To 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

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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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**

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