Courses are available either individually, or with bulk purchase savings, at the following rates.

Clients subscribed to an ongoing consultancy support package are eligible for a **15% Member Discount**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1-4 Courses** | **5-9 Courses** | **10-24 Courses** | **25-49 Courses** | **50-99 Courses** |
| £30 each(-15% = £25.50) | £25 each(-15% = £21.25) | £20 each(-15% = £17.00) | £15 each(-15% = £12.75) | £10 each(-15% = £8.50) |
| **100-249 Courses** | **250-499 Courses** | **500-749 Courses** | **750-999 Courses** | **1000+ Courses** |
| £8.50 each(-15% = £7.23) | £7.50 each(-15% = £6.38) | £6.50 each(-15% = £5.53) | £5.50 each(-15% = £4.68) | £5.00 each(-15% = £4.25) |

Tip: Check the next quantity band is not better value, e.g. 5 Courses are cheaper than 4!

Please complete the following details, and return by email to: support@admac.co.uk

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Courses** | **Price Each** | **Total Cost (exc. VAT)** | **PO Number (if needed)** |
|  |  |  |  |

|  |
| --- |
| **Your Details** |
| Company Name |  |
| Your Name |  | Telephone |  |
| Email |  |

Note: The system will show ‘10 Credits’ for each ‘Course’ purchased e.g. 100 Credits = 10 Courses

**Terms**

Learning Management System (LMS) access and user support is inclusive for one yearfrom the date of purchase. After this time Courses are deemed to have ‘expired’ and may be withdrawn.

Additional ‘top-up’ Courses can be added within 6 months of purchase at the same matched rate, regardless of quantity.

All prices exclude VAT. Invoices will be raised on the date of processing, with payment due in advance for new customers, or on a 30-day credit account for existing customers.

Should your requirements change, cancellation will be accepted within 14 days of purchase, with any unused Courses fully refunded.

**Internal Use Only**

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

**If this is your first order**, please select all the titles you would like added to your account.

Tip: Keep the list just to the ones you need, it’ll make the system easier to use. You can always add more at a later date.

