**Free Volunteer Training**

1. **The online training provider**

High Speed Training provides fully accredited and award-winning courses on everything from food hygiene, safeguarding, health and safety and more. You can learn on any device (desktop, mobile or tablet) and each course provides instant assessment and results. There are unlimited assessment attempts. You can find out more using this link:

[High Speed Training | Over 180 Online Courses](https://www.highspeedtraining.co.uk/?msclkid=3816aec0a31c18d68d72c87910367f33&utm_source=bing&utm_medium=cpc&utm_campaign=HST-001-Brand&utm_term=high%20speed%20training&utm_content=High%20Speed%20Training%20%2F%20Exact)

1. **The cost**

Usually each course costs between £20 to £35 + VAT.

Community Action Northumberland (CAN) has funding from central government via the North East Combined Authority to provide **free training places for volunteers** (**including trustees)** who live in and support activities in Northumberland. This opportunity is available for a limited period.

1. **How to apply**
2. Check the course details in section 7 below, or on the High Speed Training website
3. Complete the training request form, stating:
   * Up to three courses you are interested in
   * Who, specifically, in your community group will complete the course(s)
4. Return your training request as soon as possible to[**alangerono@ca-north.org.uk**](mailto:alangerono@ca-north.org.uk)
5. **CAN’s commitment**

We will allocate free training places to eligible community groups, providing instructions on how to log into the High Speed Training course(s) which have been requested.

We will check progress and receive any feedback you may have.

1. **Your obligation**

You are encouraged to complete each course as agreed with CAN.

1. **Course enrolment**

Details will be provided once your training request has been agreed.

1. **The courses**

We have selected a range of courses which are particularly relevant to volunteer-based activities and services, especially when they are taking place in community-run buildings.

1. **Food Hygiene Certificate (Level 2).** Most people in the food industry fall under this category. This is for all food handlers who prepare and serve food directly to the consumer. Duration 2 – 3 hours.
2. **Fire Safety.** If you are in charge of fire risk assessments and overseeing evacuation procedures, such as the employer of a workplace or a senior member of staff with fire safety responsibilities, this course can be a starting point for your knowledge, including for carrying out risk assessments. Duration 2 hours.
3. **Basic Health and Safety Training.** This course will provide you with an understanding of the importance of health and safety in the workplace and of the responsibilities employees and employers have under health and safety law. It outlines the hazards that are common in many workplaces and the effective methods to reduce them and the risk they pose to human health. With this knowledge, you will be fully prepared to recognise hazards in your own workplace and know how to uphold health and safety control measures. Duration 2 hours.
4. **Health and Safety at Work for Employees.** The course covers the most crucial aspects of health and safety that are present in every work environment, including display screen equipment (DSE), manual handling, work equipment, and fire and electrical safety. It also explains what is required for a safe work environment and to resolve problems at work, including what employees should do if they experience any issues. Duration 3 hours.
5. **Risk Assessment.** The course helps you to understand each of the key steps of a risk assessment, including how to identify risks, manage hazards and determine the likelihood of harm, so that you are confident in carrying out a risk assessment in your own premises.
6. **Workplace First Aid.** Using high quality videos alongside written guidance, this online course will provide you with all the information you’ll need to be able to recognise emergency situations, and take appropriate action when an incident occurs. The course covers first aid treatment for infants and children along with adults, as in some circumstances, the assistance needed will differ depending on the casualty's age. Duration 3 – 4 hours.
7. **Safeguarding Essentials (Level 1)**. This course provides you with the skills and knowledge that you need to keep people safe. It covers both adults and children, as any of us could fall victim to abusive or exploitative behaviours. You will learn about the common types of abuse and safeguarding concerns, signs that may indicate them, and what to do if you have a concern or somebody discloses abuse to you. You will also learn about the importance of good record keeping, and be taught how to write a safeguarding report.
8. **Mental Health Awareness.** In this course, you will increase your understanding of common mental health conditions and of your own mental health, including how or when it might suffer, and what you can do about it. Duration 1 hour.
9. **Equality, Diversity and Inclusion.** This course explains what the law expects of individuals in terms of preventing discrimination and harassment based on the nine protected characteristics, but it also empowers you to do the right thing, to give everyone the same opportunities and to ensure everyone has a sense of belonging, whoever and wherever they might be. Duration 1 – 2 hours.

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