

Course: **Professional Certificate in Integrated Training for Teachers**

Awarding Body: **CPD and UKQAS**, United Kingdom

Duration: **12 Weeks** (total classes in 60 days, 5 days a week)



COURSES		DAYS
01	<p>English Language Training</p> <p><i>This section includes the following certification-</i></p> <p>General English Certification</p> <p>Global Skills Certification</p>	30 days
02	<p>Teacher Training</p> <p><i>This section includes the following certification-</i></p> <p>Lesson Planning for Teachers Certification</p> <ul style="list-style-type: none"> ✓ Module 1: Planning Your Lessons ✓ Module 2: Executing Your Plan <p>Managing Classroom Behaviour Certification</p> <ul style="list-style-type: none"> ✓ Module 1: Understanding Behaviour ✓ Module 2: Inside The Classroom ✓ Module 3: Your Relationship with The Students ✓ Module 4: Dealing with Problems <p>Mental Health Training for Teachers</p> <ul style="list-style-type: none"> ✓ Module 1: What Is Mental Health and Why Is It Important for Teachers? ✓ Module 2: What is Mental Health Training for Teachers? ✓ Module 3: Common Mental Health Problems ✓ Module 4: Practical Support for Mental Health Problems <p>Safeguarding for Teachers Certification</p> <ul style="list-style-type: none"> ✓ Module 1: Introduction to Safeguarding for Teachers ✓ Module 2: Early Warning Signs ✓ Module 3: Abuse and Neglect ✓ Module 4: Taking Action 	<p>1 day</p> <p>1 day</p> <p>1 day</p> <p>1 day</p>

Exam Invigilator Training

- ✓ Module 1: Introduction to Exam Invigilation
- ✓ Module 2: Preparing for the Examination
- ✓ Module 3: Conducting the Examination
- ✓ Module 4: Invigilating Candidates with Access Arrangements
- ✓ Module 5: Post-Examination Procedures

1 day

03 Business Skills Training

This section includes the following certification-

Business Administration Certification

- ✓ Module 1: Introduction to the Business Administration Course
- ✓ Module 2: Diary Management
- ✓ Module 3: Business Letter Writing
- ✓ Module 4: Composing Faxes, Memorandums and Emails
- ✓ Module 5: Telephone Skills as a PA
- ✓ Module 6: Hotel and Travel Arrangements
- ✓ Module 7: Filing Systems
- ✓ Module 8: Time Management Skills
- ✓ Module 9: Invoicing and Petty Cash
- ✓ Module 10: Customer Care
- ✓ Module 11: Customer Complaints Management
- ✓ Module 12: Work Planning
- ✓ Module 13: Document Presentation and Proofreading
- ✓ Module 14: Confidence Building
- ✓ Module 15: Typing and Audio Skills
- ✓ Module 16: How to Organise Effective Meetings
- ✓ Module 17: How to Use Microsoft Outlook
- ✓ Module 18: How to Use Excel - The Basics
- ✓ Module 19: How to Use PowerPoint - The Basics
- ✓ Module 20: Word Processing with Microsoft Word
- ✓ Module 21: Customer Communication and Reception Skills

2 days

Time and Priority Management Certification

- ✓ Module 1: Time Management at Work: Managing Yourself and Your Resources
- ✓ Module 2: Planning and Scheduling
- ✓ Module 3: Investing In Yourself and Understanding Your Working Style
- ✓ Module 4: Managing Others and Time Management
- ✓ Module 5: Reviewing Time Management Skills

1 day

Stress Management in the Workplace Certification

1 day

- ✓ Module 1: What Is Stress?
- ✓ Module 2: Individual Perceptions of Stress
- ✓ Module 3: Developing Face-To-Face Confidence
- ✓ Module 4: Handling Objections
- ✓ Module 5: Encouraging and Responding to Positive and Negative Feedback
- ✓ Module 6: Using Your Body Language for Impact

Effective Decision-Making Certification

1 day

Practical Leadership Skills Certification

Managing Your Workload Certification

Finance for Non-Finance Managers Certification

1 day

- ✓ Module 1: Introduction to Finance
- ✓ Module 2: Cost Accounting
- ✓ Module 3: Managing Working Capital
- ✓ Module 4: Measuring Financial Performance

