British Assessment Bureau

An **Amtivo** brand

Training Brochure

Types of Training

At British Assessment Bureau, we pride ourselves on being experts in ISO training. Our comprehensive training programmes cover everything from ISO implementation to internal auditor training, as well as ISO training tailored specifically for your business needs. Our expert trainers deliver professionally designed courses to help you maximise the benefits of ISO certification for your organisation. With British Assessment Bureau, you can ensure your team is equipped with the knowledge and skills necessary to excel in ISO standards, driving continual improvement and operational excellence.

In-House Training

In-house training is delivered in your company premises to your team exclusively. By delivering a training course in-house, our trainers can answer specific questions related to your company and tailor aspects of the course that are directly relatable to your team.
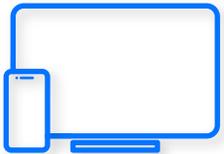
Live Remote Training

Live remote training courses are delivered through a video call with screen sharing capabilities. Training attendees are from various different companies. They are usually limited to ten people per course, to ensure everyone has the opportunity to engage and be included in discussions.

eLearning Training

eLearning training courses are available for people to learn at their own pace, online. Our courses are have been created by ISO industry training experts, to ensure that we deliver the highest quality training services.

Awareness Training Courses

ISO 9001 Awareness
Online and Classroom Training Course

Instructor-led full-day training course from experienced ISO practitioners. Expert learning that puts ISO 9001 in the context of your organisation. Available as in-person teaching or via live, remote online learning. This course explains how ISO 9001 works, its requirements, and the benefits it can bring to your business.

Who should take our ISO 9001 training course?

Our classroom-based ISO 9001 training courses are aimed at all levels of employees. It is suited to department heads and managers in HR, facilities, operations, compliance and IT who are looking to build their knowledge of ISO 9001.

No previous or specialist knowledge is required to attend our classroom learning days. Our friendly, expert ISO instructors explain concepts in plain English, helping you gain an actionable understanding of ISO 9001.

Course aims and outcomes

By completing our full-day ISO 9001 training course, you'll be able to:

- Understand the ISO 9001 standard, definitions and origins.
- Learn what a QMS is and the steps involved in implementing a QMS.
- Identify the main requirements of ISO 9001 for your organisation.
- Demonstrate the benefits of a QMS, including enhancing customer satisfaction.

£575 + VAT

ISO 14001 Awareness
Online and Classroom Training Course

Instructor-led full-day training course from experienced ISO practitioners. Expert learning that puts ISO 14001 in the context of your organisation. Available as in-person teaching or via live, remote online learning. This explains how ISO 14001 works, its requirements and benefits.

Who should take our ISO 14001 training course?

Our ISO 14001 training courses are suitable for all levels of employees. Training is ideal for managers and department heads in operations, logistics, compliance, human resources and facilities teams who are looking to deepen their knowledge of the environmental standard.

Our approachable, qualified ISO trainers explain concepts in plain English, helping you gain a practical understanding of ISO 14001. You do not need previous or specialist knowledge to attend our classroom training.

Course aims and outcomes

By completing our full-day classroom ISO 14001 training course, you'll be able to:

- Gain an understanding of effective environmental management using a systematic framework.
- Build success over the long term and contribute to sustainable development.
- Deploy approaches including Plan Do Check Act and creating an Environmental Manual.
- Understand the structure of ISO 14001, including clauses and the evidence needed for compliance.

£575 + VAT

ISO 45001 Awareness
Online and Classroom Training Course

Instructor-led full-day training course from experienced ISO practitioners. Expert learning that puts ISO 45001 in the context of your organisation. Available as in-person teaching or via live, remote online learning. This explains how ISO 45001 works, its requirements and benefits.

Who should take our ISO 45001 training course?

Our classroom-based ISO 45001 training courses are aimed at all levels of employees. They are suited to health and safety officers and managers in compliance, HR, facilities and health and safety to build their knowledge of ISO 45001.

No previous or specialist knowledge is required to attend our learning days. Our expert ISO instructors explain concepts in plain English in accessible sessions, helping you gain an actionable understanding of ISO 45001 certification.

