



JAG Training Limited

**Course Guide
2021/2022**

**Apprenticeships
Work Related Training
E-Learning
Vocational Courses**

JAG TRAINING 

Welcome to JAG Training Limited

JAG Training offers a wide variety of apprenticeships, vocational courses and online courses, at a range of different levels. Whether you are looking to brush up on existing skills, enhance your career prospects, change career direction, or get back into work, there is a wide selection to choose from.



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01 Apprenticeships Standards

An apprenticeship launches you straight into your chosen career. You will not only earn a wage, you'll also gain valuable practical skills and on-the-job training, whilst working towards a nationally recognised qualification. Apprenticeships are for anyone individual aged 16 or older. **Click on each apprenticeship standard to find out more.**

Business and Management Apprenticeship Standards	Duration *
Level 2 Customer Service Practitioner	15 months
Level 2 Business Administration	21 months
Level 3 Customer Service Specialist	18 months
Level 3 HR Support/Advisor	21 months
Level 3 Team Leader Supervisor	15 months
Level 4 Junior Management Consultant	27 months
Level 5 Operational Departmental Manager	33 months
Construction	Duration *
Level 2 Property Maintenance	15 months
Digital Apprenticeship Standard	Duration *
Level 3 Infrastructure Technician	15 months
Level 3 Digital Support Technician	21 months
Level 3 Data Technician	27 months
Level 3 IT Solution Technician	21 months
Creative Apprenticeship Standards	Duration *
Level 3 Junior Content Producer	15 months
Level 3 Marketing Assistant	21 months
Level 3 Digital Marketer	21 months

Childcare and Education Apprenticeship Standards	Duration *
Level 2 Early Years Practitioner	15 months
Level 4 Early Years Educator	21 months
Level 3 Digital Marketer	21 months
Level 3 Learning Mentor	15 months
Level 3 Teaching Assistant	21 months
Level 4 Children, Young People and Families Practitioner	27 months
Level 5 Children, Young People and Families Manager	27 months
Level 4 Assessor or Coach	18 months
Level 4 School Business Manager	21 months
Level 5 Learning and Skills Teacher	27 months
Health and Social Care Apprenticeship Standards	Duration *
Level 2 Adult Care Worker	15 months
Level 2 Health Care Support Worker	15 months
Level 2 Health Care Cleaning Operative	15 months
Level 3 Lead Adult Care Worker	21 months
Level 3 Senior Health Care Support Worker	21 months
Level 3 Community Health and Wellbeing Worker	15 months
Level 4 Practitioner in Adult Care	21 months
Level 5 Healthcare Assistant Practitioner	21 months
Level 5 Leader in Adult Care	21 months

[Click here to check out our apprenticeship vacancies](#)

* Duration includes an additional 3 months for the End-point Assessment

02 Work-Related Training Courses

Training Programme	Course Outline	e-Learning	Online Tutor-Led	Face-2-Face
Assisting and Moving People	The safe moving and handling people training course aims to help reduce the risk on injury to both staff members and service users when performing people moving and handling technique as well as highlighting bad practice and condemned moves.	£7	£25	£45
Care Planning	The care planning course aims to increase understanding of the importance of care planning, their implementation and how to review them. You will gain knowledge and understanding that will allow you work alongside other professionals and make initial assessments to meet the needs of the individual.	£5	£20	£40
Basic Life Support	The basic life support training course aims to teach staff basic knowledge of first aid, covering CPR, recovery position, bleeding, choking and shock. This course will allow staff to confidently respond to minor accidents and incidents within the workplace.	£7	£25	£45
Dementia Awareness	This training will help you understand the symptoms and characteristics of dementia. You will learn about the different support that is available to people with dementia. It should improve your confidence in managing situations you find challenging.	£5	£20	£40
End of Life	The course covers the knowledge and skills needed to deliver the highest quality care to people nearing the end of their lives. You will learn a wide range of topics including advance care planning, social care, communication and symptom management.	£5	£20	£40
Fire Safety	This training takes a close look at the most common cause of workplace fires and how to prevent them. It covers the correct firefighting equipment to use and fire safety and evacuation procedures.	£5	£20	£40
Food Safety	The course will help you understand more about the importance of good food preparation. You'll learn about safety and cooking practices such as keeping yourself and your work area clean and hygienic. How food becomes contaminated and steps to reduce this. You will also learn how food-borne, pest and physical contamination pose serious health risks and the controls to reduce these risks.	£5	£20	£40



