

Saffron Academy Limited					
	Portfolio of Courses - Accredited and Bespoke				
Level	Title	Awarding Body	Qualification Number	Number of Course days	Course Overview
2	First Aid for Mental Health	FAA	603/3769/2	1	This 6-hour qualification provides learners with the knowledge to recognise a range of mental health conditions, how to start a supportive conversation and when and how to signpost a person to seek appropriate professional help. Learners will know how to recognise and manage stress and understand the impact of substance abuse. They will learn about the first aid action plan for mental health, be able to put it in place and know how to implement a positive mental health culture in the workplace. Learners will not diagnose or treat mental health conditions as this can only be carried out by healthcare professionals but will gain the knowledge to identify when a person may have a condition and know where they can go to get help.
2	Award for Personal Licence Holders	Highfield	603/2597/5	1	Anyone wishing to sell or authorise the sale of alcohol by retail on licensed premises must hold a personal licence. To become a personal licence holder, an individual should obtain a regulated personal licence holder's qualification. A personal licence allows the holder to sell or authorise the sale of alcohol. A personal licence is also needed to apply to become a designated premises supervisor (DPS). Licensed premises can have more than one personal licence holder.
2	Award in Conflict Management	Highfield	600/0670/5	1	Designed to provide conflict management skills to anyone working in a customer facing role, deals with service users or the public in general. Not all customer facing roles are the same, and sometimes dealing with the public can have its challenges, particularly when handling issues and complaints. It is applicable to a wide range of sectors, and can be taken by anyone requiring a better understanding of how to prevent conflict from arising, or would like to feel more confident in being able to deal with challenging situations.



2	Award in Customer Service	Highfield	600/6685/4	1	The qualification has been written to give learners the knowledge and understanding of effective customer service in a variety of work environments. Experience of customer service is often the deciding factor for the public when deciding which organisation to do business with. It's important therefore that your business offers a good first impression with every single customer interaction.
2	Award in Food Allergen Awareness and Control in Catering	Highfield	603/1396/1	1	Developed for food handlers and other staff involved in food preparation service within the catering industry. Food intolerances can cause real issues to many people in terms of their health. It's therefore appropriate that food handlers are aware of the issues around allergens, intolerances and the legislation designed to protect the public. Supported by Allergy UK, the leading national charity dedicated to supporting those with allergies, the qualification provides essential knowledge and understanding of food allergens and foods that commonly cause intolerances.
2	Award in Food Safety in Catering	Highfield	603/4937/2	1	By achieving this qualification, learners will ensure they have the necessary knowledge and skills to understand the principles of cleanliness and hygiene, as well as keeping food products safe.
2	Award in the Control of Substances Hazardous to Health (COSHH)	Highfield	603/1620/2	1	Hazardous substances are an everyday fact of life in some working environments, so having the skills and knowledge is vital in making sure risks are understood and employees are kept safe. The Control of Substances Hazardous to Health (RQF) has been developed to give learners who may have contact with hazardous substances the skills and knowledge to recognise the risks associated with them and how to control them.
2	Award in Health & Safety in the Work Place	Highfield	603/1289/2	1	Keeping workplaces safe is both a legal and moral obligation, with severe consequences if local health and safety laws are not followed. The award is designed to give learners knowledge of the basic health and safety practices essential in the workplace and prepare them for progress to higher level training.
2	Certificate in Principles of Business and Administration	Highfield	600/5480/3	5	Developed to support those already in the workplace who are new to an administration role or looking to progress into this type of job. Business administration is a great subject for learners looking to boost their contribution to the workplace, or businesses wanting to improve their effectiveness. This qualification requires the learner to complete work in their own time between classroom sessions.

