

September 2005

Dear Colleague,

I wrote you earlier this year to recommend Norvic Training Associates (NTA) for your First Aid training needs.

As you may recall, NTA were awarded the Norfolk County Council's corporate contract for delivering First Aid Training all service departments. The contract consisted of three main areas of training:

First Aid (Appointed Person) – a one day workshop

First Aid at Work – a four day programme

First Aid at Work Re-qualification – a two day programme

In addition to the above courses, I would also like to recommend NTA for the shorter **4 – hour Emergency Aid Course for Schools.**

NTA are happy to organise this course specifically for your school to be delivered in-house. The cost of this course will be £250.00 plus VAT, for up to 15 candidates, or you may access one of their open courses at £20.00 plus VAT per person, on the following dates:

November 15th 2005

February 2nd 2006

April 7th 2006

June 8th 2006

August 4th 2006

October 4th 2006

December 7th 2006

If you would like to know more about NTA, or you would like to discuss the specific First Aid needs for your school, please contact NTA direct.

You can call them on 01603 864960, or email them at info@norvic.biz, also they have a website at www.norvic.biz

I hope this information is helpful to you.

Yours faithfully,

Chris Cleary

**Corporate Organisational Development Manager
Norfolk County Council**