02 Work-Related Training Courses

Training Programme	Course Outline	e-Learning	Online Tutor-Led	Face-2-Face
Dementia Awareness	This course is ideal for staff in the care environment, working with people who have dementia. Learners will gain a general understanding of dementia, and associated issues. It covers the causes of various types of dementia and how to assist individuals with managing the disease.	£5	£20	£40
Paediatric First Aid	This course is for anyone who is responsible for the welfare of children. It examines how learners should adapt and employ basic first aid techniques for a child or baby. The course looks at every medical situation from treating minor cuts and grazes, to performing CPR on an unresponsive infant. There is no practical offered on this course.	£7	£25	£45
Mental Capacity Act & Deprivation of Liberty Safeguards	The MCA & DoLS course aims to improve knowledge around the Mental Capacity Act (MCA). It covers the background to the MCA and its relationship to DOLS and how those working within the care sector can ensure compliance whilst carrying out their job role.	£5	£20	£40
Human Resource	This is an introduction to the practice of Human Resources and how to develop the skills required to become an HR professional. It is designed to equip staff and managers alike with the correct skills, knowledge and HR legislation to work in a modern, more diverse workplace.	£5	£20	£40
Complaints Handling	This course covers how to handle and solve complaints, whether made over the phone, via email, on social media, or made in person. Learners will gain skills on the need to handle complaints appropriately and resolve it successfully.	£5	£20	£40
Consent in Health and Social Care	The course aims to help learners understand the key principles of valid consent, occasions when consent must be sought and how health and social care staff can include children and young people in the decision-making process using the 'Gillick competence' as a guide.	£5	£20	£40
Care Certificate Standards 1-15	The Care Certificate is an agreed set of standards that define the knowledge, skills and behaviours expected of specific job roles in the health and social care sectors. It's made up of the 15 minimum standards that should be covered if you are 'new to care' and should form part of a robust induction programme	£45	£60	£70
Health and Safety Awareness	This training summaries health and safety, welfare and environmental issues. You will gain knowledge on how to identify individual responsibilities for yourself and that of others. You will gain an understanding of the employer's duties and how to respond to health and safety risks.	£5	£20	£40
Infection Prevention and Control (COVID-19)	The Infection control training aims to help reduce the risk of spreading disease and infection in a care environment. You will learn how to reduce the risk of COVID-19 and how cross infection and contamination can be controlled.	£5	£20	£40