Course aims and outcomes

By completing our ISO 45001 training course, you'll be able to:

- Understand the ISO 45001 standard, definitions and origins.
- Define implementation processes, including risk-based thinking and the ISO process approach.
- Deploy approaches including Plan Do Check Act and create an ISO 45001 requirements checklist.
- Understand the structure of ISO 45001, including clauses and the evidence required to demonstrate compliance.

£575 + VAT

ISO 27001 Awareness
Online and Classroom Training Course

Instructor-led full-day training course from experienced ISO practitioners. Expert learning that puts ISO 27001 in the context of your organisation. Available as in-person teaching or via live, remote online learning. This explains how ISO 27001 works, its requirements and benefits.

Who should take our ISO 27001 training course?

Our classroom-based ISO 27001 training courses are aimed at all levels of employees. It is suited to department heads and managers in IT, information security, compliance, operations and data management looking to build their knowledge of ISO 27001. No previous or specialist knowledge is required to attend our classroom learning days. Our friendly, expert ISO instructors explain concepts in plain English, helping you gain an actionable understanding of ISO 27001 certification and the steps required to implement an Information Security Management System (ISMS).

Course aims and outcomes

By completing our ISO 27001 training course, you'll be able to:

- Understand the ISO 27001 standard, how it is defined and its origins.
- Describe implementation processes, including Plan Do Check Act and the ISO process approach.
- Understand the structure of ISO 27001, including the evidence required to demonstrate compliance.

£575 + VAT

ISO 22301 Awareness
Online and Classroom Training Course

Instructor-led full-day training course from experienced ISO practitioners. Expert learning that puts ISO 22301 in the context of your organisation. Available as in-person teaching or via live, remote online learning. This explains how ISO 22301 works, its requirements and benefits.

Who should take our ISO 22301 training course?

Our classroom-based ISO 22301 training courses are aimed at all levels of employees. It is ideal for department heads and managers in operations, risk assessment, facilities, IT, HR and leadership looking to develop business continuity awareness. No previous or specialist knowledge is required to attend our classroom learning days. Our friendly, expert ISO instructors explain concepts in plain English, helping you gain an actionable understanding of ISO 22301 and implementing a Business Continuity Management System (BCMS).

Course aims and outcomes

By completing our ISO 22301 training course, you'll be able to:

- Understand the origins of ISO 22301 and its definition within organisations.
- Define implementation processes, including risk-based thinking and the ISO process approach.
- Deploy approaches including Plan Do Check Act and create a business continuity plan.
- Understand the main requirements of ISO 22301 and the benefits of a BCMS.

£575 + VAT

Internal Auditor Training Courses

ISO 9001 Internal Auditor
Training Course (2 days)

Developed by highly experienced ISO practitioners, our highly interactive two-day ISO 9001 internal auditor course builds awareness and understanding of the techniques and principles of quality auditing, equipping you with the tools to plan, conduct and report on ISO 9001 Management Systems. It also covers the role of the internal auditor in the development and improvement of an effective Quality Management System.

Who should take our ISO 9001 Internal Auditor training course?

This training programme is specifically designed for delegates with an interest in the quality auditing process, including principles and techniques involved with QMS. The course will also be relevant for those who are involved in the internal auditing of Quality Management Systems, whose processes and procedures will be audited.

It is essential that delegates have a sound understanding of the requirements of ISO 9001 – if not, then it is recommended that delegates complete our one-day ISO 9001 awareness course before attending this course.

Course aims and outcomes

By completing our auditor training course, you'll be able to:

- Understand the importance and purpose of an effective QMS.
- Understand the role and responsibilities of an auditor in planning, conducting, reporting and following up on a QMS audit to comply with standard ISO 9001.
- Produce audit reports that will help to improve the effectiveness of the QMS.

£895 + VAT

ISO 14001 Internal Auditor
Training Course (2 days)

An ISO 14001 Internal Auditor conducts internal audits to evaluate the effectiveness of an organisation's Environmental Management System (EMS) and its alignment with the ISO 14001 standard. Taking the ISO 14001 Internal Auditor Training Course sharpens auditing skills, promotes alignment with the standard, enhances the EMS and supports career growth in the field.

Who should take our ISO 14001 Internal Auditor training course?

