early year setting where performing emergency paediatric first aid may be required.

Course duration: 1 Day

Assessment Type: Multiple Choice Question Exam & Practical Observation

### Level 3 Award Paediatric First Aid

This qualification is aimed at those working in an early years setting who require a paediatric first aid qualification to meet the early years foundation stage requirements.

This award is seen as the most common qualification for early years practitioners and meets the Department for Education requirements.

Course duration: 2 Day

Assessment Type: Multiple Choice Question Exam & Practical Observation



Because  
little lives  
matter

p2e\*

With 1 in 4 people experiencing a mental health condition each year, it is no surprise that there is a move in improving individuals awareness of mental health. Our suite of Mental Health qualifications start with a simple half day awareness qualification; aimed at anyone who wants a better understanding of their own mental health.

### Level 1 Award in Mental Health Awareness

This qualification is the ideal introduction to understanding your own mental well-being. Covering the most common mental health conditions, their contributing factors and how to look after your mental health.

Course duration: Half Day Assessment Type: Multiple Choice Question Exam

### Level 2 Award in Mental Health at Work

This qualification is the ideal introduction to understanding mental health in the workplace. The qualification covers the most common mental health conditions, how to identify potential mental health concerns in colleagues and then how to discuss their needs and assist them to access suitable services and support.

Course duration: 1 Day

Assessment Type: Multiple Choice Question Exam

### L3 Award in Supervising First Aid for Mental Health

This Qualification equips attendees with the skills and knowledge of how to support those struggling with Mental Health conditions such as Stress, Anxiety and Depression in the workplace.

Course Duration: 1 Day - Written Exam

### Level 2 Award in Awareness of Young People's Mental Health

Developed to support young people, and those that work with young people, to increase their awareness of mental health, this qualification covers a range of mental health conditions that affect young people and how these can be managed.

Course duration: 1 Day Assessment Type: Multiple Choice Question Exam



Know  
your mind

p2e\*

Our hospitality courses are regarded by the Foods Standards Agency as being important to maintaining good practice in the production of safe food.

### Level 2 Award in Food Safety for Manufacturing

The objective of this qualification is to prepare learners for employment as a food handler working in a manufacturing environment, or to support a role in the workplace. Learners gaining this qualification will know that food safety is the responsibility of everyone involved in the storage, preparation, processing, packing and handling of food.

Course Duration: 1 Day

Assessment Type: Multiple Choice Question Exam

### Level 2 Award in Food Safety for Retail

The objective of this qualification is to prepare learners for employment as a food handler working in a retail environment, or to support a role in the workplace. Learners gaining this qualification will know that food safety is the responsibility of everyone involved in the storage, preparation and handling of food.

Course Duration: 1 Day

Assessment Type: Multiple Choice Question Exam

### L2 Award in Food Safety in Catering

The objective of this qualification is to prepare learners for employment in catering role, or to support a role in the workplace. Learners gaining this qualification will know that food safety is the responsibility of everyone involved in the storage, preparation, cooking service and handling of food.

Course Duration: 1 Day

Assessment Type: Multiple Choice Question Exam



Cooking up  
your career

### Level 2 Award in HACCP for Food Manufacturing or Catering

This qualification is intended for candidates already working in food manufacturing and those who are preparing to work in the industry.

The objective of the qualification is to prepare learners for employment and also supports those who are, or will be part of a HACCP (hazard analysis and critical control points) team within a manufacturing environment.

Course Duration: 1 Day

Assessment Type: Multiple Choice Question Exam

### Level 2 Award in Food Safety at Sea

This qualification is aimed at food handlers working on-board ships. The qualification is intended for learners either already working in onboard catering, or are preparing to work in the industry. Learners gaining this qualification will know the food handler's role at all stages of food production while at sea. They will understand their role in food preparation and will know that food safety is the responsibility of everyone involved in the storage, preparation, cooking service and handling of food on board a ship.