**If this is a repeat order**, please select any new titles you would like to add, or just leave this section blank.

 **\* Our Top Courses**

| **Title** | **✓** | **Title** | **✓** |
| --- | --- | --- | --- |
| **Health and Safety Courses** |  |  |  |
| Abrasive Wheels Safety |  | Health and Safety in Care (Standard 13 Care Certificate) |  |
| Accident Investigation |  | Hot Work |  |
| Accident Reporting |  | Infection Prevention & Control |  |
| An Introduction to SSIP Certification |  | Infection Prevention & Control in Care (Standard 15 Care Cert.) |  |
| **Asbestos Awareness** |  | Keeping Children Safe in Education (2023) Part 1 |  |
| Asbestos Awareness (International) |  | Keeping Children Safe in Education Draft Guidance (2024) Part 1 |  |
| Banksman Essentials |  | Keeping Children Safe Online |  |
| Basic Life Support in Care (Standard 12 of the Care Certificate) |  | Ladder Safety |  |
| CDM Regulations |  | Legionella Awareness |  |
| Compressed Air Safety |  | Lift Equipment and Lifting Operations (International) |  |
| **COSHH** |  | Lock Out Tag Out |  |
| CPR & AED Refresher |  | LOLER |  |
| **Display Screen Equipment** |  | Lone Worker Safety |  |
| Driver Awareness |  | **Manual Handling** |  |
| DSEAR (Dangerous Substances and Explosive Atmospheres) |  | Manual Handling (including Tyres) |  |
| Dust Awareness |  | Medication Awareness Training for Care |  |
| Electrical Safety |  | Medication Awareness Training for Schools |  |
| Emergency First Aid at Work Refresher |  | Moving & Handling People |  |
| Eye-Protection |  | Noise Awareness |  |
| Fire Awareness |  | Paediatric First Aid Refresher |  |
| Fire Awareness in Care |  | Personal Protective Equipment |  |
| Fire Awareness in Construction |  | PUWER |  |
| Fire Awareness in Education |  | Respiratory Protective Equipment (RPE) |  |
| Fire Extinguisher Use |  | **Risk Assessment** |  |
| **Fire Warden** |  | Safeguarding Adults (Level 2) |  |
| Fire Warden in Care |  | Safeguarding Children (Level 2) |  |
| Fire Warden in Construction |  | Safeguarding Children (Level 3) |  |
| Fire Warden in Education |  | Schools: Children with Allergies / Anaphylaxis |  |
| First Aid Appointed Person |  | Schools: Children with Asthma |  |
| First Aid at Work Refresher |  | Schools: Children with Diabetes |  |
| First Aid Requirements and RIDDOR |  | Schools: Children with Epilepsy |  |
| Fluids & Nutrition in Care (Standard 8 Care Certificate) |  | School Trips for Management |  |
| Food Allergy Awareness |  | School Trips for Organisers & Support |  |
| Food Safety & Hygiene Level 1 |  | Sharps |  |
| Food Safety & Hygiene Level 2 |  | Slips, Trips & Falls |  |
| Food Safety & Hygiene Level 3 |  | Spill Kit Training - Body Fluids |  |
| General Workshop Safety |  | Spill Kit Training - Chemicals and Oils |  |
| HACCP (Level 2) |  | The Calorie Labelling (Out of Home Sector) (England) Regs 2021 |  |
| HACCP (Level 3) |  | The Fire Safety (England) Regulations 2022 - Updated Guidance |  |
| Hand Arm Vibration |  | **Working at Height** |  |
| Handling Aggressive Behaviour |  | Working at Height (International) |  |
| **Health & Safety Essentials** |  | Working in Confined Spaces |  |
| Health & Safety for Managers and Supervisors |  | Working in Licensed Premises (Bar Staff) |  |
| Health and Safety for Homeworkers |  |  |  |
| **HR Compliance Courses** |  |  |  |
| Assessing Mental Capacity |  | **Mental Health Awareness for Management** |  |
| Autism Awareness |  | Mental Health Awareness in Construction |  |
| Bullying & Harassment - Employees |  | Mental Health Awareness in Education |  |
| Bullying & Harassment - Managers |  | Neurodiversity Awareness |  |
| Communication in Care (Standard 6 Care Certificate) |  | New and Expectant Mothers at Work |  |
| Conducting Appraisals |  | Onboarding |  |
| Conflict Resolution |  | PCI DSS (Payment Card Industry Data Security Standards) |  |
| Delivering Bad News |  | Person-centred Care (Standard 5 Care Certificate) |  |
| Dementia Awareness |  | Personal Development in Care |  |
| Dementia Awareness for Carers |  | Prevent Duty |  |
| Deprivation of Liberty Safeguards |  | Privacy & Dignity in Care (Standard 7 Care Certificate) |  |
| Disability Awareness & Inclusion |  | Probationary Periods |  |
| Disciplinary & Grievance |  | Resilience |  |
| Domestic Abuse Awareness |  | Returning to Work |  |
| Drug and Alcohol Awareness |  | Returning to Work after COVID-19 |  |
| Duty of Care Awareness (Standard 3 Care Certificate) |  | Safer Recruitment in Education |  |
| Effective Recruitment |  | Sexual Harassment Awareness |  |
| Effective Remote Working |  | Sexual Harassment Awareness for Managers (text-based) |  |
| Equality & Diversity in Care (Standard 4 Care Certificate) |  | Stress Awareness |  |
| **Equality, Diversity & Inclusion** |  | Time Management |  |
| FGM Awareness |  | Unconscious Bias for Employees |  |
| Gender Identity & Expression |  | Unconscious Bias for Managers |  |
| Handling Information in Care (Standard 14 Care Certificate) |  | Understanding Personality Types |  |
| HR Compliance & Wellbeing Essentials |  | Understand Your Role in Care |  |
| Managing Anxiety |  | Using AI in your business: AI and the Law (text-based) |  |
| Managing a Remote Team |  | Using AI in your business: AI in the Workplace (text-based) |  |
| Menopause Awareness |  | Using AI in your business: The Basics of Generative AI (text-based) |  |
| Mental Health, Dementia & Learning Disabilities (Std. 9 Care Cert.) |  | Using AI in your business: The Risks of AI (text-based)  |  |
| Mental Health Awareness |  | Using AI in your business: What is AI? (text-based) |  |
| Mental Health Awareness (International) |  | Women in Leadership |  |
| Mental Health Awareness for Carers & Nurses |  | Young People in the Workplace |  |
| **Business Compliance Courses** |  |  |  |
| An Introduction to Employee Background Checks  |  | **Environmental Awareness** |  |
| An Introduction to ISO Certification  |  | Ethical values and code of conduct |  |
| An Introduction to SSIP Accreditation  |  | EU AI Act |  |
| Anti-Bribery |  | Fraud Prevention |  |
| Anti-Tax Evasion (Criminal Finances Act) |  | Freedom of Information Act |  |
| Anti Money-Laundering |  | GDPR (UK) |  |
| Bomb Threats and Suspicious Packages |  | **GDPR Advanced for Management (UK)** |  |
| Business Compliance Essentials |  | GDPR EU  |  |
| Competition Law |  | GDPR EU Advanced Training for Management |  |
| Consumer Rights for Retailers – Digital |  | GDPR in Education (UK) |  |
| Consumer Rights for Retailers – Goods |  | Managing Contractors |  |
| Consumer Rights for Retailers – Services |  | Modern Slavery |  |
| Corporate Social Responsibility  |  | Professionalism in the Workplace |  |
| Customer Service |  | Right to Work Checks |  |
| Cyber Security |  | Social Media Awareness |  |
| Energy Efficiency Awareness |  | Whistleblowing |  |
| **Sort Format Courses / Soft Skills** |  |  |  |
| Active Listening |  | Microsoft Excel: The Basics |  |
| Anger Management |  | Microsoft Outlook: The Basics |  |
| An Introduction to Leadership |  | Microsoft PowerPoint: The Basics |  |
| An Introduction to Search Engines |  | Microsoft Word: The Basics |  |
| Brand Values and Value Proposition (text-based) |  | Mindfulness |  |
| Building an Effective Marketing Plan (text-based) |  | Organisational Skills |  |
| Coaching & Mentoring |  | Presentation Skills |  |
| Communication Skills |  | Problem Solving |  |
| Confidence Building |  | Project Management Essentials |  |
| Content Marketing (text-based) |  | Recognising the Value of your Team |  |
| Creative Thinking |  | Recognising Your Value |  |
| Critical Thinking |  | Responding to Change |  |
| EAP (Employee Assistance Programmes) (text-based) |  | Setting Goals |  |
| Effective Decision Making |  | Speaking Confidently |  |
| Effective Meetings |  | Teamwork Skills |  |
| Emotional Intelligence |  | The Role of Analysis in Marketing (text-based) |  |
| Ethical Values & Codes of Conduct (text-based) |  | Understanding Marketing (text-based) |  |
| Giving & Receiving Feedback |  | Understanding Marketing Channels (text-based) |  |
| Growth Mindset |  | Using AI in your Business course bundle (text-based) |  |
| Managing Change: For Managers |  | Windows 11: The Basics |  |
|  |  | Writing Effective Emails |  |