

# E-Learning Order Form

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](mailto: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 year from 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 After this time Courses are deemed to have 'expired' and may be withdrawn.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 #

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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	✓
<b>Health and Safety Courses</b>			
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.)	
<b>Asbestos Awareness</b>		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)	
<b>COSHH</b>		Lock Out Tag Out	
CPR & AED Refresher		LOLER	
<b>Display Screen Equipment</b>		Lone Worker Safety	
Driver Awareness		<b>Manual Handling</b>	
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		<b>Risk Assessment</b>	
<b>Fire Warden</b>		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		<b>Working at Height</b>	

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Handling Aggressive Behaviour		Working at Height (International)	
<b>Health &amp; Safety Essentials</b>		Working in Confined Spaces	
Health & Safety for Managers and Supervisors		Working in Licensed Premises (Bar Staff)	
Health and Safety for Homeworkers			
<b>HR Compliance Courses</b>			
Assessing Mental Capacity		<b>Mental Health Awareness for Management</b>	
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	
<b>Equality, Diversity &amp; Inclusion</b>		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	
<b>Business Compliance Courses</b>			
An Introduction to Employee Background Checks		<b>Environmental Awareness</b>	
An Introduction to ISO Certification		Ethical values and code of conduct	
An Introduction toSSIP 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		<b>GDPR Advanced for Management (UK)</b>	
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	

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Title	✓	Title	✓
Corporate Social Responsibility		Professionalism in the Workplace	
Customer Service		Right to Work Checks	
Cyber Security		Social Media Awareness	
Energy Efficiency Awareness		Whistleblowing	
<b>Sort Format Courses / Soft Skills</b>			
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	