A blue and grey logo

Description automatically generatedTo place an order, please enter the quantity of credits required next to each course,

complete the order confirmation section, and return by email to: [enquiries@admac.co.uk](mailto:enquiries@admac.co.uk)

Should you have any queries please feel free to call on: **0800 389 5363 \* Our Top Courses**

| **Title** | **Qty** | **Title** | **Qty** | **Title** | **Qty** |
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| Health and Safety Courses | | | | | |
| Abrasive Wheel Safety |  | **Fire Marshal & Warden** |  | Legionella Awareness |  |
| Accident Reporting |  | Fire Marshal & Warden in Care |  | LOLER |  |
| Anaphylaxis & Allergies for Schools & Carers |  | Fire Marshal & Warden in Construction |  | Lone Worker Safety |  |
| **Asbestos Awareness** |  | Fire Marshal & Warden in Education |  | Managing Contractors |  |
| Asthma Awareness for Schools & Carers |  | First Aid Appointed Person |  | **Manual Handling** |  |
| Banksman Essentials |  | First Aid Refresher – CPR/AED |  | Manual Handling including Tyres |  |
| CDM Regulations |  | First Aid Refresher – Emergency First Aider |  | Medication Awareness in Care |  |
| Confined Spaces |  | First Aid Refresher – First Aider |  | Medication Awareness in Education |  |
| **COSHH** |  | First Aid Refresher – Paediatric |  | Moving & Handling People |  |
| Diabetes Awareness for Schools & Carers |  | First Aid Requirements & RIDDOR |  | Noise Awareness |  |
| **Display Screen Equipment (DSE)** |  | Food Allergy Awareness |  | Personal Protective Equipment (PPE) |  |
| Driver Awareness |  | Food Safety & Hygiene – Level 1 |  | PUWER |  |
| DSEAR |  | Food Safety & Hygiene – Level 2 |  | Respiratory Protective Equipment (RPE) |  |
| Dust Awareness |  | General Workshop Safety |  | **Risk Assessment** |  |
| Electrical Safety |  | HACCP – Level 2 |  | School Trips for Organisers & Support |  |
| Epilepsy Awareness for Schools & Carers |  | Hand Arm Vibration Awareness (HAVS) |  | Sharps |  |
| Eye Protection |  | Handling Aggressive Behaviour |  | Slips, Trips & Falls |  |
| Fire Awareness |  | **Health & Safety Essentials** |  | Spill Kits: Bodily Fluids |  |
| Fire Awareness in Care |  | Health & Safety for Homeworkers |  | Spill Kits: Chemicals & Oils |  |
| Fire Awareness in Construction |  | Infection Prevention & Control |  | **Working at Height** |  |
| Fire Awareness in Education |  | Ladder Safety |  | Working in Licensed Premises (Bar Staff) |  |
| Fire Extinguisher Use |  |  |  |  |  |
| HR Compliance Courses | | | | | |
| Assessing Mental Capacity |  | Effective Remote Working |  | Neurodiversity Awareness |  |
| Autism Awareness |  | Equality, Diversity & Inclusion |  | New & Expectant Mothers at Work |  |
| Building Resilience |  | FGM Awareness & Prevention |  | Prevent Duty |  |
| Bullying & Harassment |  | Gender Identity & Expression |  | Returning to Work |  |
| Conflict Resolution |  | HR Compliance & Wellbeing Essentials |  | Returning to Work after COVID-19 |  |
| Customer Service Skills |  | Managing Anxiety |  | Safer Recruitment in Education |  |
| Dementia Awareness |  | Menopause Awareness |  | Sexual Harassment Awareness |  |
| Dementia Awareness for Carers |  | **Mental Health Awareness** |  | Stress Awareness & Management |  |
| Disability Awareness & Inclusion |  | Mental Health Awareness for Care |  | Time Management |  |
| Domestic Abuse Awareness |  | Mental Health Awareness for Construction |  | Unconscious Bias |  |
| Drug & Alcohol Awareness |  | Mental Health Awareness for Education |  |  |  |
| Business Compliance Courses | | | | | |
| Anti-Bribery |  | Consumer Rights for Retailers (Goods) |  | GDPR EU Essentials |  |
| Anti-Money Laundering |  | Consumer Rights for Retailers (Services) |  | GDPR EU Refresher |  |
| Anti-Tax Evasion (Audio Course) |  | Cyber Security Awareness |  | GDPR UK Essentials |  |
| Bomb Threats & Suspicious Packages |  | Energy Efficiency Awareness |  | GDPR UK in Education |  |
| Business Compliance Essentials |  | **Environmental Awareness** |  | Modern Slavery |  |
| Competition Law |  | Fraud Awareness & Prevention |  | Social Media Awareness |  |
| Consumer Rights for Retailers (Digital) |  | Freedom of Information |  | Whistleblowing |  |
| Care Certificate Courses | | | | | |
| Basic Life Support in Care |  | Handling Information in Care |  | Privacy & Dignity in Care |  |
| Communication in Care |  | Health & Safety in Care |  | Safeguarding Children |  |
| Duty of Care |  | Infection Prevention & Control in Care |  | Safeguarding Vulnerable Adults |  |
| Equality and Diversity in Care |  | Mental Health, Dementia, Learning Disabilities |  | Understanding Your Role in Care |  |
| Fluids & Nutrition in Care |  | Person-Centred Care |  | Your Personal Development in Care |  |
| Soft Skills | | | | | |
| Active Listening |  | Delivering Bad News |  | Project Management Essentials |  |
| Anger Management |  | Effective Meetings |  | Responding to Change |  |
| Coaching and Mentoring |  | Emotional Intelligence |  | Recognising Your Value |  |
| Communication Skills |  | Leadership Skills |  | Setting Goals |  |
| Confidence Building |  | Mindfulness |  | Speaking Confidently |  |
| Creative Thinking |  | Organisational Skills |  | Teamwork Skills |  |
| Critical Thinking |  | Presentation Skills |  | Writing Effective Emails |  |
| Decision Making |  | Problem Solving |  |  |  |
| Management Courses | | | | | |
| Bullying & Harassment for Management |  | **Health & Safety for Managers & Supervisors** |  | School Trips for Management |  |
| GDPR EU Advanced (Management) Training |  | Mental Health Awareness for Managers |  | Unconscious Bias for Management |  |
| GDPR UK Advanced (Management) Training |  |  |  |  |  |