Course Duration: 1 Day

Assessment Type: Multiple Choice Question Exam



You're the  
missing  
ingredient

p2e\*

# Hospitality

## Level 2 Award in Award for Personal Licence Holders

This qualification is aimed at individuals working in, or preparing to work in, any industry that involves the retail sale of alcohol. These industries can include pubs, retailers, large night clubs, cafés, restaurants, hotels and sports facilities. Anyone wishing to sell or authorise the sale of alcohol by retail on licensed premises must hold a personal licence.

Course Duration: 1 Day Assessment Type: Multiple Choice Question Exam

## Underage Sales Prevention

This qualification is suitable for learners working or preparing to work in retail or in premises offering age-restricted products and/or services. Learners can choose a pathway relevant to their job role: retail, licensed hospitality, gambling, restricted entertainment and body modification. Learners who complete this qualification will understand licensing, age restrictions, legal responsibilities and penalties that apply to their chosen pathway. They will also know how to prevent unlawful sales of age-restricted products or services.

Course Duration: 1 Day Assessment Type: Multiple Choice Question Exam

# Customer Service

## L2 Award in Customer Service

The objective of this qualification is to support learners working or preparing to work in a customer service environment. The qualification covers the principles of customer service including how to meet customers' expectations, the importance of appropriate behaviour and communication techniques as well as ways to deal with problem customers.

Course Duration: 1 Day Assessment Type: Multiple Choice Question Exam

Raising  
the bar

p2e\*



# Delivering Training

## L3 Award in Delivering Training

This qualification is suitable for new and experienced trainers who wish to improve their classroom skills and obtain a training qualification that will also enable them to deliver regulated qualifications.

This qualification provides a good basis to help learners get a 'foot first' into training. The focus is on the effective delivery of training, allowing learners to develop planning, preparation and delivery skills, including delivery methods, questioning techniques and time

**Course Duration:** 2 Day Assessment Based

## Level 3 Award in Education and Training

This qualification provides an introduction to teaching. It develops skills, knowledge and understanding of how to prepare, plan, deliver and evaluate teaching and learning sessions. It can be delivered in a range of teaching and learning contexts.

Whilst the qualification may be taken by someone not currently in a teaching role there is a minimum requirement to deliver a microteaching session.

**Course Duration:** 5 Day Assessment Based



Teaching  
brilliance

p2e\*

# Health and Social Care

## Level 2 Award in Safeguarding Adults in Health and Social Care

The Level 2 Award in the Safeguarding Adults in Health and Social Care provides learners with the underpinning knowledge to support organisations in their commitment and legal obligation to safeguard vulnerable adults. This qualification is intended for those that are working in, or are looking to start work in health and social care. The qualification introduces the key principles associated with safeguarding adults at risk in a health and social care setting. The qualification is ideal for those working towards the care certificate or as part of ongoing refresher training

Course Duration: 3 Days

Assessment Type: Multiple Choice Question Exam

## Level 2 Award In Safeguarding and Protecting Children and Young People

This qualification provides those working with children and young people the knowledge of how to recognise and respond to cases of alleged or suspected abuse.

The qualification covers a range of safeguarding issues not covered in other safeguarding courses including FGM and radicalisation

Course Duration: 1 Day

Assessment Type:  
Multiple Choice  
Question Exam



Changing  
lives

p2e\*

# Theory Test Packages

## Theory Test Package 1 - including Provisional

One of the largest barriers to employment is a learners lack of a driving license. P2E aims to support learners through the initial process of obtaining their Theory Test Certificate by providing an all inclusive service.

This course includes:

- Provisional License Application
- Theory Test Revision
- Official DVSA Theory App on their mobile device
- Mock Theory Testing
- 1 x Booking of DVSA Theory Test

## Theory Test Package 2 - Excluding Provisional

One of the largest barriers to employment is a learners lack of a driving license. P2E aims to support learners through the initial process of obtaining their Theory Test Certificate by providing an all inclusive service.