2	Certificate in Team Leading Principles	Highfield	600/5176/0	5	Team leading can be a challenging and sometimes overwhelming position, especially to those new to the role. And all it takes to create great leaders of great teams is some sound understanding in the principles. Able to support learners already in a team leading role or looking to start or progress into that position, this nationally recognised qualification will give individuals the knowledge and understanding of team leading that will prove invaluable to them and your business. This qualification requires the learner to complete work in their own time between classroom sessions.
2	Award for Door Supervisors in the Private Security Industry	Highfield	603/5531/1	5	The objective of this qualification is to support a role in the workplace. It is designed for learners wishing to apply for a licence from the Security Industry Authority (SIA) to work as a door supervisor and is based on the relevant SIA specification for learning and qualifications. Learners will need to show that they hold a current and valid First Aid or Emergency First Aid certificate that meets the requirements of the Health and Safety (First Aid) Regulations 1981. It is an SIA requirement that training centres MUST confirm that each learner is sufficiently qualified in First Aid or Emergency First Aid. To register for this qualification, learners MUST be aged 18 and over.
2	Award for Door Supervisors in the Private Security Industry (Top Up)	Highfield	603/7323/4	2	The objective of this qualification is to support a role in the workplace. It is designed for learners who currently hold a licence from the Security Industry Authority (SIA) to work as a door supervisor and need to be brought up to date with the new licence-linked qualification requirements. The learner will need to show that they hold a current and valid First Aid or Emergency First Aid certificate and meets the requirements of the Health and Safety (First Aid) Regulations 1981. It is an SIA requirement that training centres MUST confirm that each learner is sufficiently qualified in First Aid or Emergency First Aid. To register for this qualification, learners MUST be aged 18 and over.

3	Certificate in Mental Health	Highfield	603/6383/6	9	This qualification can be taken by learners in any occupation and is not specific to the health or care sector. It is suitable for learners who are likely to come into contact with individuals who many have mental health or a diagnosed mental illness in their work or everyday life, including the Police, paramedics, HR staff or social/recreation group leaders. This is a knowledge-only qualification that overs knowledge and understanding in relation to mental health, mental illnesses, signs and symptoms and also how to support those with mental ill health. It includes units on different illnesses as well as units on professional conduct, therapeutic communication, and how to support mental ill health in children and young people or adults with learning disabilities.
3	Award in Delivering Training (Train the Trainer)	Highfield	603/2930/0	3	Delivering training isn't always easy, and can be daunting to the experienced and inexperienced alike. It's therefore important to have a solid grounding in the practice and principles of what constitutes 'good training' and understand how to apply it effectively. Designed for those who intend to use pre-prepared training materials as part of their delivery in the workplace (i.e., in-house training). Aimed at new and experienced trainers – external and internal – it is a practical qualification that will improve classroom skills and provide a recognised qualification.
3	Award in Food Allergen Management in Catering	Highfield	603/4942/6	1	Many people have issues around food intolerances, some of which can impact on their health in the short and long term, and in rare circumstances even be fatal. Having the knowledge around allergens and intolerances will help you and your team to keep the public safe. Aimed at learners involved in the purchase, delivery, production and service of food in the catering industry, or who own or manage a smaller catering business. It has been designed to provide knowledge and understanding of control of food ingredients, including allergens, at all stages of food purchase and production.
3	Award in Food Safety in Catering	Highfield	603/4942/6	1	Designed to assist learners who wish to progress to higher or supervisory level within a food catering business, the qualification is ideal for ensuring compliance with the law and giving learners the opportunity for personal growth and development.

3	Certificate in Customer Service	Highfield	600/5471/2	3	Many businesses today are so dedicated to offering exceptional customer service it forms a major part of their brand and identity. That means having the skilled and knowledgeable staff to deliver on their customer service promises and maintain that hard won reputation. The qualification delivers where it matters, and is aimed at learners new to customer service or wanting to improve their knowledge with a nationally recognised qualification. This qualification requires the learner to complete work in their own time between classroom sessions.
3	Diploma in Management	Highfield	601/4097/5	7	The objective of this qualification is to support a role in the workplace. It is aimed at learners working in a management role in any sector. This qualification requires the learner to complete work in their own time between classroom sessions.
3	Emergency First Aid at Work	FAA	603/2080/1	1	Where a first aid needs assessment identifies the necessity for an emergency first aider in the workplace, this 6-hour qualification meets the requirements of the Health and Safety (First Aid) Regulations 1981 and the Health and Safety (First Aid) Regulations (Northern Ireland) 1982. The learner will gain the knowledge and practical competence required to deal with a wide range of workplace first aid situations. The qualification is also suitable for people with responsibility for the provision of first aid in other settings such as voluntary and community groups.
3	First Aid At Work	FAA	603/2081/3	3	Where a first aid needs assessment identifies the necessity for a first aider in the workplace, this three-day qualification meets the requirements of the Health and Safety (First Aid) Regulations 1981 and the Health and Safety (First Aid) Regulations (Northern Ireland) 1982. The learner will gain the knowledge and practical competence required to deal with a wide range of workplace first aid situations. The qualification is also suitable for people with responsibility for the provision of first aid in other settings such as voluntary and community groups.
2	Award in Health & Safety in the Work Place	Highfield	600/0645/6	3	Health and safety in the workplace is important to every businesses, both in terms of protecting staff and the public, and ensuring that costly legal action and damage to reputation is avoided should the worst ever happen. This Award has been developed to give learners a sound knowledge and understanding of health and safety. Aimed primarily at those already working as a supervisor, manager or team leader, it can also be used to train those who are preparing to start work at this level.