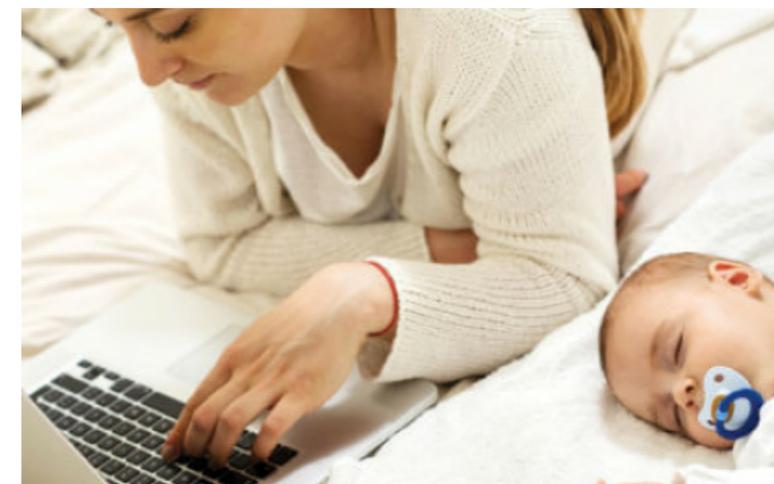


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*prices are per delegate

02 Work-Related Training Courses

Training Programme	Course Outline	e-Learning	Online Tutor-Led	Face-2-Face
Autism Awareness	This Autism course examines Autistic Spectrum Disorders (ASDs). It covers potential causes of autism and the misconceptions that people have about the causes and the condition. Covering the assessment and gaining of a diagnosis, the course also explores how autism can affect learning and the support given to people with autism. It is ideal for anyone working with people who are autistic.	£5	£20	£40
Learning Disabilities	People with a learning disability are a very diverse group. This course aims to build on learners understanding of what it means to have a learning disability how it is diagnosed. The course also explores how to promote effective communication.	£5	£20	£40
Managing Challenging Behaviour	This training provides learners with the knowledge they need to respond appropriately to challenging behaviour. The course teaches learners how to communicate effectively, how to help deal with issues and how to improve behaviour in a confident and constructive manner. The course explains a range of behaviour management techniques.	£5	£20	£40
Medication Management	This course covers the legislation and procedures for the safe administration of medication. Learners will gain an understanding of types of medication, storage and dispensing, documentation, confidentiality and record keeping, safe administration of medication by reducing and eliminating medication errors, accountability and responsibility and regulating bodies.	£7	£25	£45
Safeguarding Adults (Isolation)	This course is designed for anyone working with vulnerable adults and will raise awareness of the importance of safeguarding vulnerable people. Learners completing this course will be in a better position to implement their organisation's safeguarding policy and the procedures they should follow.	£5	£20	£40
Safeguarding Children	Designed to give anyone who works, or has contact, with children, young people and/or their families, this is an introduction into child safeguarding. Learners will gain knowledge on the need to safeguard children and what to do when there are concerns.	£5	£20	£40
Deprivation of Liberty Safeguards DOLS	The course aims to improve knowledge of Deprivation of Liberty Safeguards and how these relate to the Mental Capacity Act. Learners will gain knowledge on what deprivation of liberty means; when it can be put in place and the assessments required for it.	£5	£20	£40



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03 Business Administration and Education

Course Title	Course Outline	Duration	Cost + VAT per delegate
Level 2 Certificate in Information Advice and Guidance	For many businesses, being able to offer clear and accurate information, advice or guidance and knowing what can be shared legally and professionally is vital. For delegates providing information, advice or guidance as part of their role, this course can enhance their skills and ensure awareness of the fundamental rules for successful information sharing. The course also covers communication techniques, interpersonal skills and group interactions, as well as how to store and retrieve information in a way that complies with the law.	6 weeks	£360
Level 2 Certificate in Understanding Data Protection and Data Security	This qualification helps to develop learners' understanding of key data legislation such as the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA). It covers the steps that organisations can take to protect data from common threats to ICT systems, as well as the consequences that failing to protect data can have for individuals and organisations.	6 weeks	£330
Level 3 Certificate In Assessing Vocational Achievement	This qualification is intended for those who assess both occupational competence in the work environment and vocational skills, knowledge and understanding in environments other than the workplace (for example a workshop, classroom or other training environment).	12 months	£450
Level 1 & 2 Functional Skills Certificate in English	This course is fully accredited and is accepted by Universities and Higher Education establishments as a GCSE Grade 4 (C) Equivalent. This course is completed on our online learning system course and only takes 4 – 12 weeks to complete.	12 weeks	£280
Level 1 & 2 Functional Skills Certificate in Mathematics	This course is fully accredited and is accepted by Universities and Higher Education establishments as a GCSE Grade 4 (C) Equivalent. This course is completed on our online learning system course and only takes 4 – 12 weeks to complete.	12 weeks	£280
Level 4 Certificate In Leading the Internal Quality Assurance of Assessment Processes and Practice	The aim of this qualification is to allow learners to develop knowledge and understanding and skills to lead a team of internal quality assurance staff.	12 months	£750



Learner feedback

“My tutor is very supportive and helped me to build my confidence”

"It was a lot to take in at first. What I learnt gave me the knowledge and skills to improve my performance at work”