Credits are available either individually, or with bulk purchase savings, at the following rates:

**15%**

**Member Discount\***

|  |  |  |  |  |  |
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| **1-4 Credits** | **5-9 Credits** | **10-24 Credits** | **25-49 Credits** | **50-99 Credits** | **100+ Credits** |
| £30 each | £25 each | £20 each | £15 each | £10 each | Please Call |

Learning Management System (LMS) access and support is included for 1 yearfrom the date of purchase. Credits must be assigned to specific courses when ordering and cannot be transferred to another title once processed. Additional ‘top-up’ credits can be added within 6 months of purchase at the same matched rate, regardless of quantity.

**Order Confirmation**

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| --- | --- | --- | --- |
| **Total Credits** | **Price Each** | **Total Cost (exc. VAT)** | **PO Number (if needed)** |
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| --- | --- | --- | --- |
| **Your Details** | | | |
| Company Name |  | | |
| Your Name |  | Telephone |  |
| Email |  | | |

All prices exclude VAT. Invoices will be raised on the date of processing, with payment due in advance for new customers, or on 30-day credit account for existing customers. Should your requirements change, cancellation will be accepted within 14 days of purchase, with any unused credits fully refunded.

\* To qualify for Member Pricing, clients must be subscribed to a monthly consultancy service fee.

**Internal Use Only**

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| --- | --- | --- | --- |
| **Date Received** | **Date Processed** | **Processed By** | **Invoice #** |
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