2	Award for Personal Licence Holders	BIIAB	603/2468/5	1	Anyone wishing to sell or authorise the sale of alcohol by retail on licensed premises must hold a personal licence. To become a personal licence holder, an individual should obtain a regulated personal licence holder's qualification. A personal licence allows the holder to sell or authorise the sale of alcohol. A personal licence is also needed to apply to become a designated premises supervisor (DPS). Licensed premises can have more than one personal licence holder.
3	Award in Hospitality Supervision and Leadership Principles	BIIAB	601/5695/8	5	Designed to allow learners to obtain the knowledge to work at a supervisory level within Hospitality industry. The qualification has been developed based upon industry feedback as to the fundamental knowledge required for the sector at the level. There are 3 Mandatory Units to complete; Principles of leading a team in the Hospitality Industry; Supervision of Operations in the Hospitality Industry; Principles of Supervising Customer Service. This qualification requires the learner to complete work in their own time between classroom sessions.
2	Award in Barista Skills	BIIAB	601/6216/8	1	Designed to provide learners with the skills, knowledge and understanding to work in any venue where coffee is served.
2	Award in Beer and Cellar Quality (Cask & Keg)	BIIAB	600/5152/8	1	This qualification has been designed to allow learners to obtain and then demonstrate the knowledge related to good practices relating to beer quality.
2	Award in Fire Safety	BIIAB	600/2844/0	1	This qualification has been designed to allow learners to obtain and then demonstrate the knowledge related to fire safety principles.
1	Award in Alcohol Awareness	BIIAB	500/5604/9	1	This qualification has been designed to allow learners to obtain and then demonstrate the knowledge related to safe practises and awareness surrounding alcohol.
1	Award in Introduction to Employment in Hospitality Industry	BIIAB	501/1806/7	1	This qualification has been designed for people who have not worked in, or need a refresher in, HLTT and are looking to secure an entry-level job. It is also relevant for those who have been out of work for a while or returning to work such as lone parents or those even changing their/a career.
3	Certificate in Assessing Vocational Achievement	BIIAB	601/5101/8	Variable	The assessor qualifications have been designed to allow learners obtain and then demonstrate the skills and knowledge to work at a high level in assessing competence.
4	Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	BIIAB	601/5104/3	Variable	The IQA qualifications have been designed to allow learners to obtain and then demonstrate the skills and knowledge to work at a high level in assessing competence.

