

HOW TO BOOK A PLACE ONLINE FOR A MANDATORY TRAINING COURSE

Please note - Places on courses for individuals can only be booked online and not by phone.

STEP 1

Go to www.hs-group.com and select the right mandatory training course for you.

The screenshot shows the website's navigation menu with 'Training Course Calendar' selected. A red arrow points from the 'STEP 1' text to the 'MANDATORY AND HEALTH CARE TRAINING COURSES' section in the left sidebar. The main content area displays a grid of course cards:

- Mandatory Training for Nursing Staff**: Includes a photo of a woman writing on a whiteboard. Features: All modules completed in one day's classroom training!; Delivered by a professional + qualified trainer; We issue your certificate the same day! **More info...**
- Safeguarding Vulnerable Children - Level 3**: Includes a silhouette icon. Description: Essential for all nursing and care staff who have contact with children. Eg: Paediatric nurses, midwives, A&E staff. Places on Safeguarding Vulnerable Children Level 3 courses are ONLY £75 per person! **More info...**
- Manual Handling - Train the Trainer**: Includes a photo of a man pointing at a whiteboard. Description: Deliver your own Manual Handling Training Course! Expert course content, props and trainers notes provided. Completed in one high-impact training day. **More info...**
- People Moving and Handling - Train the Trainer**: Includes a photo of a man in a white coat. Description: Deliver your own People Moving & Handling Training Course! Expert course content, props and trainers notes provided. Completed in two high-impact training days. **More info...**
- Fire Warden Training Course**: Includes a photo of a fire warden sign. Description: The fire wardens training compact training course delivers all the information they need in a high impact 3 hour session. Places on Fire Warden Courses at our Training Venue are ONLY £75 per person! **More info...**
- Fire Risk Assessments**: Includes a photo of a fire alarm. Description: Our fully qualified assessors deliver expert assessments that are easy to use. If you don't have a fire risk assessment, you are liable for prosecution and may not be insured for fire. **Get more info and a free quote...**

STEP 2

Scroll down the page and choose the closest training venue to you.

The screenshot shows the 'All in One Day' Mandatory Training page. A red circle highlights the scroll bar on the right side of the page. Two red arrows originate from a red dot labeled 'Venues' and point to the 'London-Hammersmith Training Centre' and 'London-Euston Training Centre' sections.

London-Hammersmith Training Centre

Thu 9th Jul 2015	2 places	BOOK NOW!
Fri 10th Jul 2015	0 places	FULL
Sat 11th Jul 2015	0 places	FULL
Mon 13th Jul 2015	5 places	BOOK NOW!
Tue 14th Jul 2015	11 places	BOOK NOW!
Wed 15th Jul 2015	12 places	BOOK NOW!
Thu 16th Jul 2015	14 places	BOOK NOW!
Sat 18th Jul 2015	14 places	BOOK NOW!
Mon 20th Jul 2015	16 places	BOOK NOW!
Tue 21st Jul 2015	17 places	BOOK NOW!

London-Euston Training Centre

Fri 10th Jul 2015	0 places	FULL
Sat 11th Jul 2015	0 places	FULL
Mon 13th Jul 2015	6 places	BOOK NOW!
Fri 17th Jul 2015	18 places	BOOK NOW!
Sat 18th Jul 2015	16 places	BOOK NOW!
Mon 20th Jul 2015	15 places	BOOK NOW!
Fri 24th Jul 2015	15 places	BOOK NOW!
Sat 25th Jul 2015	16 places	BOOK NOW!
Mon 27th Jul 2015	18 places	BOOK NOW!
Fri 31st Jul 2015	20 places	BOOK NOW!

London-Victoria Training Centre

Fri 10th Jul 2015	0 places	FULL
Mon 13th Jul 2015	0 places	FULL

STEP 3

Choose a suitable date and click on the 'BOOK NOW' button.