"After being made redundant, what I have learned I can now go on to a find volunteer work and gain some experience”

04 Health and Social Care



Course Title	Course Outline	Duration	Cost + VAT per delegate
Level 2 Certificate in Understanding Autism	Aiming to develop learners' understanding of autism and the principles of supporting individuals on the autistic spectrum, this qualification covers person-centred approaches and the influence of positive communication methods. Learners will gain an understanding of how to support positive behaviour and how individuals with autism can be supported to live healthy and fulfilled lives.	6 weeks	£300
Level 3 Certificate in Understanding Autism	The objective of this qualification is to develop learners' knowledge and understanding of autism, including how to adopt a positive approach to supporting individuals on the autistic spectrum. The course covers the current legislative framework relating to individuals with autism and how different theories have developed over time. It examines how to support and manage transitions for individuals with autism and the range of therapeutic interventions and support available for individuals with autism and cooccurring conditions.	6 weeks	£420
Level 2 Award in Awareness of Dementia	This qualification covers general awareness of dementia care issues, person-centred approaches, factors that can influence communication and the impact that diversity, equality and inclusion can have on the individual's experience of dementia.	6 weeks	£120
Level 2 Certificate in Principles of Dementia Care	Aimed at helping learners to develop their knowledge and understanding of the principles of caring for those with dementia, this qualification covers person-centred care, the influence of positive communication methods, issues relating to the use of medication for those with dementia and the importance of providing appropriate activities.	6 weeks	£330
Level 3 Award in Awareness of Dementia	This qualification aims to develop the knowledge and skills required when providing positive care for people with dementia and their families. Aligned to the National Dementia Strategy, the award covers awareness of the Causes and symptoms of dementia.	8 weeks	£180
Level 2 Understanding the Care and Management of Diabetes	This qualification aims to provide learners with an understanding of the different types of diabetes and how they can occur. It covers the awareness of how the onset of Type 2 diabetes can be delayed with lifestyle changes. Learners will explore diabetes diagnosis and initial care and develop an understanding of ongoing care and treatment of diabetes to control blood sugar levels.	6 weeks	£300

Contact 0203 754 7019 or info@jag.training for more information.

04 Health and Social Care

Course Title	Course Outline	Duration	Cost+ VAT per delegate
Level 2 Award in Food Safety in Health and Social Care and Early Years and Childcare Settings	To develop the knowledge and skills needed when working with food in health and social care, early years and childcare settings, this qualification covers food safety requirements, contributing to and/or promoting nutrition, hydration and supporting individuals to eat and drink.	3 weeks	£60
Level 2 Award in Promoting Food Safety & Nutrition in Health and Social Care or Early Years Childcare Settings	This qualification will develop the knowledge and skills needed when working with food in health and social care, early years and childcare settings. It covers principles of healthy eating, dietary requirements and how to prepare food safely.	6 weeks	£120
Level 2 Certificate in Understanding Nutrition and Health	To develop learners' understanding of nutrition, healthy eating and weight management, this qualification covers the principles of healthy eating and the nutritional needs of different groups. Learners will gain an understanding of how to plan healthy diets for weight management, eating disorders and the effects both balanced and disordered eating can have on health and wellbeing. Covering what 'behaviour that challenges' means, this qualification looks at why some people display these behaviours and the impact they have. Learners will gain an insight into how to support positive behaviour, the importance of effective communication and how to manage challenging behaviours.	6 weeks	£330
Level 2 Certificate in Understanding Behaviour that Challenges	Covering what 'behaviour that challenges' means, this qualification looks at why some people display these behaviours and the impact they have. Learners will gain and insight into how to support positive behaviour, the importance of effective communication and how to manage challenging behaviour.	6 weeks	£330
Level 2 Award in Supporting Individuals with Learning Disabilities	This qualification covers essential knowledge and skills on how to support individuals with learning disabilities. Topics include: the meaning of learning disability, support, legislation, communication and planning.	4 weeks	£180
Level 2 Certificate in Understanding Specific Learning Difficulties	This qualification is ideal for people working in a variety of sectors, such as healthcare, social care and education. It covers a range of specific learning difficulties, including ADHD, dyslexia and dyscalculia.	6 weeks	£330
Level 3 Award in Supporting Individuals with Learning Disabilities	This qualification builds on the knowledge and skills gained in the Level 2 Award in Supporting Individuals with Learning Disabilities. It covers the nature and characteristics of learning disability, support, legislation, communication and planning.	4 weeks	£180