Bespoke	Supervisor Course			3	This course is designed for those who have previously held greater responsibility within a job role and wish to progress their skills further into a Team Leading or supervisory position. During this workshop, specific skills are addressed to enable a person to confidently lead and effectively motivate a team. <b>Learners will also gain an accredited qualification Level 2 Award in Conflict Management (RQF)</b>
Bespoke	Mixology Course			2	A 2-day course designed to cover the history of the cocktail and give learners the knowledge and practical experience of how to mix ingredients to make the Magic 5! Learn how to build a menu by drink choice and range of products within your business, look at pricing and specials. Take a look at your business location in the market and choose 4 classic cocktails and explain why you chose those ones for your premises.
Bespoke	Lead Your Team			5	This programme is ideal for those individuals that enjoy the challenges of management and team leadership. It's an exciting and refreshing way to approach Management from a totally positive and 'forward thinking' perspective, whilst enabling the individual to reflect and analyse how they may wish to approach future challenges in a more concise and confident manner. <b>Learners will also gain an accredited qualification Level 2 Certificate in Team Leading Principles.</b>
Bespoke	Manager's Toolkit			3	The course is specifically written to engage on a variety of subjects and provide a thought provoking way of managing, directing and supporting your team. It's an exciting and refreshing way to approach Management from a totally positive and 'forward thinking' perspective, whilst enabling the individual to reflect and analyse how they may wish to approach future challenges in a more concise and confident manner, including wellbeing, an employees journey within the organisation, change management and dealing with conflict.
Bespoke	Allergens			0.5	A short 3-hrs workshop covering the 14 food allergens as per the UK Food Standards Agency guidelines.
Bespoke	Fire Warden			1	This course is designed for employees who want to develop their basic fire safety awareness in order to assist their employer by undertaking more specific fire safety roles in the workplace to manage fire risk (e.g. as fire wardens/marshals/stewards etc.), with practical fire fighting exercises using a fire rig.

Bespoke	Super Host			1	This course is written for people who enjoy the variety of jobs in a customer facing role within the Hospitality. Whether they like getting to know new people or like the idea of working within a team of like-minded people driven by offering memorable experiences, this sector of tourism continues to offer a thriving and rewarding career for those keen to develop their current skills.
Bespoke	Cellar Training			1	Designed to cover all aspects of cellar work including: health & safety, line cleaning, checking gases and pressures, and how to serve cask and keg products.
Bespoke	Resilience Training			0.5	Resilience - What it isn't and what it is. Resilience scale - where are you? The importance of building resilience. More resilient less stress. Stress and workplace resilience. Wellness and the strong connection to resilience. Wellbeing practices - purpose, positivity, habits, goals, balance, and reflection. Emotional, physical, and nutritional health to support resilience. The resilient fundamentals. There will also be some interactive activities during the session.
Bespoke	How to use an Air Fryer (Menu planning and practical cooking session)			0.5	Overview of air frying benefits for health-conscious cooking. Hands-on session where participants prepare a variety of air-fried snacks and meals. Nutritional tips for crafting balanced, affordable, and healthy recipes.
Bespoke	How to use a Slow Cooker (Menu planning and practical cooking session)			0.5	The aim of this workshop is to bring together and equip community members to make delicious, nutritious, low-maintenance meals on a budget, in a friendly atmosphere to help combat loneliness and social isolation. Slow cookers are simple to use and typically use over 60% less energy than ovens. Participants will learn how these appliances not only streamline cooking but also contribute to sustainable and cost-effective meal preparation. The workshop strikes a balance between hands-on learning, energy-saving insights, and the creation of delicious, health-conscious dishes, ensuring attendees leave with newfound skills, confidence and their own slow cooker to take home and use!



Bespoke	Blue Light Resettlement Course - Moving Forward			3	This course is designed to support individuals leaving and/or recently left the emergency services, focussing on individuals fears, concerns, moving forward, next steps, new careers, self-employment or industry specific. Identifying skills and experience, unlocking potential, seeing the bigger picture, seeing outside of the box. How to promote existing skills, transferring and using role specific skills in new career choices. Health and Wellbeing input, diet, nutrition, stress bucket and building resilience. Job markets and current trends, CV, covering letters, personal statements templates and how to write these. Interview skills and preparation. Use of social media in job searches. Look at self-employment option, being a business owner, ideas, plans and moving forward.
Bespoke	Pre Employment Programme			5	Designed to engage and introduce individuals back in to the workplace. This 5-day course includes soft skills such as; CV writing, interview skills, use of social media for job search, sales skills, upselling and cross selling, and team building. Individuals will also undertake two nationally accredited courses; Level 2 Award in Food Safety in Catering and Level 2 Award in Customer Service.
Bespoke	Combined Pre Employment Options			3	Depending on the client group, elements of the resettlement programme and the pre employment programme can be combined to offer a more bespoke package, for example, entrepreneur skills, self employment advice, building business ideas into a sustainable business model and obtaining advise on well being and nutrition for a healthy work/life balance.