

## PERSONAL AND MANAGEMENT DEVELOPMENT

### CIEH Professional Trainers Certificate – Code PD1

- **Duration:** 3 Days
- **Target audience:** Existing trainers who need a training qualification or new trainers.
- **Learning Objectives:**
  - Training needs and objectives.
  - Learning styles and preferences.
  - Training skills.
  - Training structure and design.
  - Training styles and communication.
  - Training assessment.

### Introduction to Assessment and A1 Award – Code PD2

- **Duration:** 1 Day
- **Target audience:** Personnel who want to train to become an assessor of NVQ's.
- **Learning Objectives:**
  - Introduction to NVQ's, their requirements and regulation.
  - Understand the content of the A1 award and how to build a portfolio.
  - Appreciate the principles of the various assessment methods.
  - Differing types of evidence and how to assess it.

### Internal Audit Course – Code PD3

- **Duration:** 2 Days including practical experience of auditing.
- **Target audience:** Personnel responsible for completing audits or inspections of their organisations procedures.
- **Learning Objectives:**
  - To understand:
    - The different types of audit.
    - How to prepare for an audit.
    - Skills required for auditing.
    - How to complete an audit.
    - Audit reporting.

These courses may be subject to change always check [www.trackss.co.uk](http://www.trackss.co.uk) for the latest version

### Other Courses in the SERAC range include...

#### Health and Safety

**IOSH Managing Safely**  
**IOSH Supervising Safely**  
**IOSH Working Safely**  
**Risk Assessment and Safe Working Practices**  
**Risk Assessment and Permit to Work**  
**Manual Handling**  
**Accident Investigation and Reporting**  
**Control of Contractors**  
**Noise at Work Regulations**  
**PUWER Regulations**  
**LOLER Regulations**  
**Understanding and applying the PPE Regulations**  
**COSHH**

#### Environmental Management

**First Steps to Understanding our Environment**  
**CIEH – Environmental Awareness Certificate**  
**CIEH – Environmental Management Certificate**  
**Introduction to EMS and ISO14001**