The screenshot shows the same page as Step 2, but with a red circle around the 'BOOK NOW!' button for the date 'Tue 14th Jul 2015' in the 'London-Hammersmith Training Centre' table.

London-Hammersmith Training Centre

Thu 9th Jul 2015	2 places	BOOK NOW!
Fri 10th Jul 2015	0 places	FULL
Sat 11th Jul 2015	0 places	FULL
Mon 13th Jul 2015	5 places	BOOK NOW!
Tue 14th Jul 2015	11 places	BOOK NOW!
Wed 15th Jul 2015	12 places	BOOK NOW!
Thu 16th Jul 2015	14 places	BOOK NOW!
Sat 18th Jul 2015	14 places	BOOK NOW!
Mon 20th Jul 2015	16 places	BOOK NOW!
Tue 21st Jul 2015	17 places	BOOK NOW!

STEP 4

You should now be on the booking page – complete your details ensuring your e-mail address is correct. This is where we will send your digital certificate (if you requested one).

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MANDATORY AND HEALTH CARE TRAINING COURSES

All in 1 Day Mandatory Training

Safeguarding Children - Level 3

Venepuncture and Cannulation

Medication Administration

Diabetes Awareness

Care Certificate Training Course

'SKILLS FOR HEALTH' ALIGNED TRAINING COURSES

Mandatory + Statutory Training Practical Day - Annual

Mandatory + Statutory Training Non-Practical Day - 3 Years

MANUAL HANDLING / PEOPLE MOVING COURSES

Manual Handling

Manual Handling - Train the Trainer

People Moving and Handling

People Moving and Handling - Train the Trainer

FIRST-AID TRAINING COURSES

Emergency First Aid at Work - Level 2 (QCF)

First Aid at Work - Level 3 (QCF)

Paediatric First Aid - Level 2 (QCF)

CPR + Automated External Defibrillation - Level 2 (QCF)

COMPACT TRAINING COURSES

Health & Safety Awareness

Fire Wardens Training

Fire Safety Awareness

Manual Handling

OTHER COURSES

First Responder + Bomb Awareness - Training Course

AUDITS & ASSESSMENTS

Fire Risk Assessments

Health and Safety Audit

Signs Audit

Disability Access Audit

OUR SHOPS

The Office Safety Company

The Fire Evacuation Company

On Site Safety Company

Safety Videos

'All in One Day' Mandatory Training - Booking Form

Step 1. Please enter your contact details below. All fields marked * must be completed.
Please note this form is for individual delegates only

Title	<input type="text"/>	Mr/Mrs/Ms etc.
* First name	<input type="text" value="First"/>	
* Last name	<input type="text" value="Last"/>	
Company	<input type="text"/>	
* Address	<input type="text" value="1 the Avenue"/>	Please provide your property number/name and street address. Use the second 2 lines for additional detail.
	<input type="text" value="London"/>	
	<input type="text" value="London"/>	
* Town	<input type="text" value="London"/>	
County	<input type="text" value="London"/>	
* Country	<input type="text" value="United Kingdom"/>	
* Postcode	<input type="text" value="SW1A 1AA"/>	
* Email	<input type="text" value="name@email.com"/>	
* Phone	<input type="text" value="020 1234 1234"/>	

Step 2. Check the course details are correct

Course	'All in One Day' Mandatory Training	
Venue	Birmingham	
Date	Sat 18th Jul 2015	CHANGE SELECTED COURSE
Time	9:30am - 5:00pm (7½ hours)	
Fee	£49.00 + VAT (£58.80)	

Step 3. Choose how you would like your certificate delivered

Digital certificate - Delivered by email FREE

Hard copy of certificate - 1st class delivery £5.95 + VAT

Hard copy of certificate - Next day delivery £9.95 + VAT

Step 4. Accept the terms & conditions

Please click here to read our Terms and Conditions carefully and tick this box to acknowledge that you accept them *
These details are required

We want to provide you with the best possible mandatory training but we can only do this if the course starts on time. **This means if you are late, you will not be allowed into the course for that day.** Here are the reasons why:

- To receive your certificate you need to attend all of the modules
- A late entry to the class would disturb other delegates, this is unfair on them
- There is a lot of content to get through in the day – we can only cover this sufficiently if everybody starts on time

Your booking is non-refundable. This means if you do miss your course you will be very welcome to attend another course but you will need to pay again. You can however postpone your booking for a later course so long as you give us two full working days' notice. You can only do this once per booking.