This course includes:

- Theory Test Revision
- Official DVSA Theory App on their mobile device
- Mock Theory Testing
- 1 x Booking of DVSA Theory Test



Driving your  
success

# Entrepreneurship

## Getting Started - Entrepreneurship

Entrepreneurship could be described as a mindset or way of thinking - the ability to recognise opportunities and come up with new ways to make the most of them. Entrepreneurs use smart thinking to improve or develop products and services. They focus on finances, ensuring that their businesses are profitable and efficient. But they also build teams, inspiring their people through compelling communication, management and leadership skills.

Whether you want to create a start-up, advance your career or grow an existing venture - p2e have a variety of courses to help support and guide you

- Presentation Skills
- Social Media for Business
- Rules, regulations & policies- templates provided
- Risk assessments - templates provided
- Industry qualification requirements
- Equality & Diversity Training
- Leadership Skills
- Sales Skills
- Customer Service
- Negotiation Skills
- Objective Setting

And much much more.  
Contact us for details



Build your  
dreams

p2e\*

p2e offer over 100 online courses offering a flexible, convenient and cost effective solution to bringing education right to your home.

Our courses are approved through Videotile by a variety of awarding bodies including IATP, CPD, IIRSM, IFE, ILM & IOSH and certification is immediate after completion



ONLINE TRAINING FOR EVERYONE, MADE EASY,  
WHEREVER YOU ARE



**COURSES INCLUDE:**

- Introduction to Personal Safety for Lone Workers
- Basic Legionella Management
- Asbestos Awareness
- Working in Confined Spaces
- Asbestos Awareness for Architects
- Working within the Private Security Industry
- Abrasive Wheels
- DSE Awareness
- Emergency First Aid at Work
- Assessing DSE
- Working at Height
- Manual Handling
- Introduction to Risk Assessment
- Working Safely
- Allergen Awareness
- Behavioural Safety
- Introduction to HACCP Level 2
- Prevent Duty
- COSHH
- CDM Awareness
- Personal Protective Equipment



**COURSES INCLUDE:**

- Workplace Health and Safety
- Electrical Safety
- Paediatric First Aid
- Slips, Trips and Falls
- Noise Awareness
- Fire Marshal
- Basic Fire Safety Awareness
- Fire Extinguisher
- Basic Fire Safety Awareness for Care Homes
- Fire Marshal for Care Homes
- L1 Food Safety in Catering
- L2 Food Safety In Catering
- Achieving Level 5 Hygiene Rating
- L1 Food Safety in Manufacturing
- L2 Food Safety in Manufacturing
- L1 Food Safety in Retail
- L2 Food Safety in Retail
- L3 Supervising Food Safety
- Principles of Communication
- Person-Centred Care
- Drug and Alcohol Awareness
- Handling Information in a Care Setting
- Learning Disability Awareness
- Epilepsy Awareness
- Safeguarding Adults
- Safeguarding Children
- Foundation Stage
- Autism Awareness
- Sharps Awareness
- Stroke Awareness
- Positive Handling in Schools
- Your Personal Development
- Mental Capacity Act & Deprivation of Liberty Safeguards
- Diabetes Awareness Introduction to the Early Years
- Introduction to Safe Handling of Medicines
- Understanding your Role in Care

\* **GUARANTEED PASS PROMISE**



**COURSES INCLUDE:**

- Dementia Awareness
- Mental Health Awareness
- Equality, Diversity and Discrimination
- Nutrition and Hydration
- End of Life Care
- Dignity & Privacy
- Duty of Care
- Facebook for Business
- LinkedIn for Business
- Twitter for Business
- Social Media for Business
- Search Engine Optimisation for Business
- Introducing GDPR
- Conflict Resolution in the Workplace
- Stress Management
- Time Management
- Presentation Skills
- Leadership Skills
- Project Management
- Customer Service
- Disciplinary Procedures
- Anti-Harassment & Bullying
- Effective Delegation
- The Principles of Performance Management
- Introduction to Emotional Intelligence
- Negotiation & Sales Skills
- Objective Setting
- Licensed Premises Staff Training
- Managing Sickness and Absence
- Developing Good Employee Relations
- Sexual Harassment in the Workplace
- Alcohol Personal Licence Holder
- Developing Teamwork
- Anti-Bribery and Corruption
- Anti-Money Laundering