Designed for employees tasked with conducting an internal audit for ISO 14001 or for department managers and business leaders responsible for internal audits as well as environmental management compliance.

While you don't need specialist knowledge to attend our Internal Auditor Course, delegates should have a solid understanding of ISO 14001 and Environmental Management Systems.

Course aims and outcomes

By completing our auditor training course, you'll be able to:

- Understand the significance of EMS in ISO 14001.
- Grasp the auditor's role in EMS audits for compliance.
- Learn processes for maintaining a robust EMS.
- Develop skills for conducting and reporting internal audits.
- Create audit reports for EMS improvement.
- Use audit results to drive environmental progress.
- Participate in interactive, team-based exercises.

£895 + VAT

ISO 45001 Internal Auditor
Training Course (2 days)

An ISO 45001 Internal Auditor is an individual within an organisation responsible for conducting internal audits to assess the effectiveness of the organisation's Occupational Health and Safety Management System.

The role of an ISO 45001 Internal Auditor involves reviewing the organisation's processes, procedures, and documentation to ensure compliance with the ISO 45001 standard. Internal audits help identify areas for improvement, assess the implementation of the OH&S Management System, and verify whether the organisation is meeting its health and safety objectives.

Who should take our ISO 45001 Internal Auditor training course?

Designed for employees tasked with conducting an internal audit for ISO 45001 or for department managers and business leaders responsible for internal audits as well as occupational health and safety management compliance.

While you don't need specialist knowledge to attend our Internal Auditor Course, delegates should have a solid understanding of ISO 45001 and Occupational Health and Safety Management Systems.

Course aims and outcomes

By completing our full-day classroom ISO 45001 training course, you'll be able to:

- Understand the importance and purpose of an effective OH&S Management System.
- Gain an understanding of the role and responsibilities of an auditor in planning, conducting, reporting, and following up on an OH&S Management System audit to comply with the standard.
- Develop a key understanding of the processes involved in maintaining a robust OH&S Management System.
- Acquire the technical skills and knowledge required to plan, conduct, and report internal audits for occupational health and safety.
- Produce audit reports that will contribute to the continuous improvement of the effectiveness of your OH&S Management System.
- To understand how to use the results of internal audits to drive improvements in occupational health and safety.
- Benefit from a highly interactive course with extensive use of team-based exercises, providing a challenging and stimulating learning environment.

£895 + VAT

ISO 27001 Internal Auditor
Training Course (2 days)

Developed by ISO experts, this intensive two-day classroom course equips you with a professional understanding of the techniques and principles of ISMS auditing. It helps you plan, conduct and report on the outcome of an ISO 27001 internal audit.

Who should take our ISO 27001 Internal Auditor training course?

Suitable for employees tasked with conducting an ISO 27001 internal audit or for department managers or business leaders responsible for internal audits, information security compliance and data security risk policies.

While you do not need specialist knowledge to attend our Internal Auditor Course, delegates should have a sound understanding of ISO 27001 and Information Security Management Systems.

Course aims and outcomes

By completing our auditor training course, you'll be able to:

- Understand the importance and purpose of an effective ISMS.
- Understand the role and responsibilities of an auditor in planning, conducting, reporting and monitoring an ISMS.
- Produce audit reports designed to improve the effectiveness of the ISMS.
- Deliver improvements through internal auditing processes and outcomes.
- Successfully deploy technical skills to plan, conduct and report internal quality audits.
- Recognise how Management Systems operate and the processes involved.

£995 + VAT

Lead Auditor
Training Courses

IRCA/CQI ISO 9001 Lead Auditor
Training Course (5 days)

Developed by highly experienced ISO practitioners, our five-day classroom-based course covers the process approach to Quality Management Systems and auditing, the eight quality management principles, the requirements of ISO 9001 (and guidance in the accompanying document 9004), and how to plan, complete, and report the audit of an entire Quality Management System.

Who should take our ISO 9001 Lead Auditor training course?

Anyone who audits Quality Management Systems against ISO 9001 requirements as an auditor or a QMS manager looking for a formal qualification.

What will you learn?

