

# E-Learning Order Form

To place an order, please enter the quantity of credits required for each course next to the title, 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
<b>Health and Safety Courses</b>					
Abrasive Wheel Safety		Fire Extinguisher Use		Legionella Awareness	
Accident Reporting		<b>Fire Marshal &amp; Warden</b>		LOLER	
Anaphylaxis & Allergies for Schools & Carers		Fire Marshal & Warden in Care		Lone Worker Safety	
<b>Asbestos Awareness</b>		Fire Marshal & Warden in Construction		<b>Manual Handling</b>	
Asthma Awareness for Schools & Carers		Fire Marshal & Warden in Education		Manual Handling including Tyres	
Banksman Essentials		First Aid Appointed Person		Medication Awareness in Care	
CDM Regulations		First Aid Refresher – Emergency First Aider		Medication Awareness in Education	
Confined Spaces		First Aid Refresher – First Aider		Moving & Handling People	
<b>COSHH</b>		First Aid Refresher – Paediatric		Noise Awareness	
Diabetes Awareness for Schools & Carers		First Aid Requirements & RIDDOR		Personal Protective Equipment (PPE)	
<b>Display Screen Equipment (DSE)</b>		Food Allergy Awareness		PUWER	
Driver Awareness		Food Safety & Hygiene – Level 1		<b>Risk Assessment</b>	
DSEAR		Food Safety & Hygiene – Level 2		School Trips for Organisers & Support	
Electrical Safety		General Workshop Safety		Sharps	
Epilepsy Awareness for Schools & Carers		HACCP – Level 2		Slips, Trips & Falls	
Eye Protection		Hand Arm Vibration Awareness (HAVS)		Spill Kits: Bodily Fluids	
Fire Awareness		<b>Health &amp; Safety Essentials</b>		Spill Kits: Chemicals & Oils	
Fire Awareness in Care		Health & Safety for Homeworkers		<b>Working at Height</b>	
Fire Awareness in Construction		Infection Prevention & Control		Working in Licensed Premises (Bar Staff)	
Fire Awareness in Education		Ladder Safety			
<b>HR Compliance Courses</b>					
Assessing Mental Capacity		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	
Deprivation of Liberty Safeguards		Menopause Awareness		Sexual Harassment Awareness	
Disability Awareness & Inclusion		<b>Mental Health Awareness</b>		Stress Awareness & Management	
Drug & Alcohol Awareness		Mental Health Awareness for Care		Time Management	
Effective Remote Working		Mental Health Awareness for Construction		Unconscious Bias	
		Mental Health Awareness for Education			
<b>Business Compliance Courses</b>					
Anti-Bribery		Consumer Rights for Retailers (Digital)		GDPR EU Essentials	
Anti-Money Laundering		Consumer Rights for Retailers (Goods)		GDPR UK Essentials	
Anti-Tax Evasion (Audio Course)		Consumer Rights for Retailers (Services)		GDPR UK in Education	
Bomb Threats & Suspicious Packages		Cyber Security Awareness		Modern Slavery	
Business Compliance Essentials		<b>Environmental Awareness</b>		Social Media Awareness	
Competition Law		Fraud Awareness & Prevention		Whistleblowing	

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Title	Qty	Title	Qty	Title	Qty
<b>Care Certificate Courses</b>					
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	
<b>Soft Skills</b>					
Anger Management		Effective Meetings		Project Management Essentials	
Communication Skills		Emotional Intelligence		Responding to Change	
Confidence Building		Leadership Skills		Recognising Your Value	
Critical Thinking		Mindfulness		Setting Goals	
Decision Making		Problem Solving		Speaking Confidently	
<b>Management Courses</b>					
Bullying & Harassment for Management		<b>Health &amp; Safety for Managers &amp; Supervisors</b>		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:

1-9 Credits	10-24 Credits	25-49 Credits	50-99 Credits	100+ Credits
£24 each	£18 each	£12 each	£8 each	Please Call for a Quote

Learning Management System (LMS) access and support is included for 1 year from 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 guaranteed rate, regardless of quantity.

## Order Confirmation

Total Credits	Price Each	Total Cost (exc. VAT)	PO Number (if needed)

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.

## Internal Use Only

Date Received	Date Processed	Processed By	Invoice #