Course Title	Course Outline	Duration	Cost + VAT per delegate
Level 2 Certificate in Understanding the Safe Handling of Medication in Health and Social Care	An excellent introduction to the different types of medicines and how to record, store and handle them appropriately, this qualification covers different types of medication and their use. It also examines how to obtain, store, administer and dispose of medication as well as key legislation and audit processes.	6 weeks	£300
Level 3 Award in Awareness of the Mental Capacity Act 2005	This qualification aims to provide learners with an understanding of the Mental Capacity Act 2005 and the importance of complying with the MCA Code of Practice when working with individuals who lack decision-making capacity.	6 weeks	£60
Level 2 Certificate in Awareness of Mental Health Problems	This qualification covers various mental health conditions including stress, anxiety, phobias, depression, dementia, eating disorders and schizophrenia. Learners will gain knowledge on the signs and symptoms of different mental health conditions and how they can be managed, as well as mental health legislation and guidance.	6 weeks	£300
Level 2 Certificate in Awareness of Mental Health Awareness	This qualification covers various mental health conditions including stress, anxiety, phobias, depression, dementia, eating disorders and schizophrenia. Learners will gain knowledge on the signs and symptoms of different mental health conditions and how they can be managed, as well as mental health legislation and guidance.	6 weeks	£300
Level 2 Certificate in Understanding Working With People with Mental Health needs	This qualification covers various mental health conditions including stress, anxiety, phobias, depression, dementia, eating disorders and schizophrenia. Learners will gain knowledge on the signs and symptoms of different mental health conditions and how they can be managed, as well as mental health legislation and guidance.	6 weeks	£300
Level 2 Certificate in Mental Health First Aid and Mental Health Advocacy in the Workplace	This qualification aims to give learners the skills to support people with mental health problems. It covers different mental health conditions, the principles of mental health first aid and how this can be implemented in the workplace.	6 weeks	£300
Level 3 Certificate in Understanding Mental Health	This qualification is designed to increase learners' awareness of mental health and mental well-being. It covers an in-depth knowledge and understanding of mental health issues.	8 weeks	£420

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04 Health and Social Care

Course Title	Course Outline	Duration	Cost + VAT per delegate
Level 2 Award in Awareness of End of Life Care	This qualification develops an understanding of the different perspectives of death and dying, and the impact it has on individuals. It covers the aims and principles of end of life care, communication factors and how to access a range of support services at this time.	4 weeks	£60
Level 2 Certificate in the Principles of End of Life Care	Covering how to work in end of life care, this qualification examines the support needed to manage pain and discomfort as well as how dementia impacts on end of life care. Also covered is the role of the care worker and the loss and grief process.	6 weeks	£330
Level 2 Certificate in Principles of Care Planning	This qualification covers the principles and processes of person-centred thinking, planning and review. It examines how to work with individuals to carry out activities specified in their care or support plan including person-centred assessment, planning, implementation and review.	6 weeks	£330
Level 2 Understanding Cancer Support	Aimed at increasing knowledge and understanding of supporting adults living with cancer, this qualification covers diagnosis, treatment, care support, end of life and bereavement care.	6 weeks	£330
Level 2 Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care	This qualification covers the fundamentals of safeguarding in order to protect the health, well-being and human rights of the people. It also covers dilemmas when working in adult health and social care.	6 weeks	£330
Level 2 Certificate in Understanding Personal Care Needs	This qualification explores how the person-centred approach delivers high levels of personal care. It covers how to support personal hygiene, foot care, oral health, pressure area care and sepsis while maintaining respect for the individual and awareness of the Prevent Duty as well as safeguarding and online safety.	6 weeks	£330
Level 2 Certificate in Understanding Safeguarding and Prevent	This qualification aims to increase learner's knowledge and awareness of the Prevent Duty as well as safeguarding and online safety	6 weeks	£330
Level 2 Certificate in Falls Prevention Awareness	Examining falls and how to prevent them, this course covers the impact and consequences of a fall as well as the risks and hazards which contribute to falls and how to reduce them.	6 weeks	£330