\* WE WON'T FAIL YOU



SCAN ME

# ALL INCLUSIVE PACKAGES\*

PROUD TO OFFER DISCOUNTS FOR PACKAGE BOOKINGS

## HOSPITALITY



- L2 Award in Food Safety in Catering
- Level 3 Award in Emergency First Aid at Work
- L2 Award in Customer Service
- Level 2 Award for Personal Licence Holders
- Fire Marshal (RoSPA & CPD Approved)

## CONSTRUCTION



- Level 1 Award in Health and Safety in a Construction Environment
- CITB HS&E Operatives App
- CITB HS&E Operatives Test & CSCS Green Card
- Level 2 Award in Asbestos Awareness
- Level 3 Award in Emergency First Aid at Work

## FIRST AID



- Level 3 Award in Emergency First Aid at Work
- Level 3 Award Emergency Paediatric First Aid
- Level 3 Award in Responding to Incidents with an AED
- Safeguarding Adults
- Safeguarding Children
- Level 1 Award in Mental Health Awareness







## BACK TO WORK

p2e also offer various back to work support sessions including:

- Job search club
- Interview skills workshops
- CV workshops
- Motivation and confidence building
- 1-2-1 Employment guidance reviews
- Financial Budgeting sessions



## FUNDING OPTIONS

p2e are proud to work with various partners to secure funding options for the majority of our training.

Unemployed candidates may be eligible to receive 100% funding subject to eligibility.

[bookings@p2e.org.uk](mailto:bookings@p2e.org.uk)

01443 807980

[www.p2e.org.uk](http://www.p2e.org.uk)





## About Reel Minds

Reel Minds CIC has been set up to get more people into sea fishing to help improve their physical and mental wellbeing. Sea fishing has numerous benefits and can be enjoyed by anyone.

## Managing your Mental Health

Reel Minds CIC offer formal mental health awareness training as well as mental health days, Mental health days are spent fishing and chatting in small groups. We have trips suitable for all ability and experience levels when it comes to fishing. So don't worry if you've never tried it before, full coaching will be given.



**Dave Williams - Founder**

## Become a Volunteer

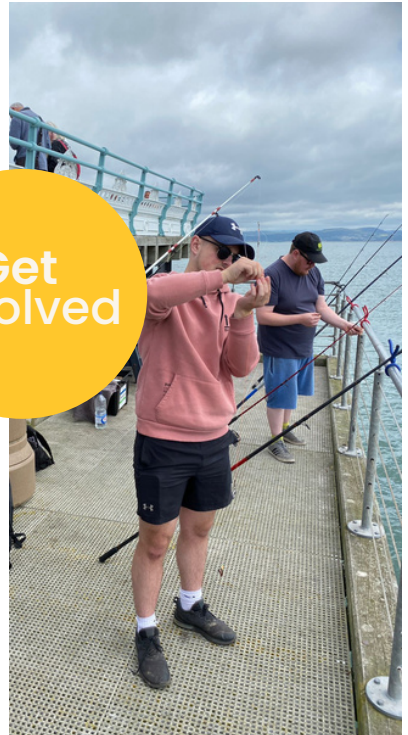
We are always looking for volunteers to assist on our fishing trips. When you volunteer for Reel Minds CIC you will receive training in the following: Emergency First Aid, Safeguarding & Mental Health Awareness.

## Become a Supplier

Reel Minds CIC are looking to fund additional activities such as boat trips, guided sessions and other lessons. If you can offer these or any other related service please get in touch.

A large yellow circle containing the text "Get involved".

Get  
involved



**p2e\***

Pontypridd

Cardiff

Ebbw Vale

Blackwood

Newport



[bookings@p2e.org.uk](mailto:bookings@p2e.org.uk)

[www.p2e.org.uk](http://www.p2e.org.uk)

01443 807980

@p2eorg



SCAN ME

