

To: All Headteachers

From: Chris Cleary
Corporate Learning and Development Manager
NCC

Dear Colleague,

In September 2004 Norfolk County Council (NCC) awarded Norvic Training Associates (NTA) the corporate contract for delivering First Aid Training for NCC 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

NTA were awarded the programme based on a number of key criteria, the following being the most significant:

- The reputation of NTA based on references, consultation with colleagues in other public sector organisations and formal third party recommendations
- The quality of their training programmes and trainers, which leads to a very low element of risk for NCC, our managers and our employees overall
- The cost of their training, while it wasn't the lowest tendered, NTA are very competitive when benchmarking their services with other local and regional suppliers
- NTA only employ fully qualified personnel to deliver their training services, and they are all CRB checked
- In addition, when delivering their training they employ a full set of up to date resources and ensure the trainer to trainee ratio delivers effective outcomes for the trainee and their organisation.

These five elements ensure NCC achieves cost effective investment in this area of training provision.

These features offer NCC a range of benefits including:

- Confidence that our employees are competently trained to the highest and most up to date standard
- A low risk work environment
- Assurance that our employees will meet the requirements of any First Aid related inspection process

All of this leads me to the main point of my letter, as I would like to recommend NTA to you for your First Aid training needs.

I have listed below a range of future dates for their open programmes, which may help you with planning your future first aid training.

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 Learning and Development Manager
Norfolk County Council

NTA Future Programme of Training

Emergency Aid Course

9 th August	9.00am – 1.30pm
24 th October	12.30pm – 5.00pm
7 th December	9.00am – 1.30pm

First Aid at work (4-day) Course

11th – 14th July
1st – 4th August
5th – 8th September
17th – 20th October
14th – 17th November
12th – 15th December

First Aid at work (2-day) Refresher Course

21st/22nd July
9th/10th August
14th/15th September
11th/12th October
9th/10th November
1st/2nd December

Emergency First Aid for Appointed Persons (1-day)

8th July
19th August
16th September
14th October
11th November
9th December