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04 Health and Social Care

Course Title	Course Outline	Duration	Cost + VAT per delegate
Level 2 Certificate in Counselling Skills	This qualification aims to increase learners counselling skills and how to use them in a counselling relationship. It covers the theory, communication and the ethical framework that informs how counsellors use their skills.	6 weeks	£330
Level 2 Certificate in the principles of the prevention and control of infection in health care settings	While examining the meaning and importance of infection control, this qualification notes the causes of infections, the conditions in which they thrive and the ways that they can be spread. It also covers methods used to prevent and control the spread of infection.	6 weeks	£300
Level 2 Certificate in Equality and Diversity	This qualification aims to increase learners' understanding of the different issues affecting equality and diversity in society today. It covers the wide-ranging legislation that is needed to create a workplace centred on fairness, dignity and respect.	3 weeks	£300
Level 1 Award in the Introduction to Health and Social Care, Children's and Young People's Setting	This qualification is aimed at learners who wish to develop an understanding of these settings before deciding whether working in sector is for them. It will allow learners to gain the knowledge, understanding and skills required for employment an/or career progression in the sectors.	4 weeks	£220
Level 2 Diploma in Care	This covers the importance of delivering person-centred care, safeguarding, treating people with respect and dignity, and promoting health and wellbeing. Learners must demonstrate the competencies and skills needed to support adults requiring care to achieve this qualification.	12 months	£700
Level 3 Diploma in Care	Aimed at developing the knowledge and skills needed when working in a senior role in adult care environments, this covers several areas including supporting individuals with their physical and emotional care, daily living needs and care procedures. Learners must demonstrate the competencies and skills needed to support adults requiring care to achieve this qualification.	12 months	£900
Level 4 Diploma in Care	This qualification is designed to equip learners with the knowledge, understanding and skills required to work in a senior role in an adult care setting. It prepares learners to manage complex situations and to give advice and guidance to customers and service users of different care services. Learners must demonstrate the competencies and skills needed to support adults requiring care to achieve this qualification.	12 months	£1100
Level 4 Certificate in Leadership and Management	Designed to equip learners with the knowledge and understanding of the principles of leadership and management in an adult care setting, this qualification has been devised to provide learners with a progression pathway towards management roles in the sector.	12 months	£600
Level 5 Diploma in Leadership and Management for Adult Care	This qualification is aimed at advanced practitioners in Adult Care. It provides learners with the skills and knowledge required to manage practice and lead others. It serves as the required qualification for registration and regulatory requirements in the sector where appropriate. Learners will be required to undertake a research project.	12 months	£1500



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05 Children and Young People



Level 2 Certificate in Introduction Caring for Children and Young People

This qualification provides an opportunity to study a range of topics from three main areas: child care and education, babysitting and parenting responsibilities. It covers protecting children, preventing accidents, fire safety, parenting skills and healthy lifestyles.

Duration 6 weeks.