- Purpose of a QMS and ISO 9001 principles.
- Key terms for understanding and auditing ISO 9001.
- How to suggest evidence of QMS conformance.
- Roles of an Auditor and Lead Auditor.
- Planning interviews and evaluating policies/objectives.
- Preparing on-site audit plans with effective audit trails.
- Auditing processes for conformance and effectiveness.
- Thorough audit preparation and process-based checklists.
- Gathering evidence via observation, interviews, and documents.
- Evaluating evidence and identifying conformance.
- Creating non-conformity reports and corrective action plans.
- Reporting audit findings and presenting evaluations to management.

£1695 + VAT

ISO 14001 Lead Auditor
Training Course (5 days)

This 14001 Lead Auditor course covers the process approach to Environmental Management Systems (EMS) and auditing, the environment management principles, the requirements of ISO 14001, and how to plan, complete, and report the audit of an entire Environmental Management System.

This course is for those intending to acquire the competence to audit an organisation's ISO 14001-based management system, either as a first, second, or third-party audit.

Who should take our ISO 14001 Lead Auditor training course?

Individuals who conduct audits on Environmental Management Systems (EMS) as auditors, ensuring compliance with ISO 14001 requirements.

What will you learn?

- The purpose of a EMS management and the principles of ISO 14001.
- The terms and definitions to help you understand and audit ISO 14001 requirements.
- How to suggest examples of evidence that would show conformance to the EMS requirements.
- The roles and responsibilities of an Auditor and a Lead Auditor.
- How to plan and conduct an interview with senior management and evaluate an organisation's policies and objectives.
- The ability to prepare an on-site audit plan that establishes effective audit trails across processes and between members of an audit team.
- How to effectively audit processes for conformance and effectiveness, including any specific audit objectives.
- How to prepare thoroughly for an audit and set process-based checklists.
- To gather objective evidence through observation, interviewing, and reviewing the documentation.
- How to evaluate objective evidence and correctly identify conformance.
- How to produce nonconformity reports and evaluate proposals and corrective action.
- How to relate your audit findings to the policy and objectives of the organisation and present your overall evaluation to senior management.

£1695 + VAT

ISO 45001 Lead Auditor
Training Course (5 days)

This course covers the process approach to Occupational Health & Safety (OH&S) Management Systems and auditing, the eight OH&S management principles, the requirements of ISO 45001, and how to plan, complete, and report the audit of an entire Health & Safety Management System.

This course is for those intending to acquire the competence to audit an organisation's ISO 45001-based Management System, either as a first, second, or third-party audit.

Who should take our ISO 45001 Lead Auditor training course?

Anyone who audits OH&S Management Systems against ISO 45001 requirements as an auditor.

What will you learn?

- OH&S management purpose and ISO 45001 principles.
- Key terms for ISO 45001 audits.
- Evidence for OH&S conformance.
- Senior management interviews for policy review.
- On-site audit plans with effective trails.
- Auditing processes for conformance and objectives.
- Audit preparation with checklists.
- Gathering evidence via observation and review.
- Evaluating evidence for conformance.
- Reporting nonconformities and corrective actions.
- Presenting audit findings to management.

£1695 + VAT

ISO 27001 Lead Auditor
Training Course (5 days)

This course examines the process-oriented approach to Information Security Management Systems (ISMS) and auditing, covering the seven ISMS management principles, ISO 27001 requirements, and the planning, execution, and reporting of audits for the entire Information Security Management System. Designed to impart the necessary knowledge and skills, this course is crafted for conducting internal audits of an organisation's Information Security Management System in accordance with the ISO 27001 standard.

Who should take our ISO 27001 Lead Auditor training course?

Anyone who audits ISMS against ISO 27001 requirements as an auditor.

What will you learn?

- The purpose and principles of an ISMS under ISO 27001.

- Key terms, definitions, and auditing requirements of ISO 27001.

- Examples of evidence demonstrating conformity to information security requirements.

- Roles and responsibilities of an Auditor and Lead Auditor in ISO 27001.

- Planning and conducting interviews to evaluate information security policies and objectives.

- Preparing an on-site audit plan with effective audit trails and team collaboration.

£1695 + VAT

eLearning Training Courses

eLearning
Online Training Courses

We offer a range of eLearning courses. Click the course below to learn more and book on our website.