Information Governance Certification

1 day

- ✓ Module 1: Data Protection Definitions and Principles
- ✓ Module 2: Data Protection Law
- ✓ Module 3: Information and Cybersecurity
- ✓ Module 4: Freedom of Information Act

04 Health & Safety Training

This section includes the following certification-

Emergency First Aid in the Workplace Certification

3 days

- ✓ Module 1: First steps to take when dealing with an emergency
- ✓ Module 2: How To Administer CPR
- ✓ Module 3: Bleeding and Shock
- ✓ Module 4: Choking
- ✓ Module 5: Burns and Scalds
- ✓ Module 6: Incident Management & the Proper Use of Barriers in First Aid
- ✓ Module 7: Spinal, Head and Eye Injuries
- ✓ Module 8: Breaks, Sprains & Electric Shock
- ✓ Module 9: Epilepsy
- ✓ Module 10: Heart Attack & Stroke

Health and Safety Basics and Essentials Certification

- ✓ Module 1: Safety Practices and Self-Care
- ✓ Module 2: Cleanliness and Hygiene
- ✓ Module 3: Emergency Readiness

1 day

Basic Fire Safety Awareness Certification

- ✓ Module 1: The Fire Triangle and Fire Chemistry
- ✓ Module 2: Five Causes of Most Household and Business-Related Fires
- ✓ Module 3: Fire Safety Features
- ✓ Module 4: Understanding Fire Extinguishers and How to Use Them
- ✓ Module 5: Take this perception test before moving on to the final module
- ✓ Module 6: How to Respond in an Emergency

1 day

05

Tourism & Hospitality Training

This section includes the following certification-

Events Management Certification - Level 2

- ✓ Module 1: Introduction to Event Planning
- ✓ Module 2: Strategic Management
- ✓ Module 3: Customer Service Skills/ Personal Qualities Required
- ✓ Module 4: Types of Events
- ✓ Module 5: Staging and Design
- ✓ Module 6: Event Management Finances & Ticketing
- ✓ Module 7: Health and Safety for Events
- ✓ Module 8: Event Management Logistics and Troubleshooting
- ✓ Module 9: Wedding Planning Introduction
- ✓ Module 10: Types of Wedding
- ✓ Module 11: The Wedding Planning Process
- ✓ Module 12: Choosing a Wedding Venue
- ✓ Module 13: Wedding Ceremonies and Wedding Legalities
- ✓ Module 14: Planning a Wedding Theme
- ✓ Module 15: Clothing, Beauty and Attire for Weddings
- ✓ Module 16: Wedding Catering
- ✓ Module 17: Wedding Entertainment
- ✓ Module 18: Printed Materials and the Gift List
- ✓ Module 19: Wedding Transport
- ✓ Module 20: Photography/Videography
- ✓ Module 21: Weddings Abroad
- ✓ Module 22: Starting Your Own Events Planning Business
- ✓ Module 23: Marketing, Insurance and Tax

5 days

06

Air Cabin Crew Training

This section includes the following certification-

Cabin Crew Certification

- ✓ Module 1: About Passenger Aviation
- ✓ Module 2: Types of Airlines
- ✓ Module 3: Aviation Regulation
- ✓ Module 4: Understanding Aviation Abbreviations
- ✓ Module 5: Geography and Time Zones
- ✓ Module 6: Weather Conditions and Aviation Interruptions
- ✓ Module 7: Layout of the Commercial Aircraft
- ✓ Module 8: Passenger Announcements and Communication Systems
- ✓ Module 9: The Galley
- ✓ Module 10: Emergency Exits/Doors
- ✓ Module 11: Cabin Area Hand Luggage
- ✓ Module 12: Familiarisation of Emergency Equipment
- ✓ Module 13: Flight Procedures
- ✓ Module 14: Emergency Procedures & Stress Management
- ✓ Module 15: Fire & Teamwork in the Event of a Fire
- ✓ Module 16: Aviation Security & Health and Safety
- ✓ Module 17: Medical & First Aid
- ✓ Module 18: Cabin Crew Uniform & Personal Grooming
- ✓ Module 19: Fatigue Risk Management
- ✓ Module 20: Crew Resource Management

5 days

07

Air Cabin Crew Preparation

This section includes the following certification-

Air Cabin Crew Preparation

By Heathrow Aviation Academy

3 days