In order to protect the welfare of Health and Safety Group staff, we now impose a strict 'shut door policy' at 10am. If you believe your estimated time of arrival will be 10am or after, please do not turn up to the training venue but contact us after midday should you wish to rebook.

To give yourself the best possible chance of being on time, **you'll have to plan your journey the day before.** Venue address and directions can be [found here](#) and we have also provided some [travel links and apps here](#) to help prepare your visit.

Please note!!!: On the morning of your course our telephone lines will be extremely busy and we will not have the facility to give you telephone directions to the venue.

CLICK HERE TO MAKE BOOKING

STEP 5

Once you have completed your booking, you will be asked to pay by debit or credit card. Please have your card details to hand.

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MANDATORY AND HEALTH CARE TRAINING COURSES

- All in 1 Day Mandatory Training
- Safeguarding Children - Level 3
- Venepuncture and Cannulation
- Medication Administration
- Diabetes Awareness
- Care Certificate Training Course

'SKILLS FOR HEALTH' ALIGNED TRAINING COURSES

- Mandatory + Statutory Training Practical Day - Annual
- Mandatory + Statutory Training Non-Practical Day - 3 Years

MANUAL HANDLING / PEOPLE MOVING COURSES

- Manual Handling
- Manual Handling - Train the Trainer
- People Moving and Handling
- People Moving and Handling - Train the Trainer

FIRST-AID TRAINING COURSES

- Emergency First Aid at Work - Level 2 (QCF)
- First Aid at Work - Level 3 (QCF)
- Paediatric First Aid - Level 2 (QCF)

'All in One Day' Mandatory Training - Booking Form

Please confirm the booking details are correct then follow the instructions below to make payment

Name	First Last
Company	n/a
Email	name@email.com
Phone	020 1234 1234
Course	'All in One Day' Mandatory Training
Venue	Birmingham
Date	Sat 18th Jul 2015
Time	9:30am - 5:00pm (7½ hours)
Fee	£49.00 + VAT
Certificate	Digital certificate - Delivered by email FREE
TOTAL COST including VAT	£58.80

CLICK HERE TO CONTINUE TO PAYMENT
or click here to change your booking

Please have a credit or debit card ready to pay for your booking. These cards are accepted:

Credit card payments are made securely through WorldPay and you can also use PayPal

payments powered by

thehealth&safetygroup

Secure Payment Page

Please review your purchase details, then select a payment method to continue.

The Health & Safety Group Ltd
 Amount **£58.80**

Select your payment method ?

MasterCard

Visa

Maestro

JCB

MasterPass

V.me by Visa

✕ **Cancel**

payments powered by

For help with your payment visit the: [WorldPay Help](#).

STEP 6

Enter your card details into the form fields.

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Secure Payment Page

The Health & Safety Group Ltd

Payment method **Visa** Verified by **VISA**

Amount **£58.80**

Card details

* Indicates a required field

* Card number

Security Code

* Expiry date

* Cardholder's name

Cardholder details

* Indicates a required field

* Billing address

Postcode/ZIP code

* Country

Telephone

Fax

* Email address

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STEP 7

Once paid, you will receive an e-mail confirmation of all the details of your booking.

The start time is 9am registration for a 9.30 am start. Please plan your journey well on the day of your course as unfortunately we cannot allow any late arrivals to attend the training.

We hope you have an enjoyable and productive day!