Cost £330 + VAT per delegate

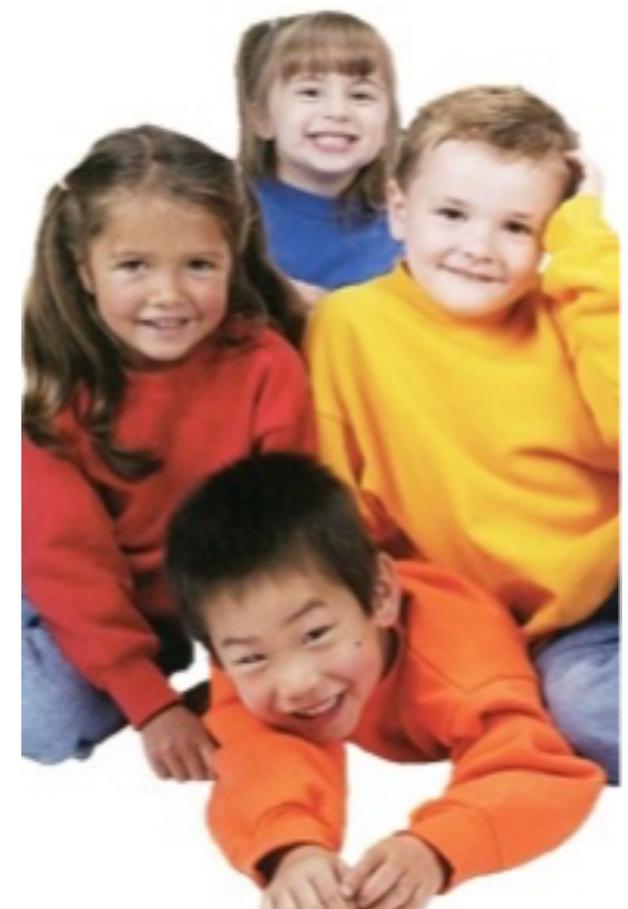


Level 2 Certificate in Understanding Children and Young People's Mental Health

This qualification covers supporting children and young people's mental health and emotional well-being. Issues facing children and young people include depression, anxiety, conduct disorder, factors that affect their mental health and the impact these have on them and their lives.

Duration 6 weeks.

Cost £330 + VAT per delegate



Level 2 Certificate in Understanding Children and Young People's Mental Health

This qualification covers supporting children and young people's mental health and emotional well-being. Issues facing children and young people include depression, anxiety, conduct disorder, factors that affect their mental health and the impact these have on them and their lives.

Duration 6 weeks.

Cost £330 + VAT per delegate

06 Funding and Fees

The Apprenticeship Levy

Levy-paying employers

If you're an employer with a pay bill over £3 million a year, you must pay the apprenticeship levy from 6 April 2017. The levy amount payable is calculated at 0.5% of your pay bill. All employers get a £15,000 allowance to offset against the amount they must pay. The levy payments will go into your Digital Apprenticeship Service (DAS) online account which will enable you to manage your apprenticeship funding and delivery. You'll be able to see how much is in your DAS account and allocate payments to providers of government approved apprenticeships. Funds expire 24 months after they enter your DAS online account. As a levy payer the Government will top up your account by 10% and if you exceed your monthly levy drawdown, then you only pay 5% of the additional cost - the Government will pay the remaining 95%.

Non-levy paying employers

If your pay bill is under £3 million, you do not have to pay the levy. Non-Levy paying employers will pay 5% towards the cost of Apprenticeship training with the government paying the rest (95%).

Apprenticeship Grant for Employers (AGE)

AGE payments of up to £1,000 will be made to all employers, regardless of size, taking on an apprentice aged 16-18 or 19-24 if they have an Education, Health and Care plan.

The first AGE payment of 50% is made once the apprentice has been on programme for 90 days, and the remaining 50% is paid once the apprentice has completed their first year.

Employers of apprentices under the age of 25 do not pay National Insurance employer contributions for their apprentices.

Workforce Development Fund

This fund allows employers to claim back money towards the costs of employees completing a broad range of adult social care qualifications, learning programmes and digital learning modules. An initial non refundable payment of £100 is due for each delegate within 30 days of invoice. The employer will be charged 50% of the overall course cost for learners who withdraw halfway or more throughout the course.

Fees and payment method

Fees are paid for the duration of the course. You must pay fees in full at the time of enrolment or make instalment arrangements. You can pay by credit/debit card or bank transfer made payable to JAG Training Limited.

Instalments are available for courses with fees over £330. One third of the fee is payable at the time of enrolment with the balance spread over 2 further dates.

JAG Training Limited may suspend continued study and/or prevent future enrolment on courses if any fees remain outstanding.



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