Quality Management	
ISO 9001 Free Introduction Course	£0.00
Implementing ISO 9001	£185.00 + VAT
Environmental Management	
ISO 14001 Free Introduction Course	£0.00
Implementing ISO 14001	£185.00 + VAT
Environmental Awareness	£65.00 + VAT
Business Continuity Management	
ISO 22301 Free Introduction Course	£0.00
Implementing ISO 22301	£185.00 + VAT
Information Security Management	
ISO 27001 Free Introduction Course	£0.00
Implementing ISO 27001	£185.00 + VAT
Occupational Health & Safety Management	
ISO 45001 Free Introduction Course	£0.00
Implementing ISO 45001	£185.00 + VAT
ISO 45001 Health & Safety at Work	£65.00 + VAT
Medical Device Quality Management	
ISO 13485 Awareness	£185 + VAT

eLearning
Online Training Courses

We offer a range of eLearning courses. Click the course below to learn more and book on our website.

Business Essentials Training	
Anti-money Laundering Training	£65.00 + VAT
Bribery Act 2010 Training	£65.00 + VAT
Customer Service Skills Training	£65.00 + VAT
Data Protection Training	£65.00 + VAT
Equality and Diversity at Work Training	£65.00 + VAT
Freedom of Information Training	£65.00 + VAT
ISO Internal Auditor Awareness Training	£79.00 + VAT
Leadership and Management Training	£65.00 + VAT
Mental Health Awareness Training	£125.00 + VAT
Modern Slavery Training	£65.00 + VAT
Time Management Training	£65.00 + VAT

IOSH
Training Courses

IOSH Training

First 4 Safety

Part of the **Amtivo** group

IOSH-Approved Risk Assessment Training

The IOSH Risk Assessment Course provides participants with the essential knowledge and skills to effectively conduct risk assessments in the workplace. Designed for individuals at all levels, the course demystifies the risk assessment process and highlights its importance in promoting a safe and healthy working environment.

From £129

IOSH Working Safely

This course provides real advice for understanding why health and safety in the workplace are crucial to any business. It identifies the roles and responsibilities and will help employees make an immediate impact in your workplace. This online course will provide learners with an understanding of how their actions in the workplace contribute to safety and health ensuring they understand their responsibilities. The course is aimed at all employees in any sector that wants to have a good understanding of health and safety knowledge.

From £129

IOSH Managing Safely®

This course provides real advice to understanding why health and safety in the workplace is crucial to any business. It identifies the roles and responsibilities and will help you make an immediate impact in your workplace. IOSH Managing Safely® will help your organisation stay up to date with the latest Health and Safety legislation, remain compliant, and ensure the safest work procedures are followed.

From £129

IOSH Training

IOSH Managing Safely® Refresher

This course provides a refresh of the full IOSH Managing Safely® course ensuring that employees continue to understand why health and safety in the workplace is crucial to any business. It pinpoints the key areas from the full course to ensure that the policies continue to have a positive impact on your workplace and that any changes to legislation are implemented.

From £139

IOSH-Approved CDM Awareness

The Construction Design and Management Regulations (CDM) Awareness course is aimed at people working in key roles as defined in CDM 2015. Suitable for organisations and individuals involved in all types of construction work. It has been designed to give an overview of all the duty-holder roles and legal duties under current legislation. Suitable for organisations and individuals involved in all types of construction work. It has been designed to give an overview of all the duty-holder roles and legal duties under current legislation.

From £129

IOSH Managing Occupational Health and Wellbeing

IOSH Managing Occupational Health and Wellbeing provides practical advice and tools for managers to help create a healthy and productive place of work. It will show you how to increase employees' resilience, drive better engagement and how to promote and monitor it. This course offers a fresh approach to health training.

You'll find a practical programme, full of step-by-step guidance, to help you enable employees to achieve higher performance and productivity. The content engages and inspires – critical to getting the message embedded across the whole organisation.

From £129

IOSH Training

IOSH Fire Safety for Managers

From £189

This online course will help you understand the employer's responsibilities and will give you the knowledge and tools required to tackle fire safety issues. You will also identify the steps needed to create a fire safety culture in the workplace. This comprehensive fire safety course helps all employees to minimise and control fire risks safely.

IOSH Fire Safety Awareness

From £95

This course is designed to build a fire safety culture. It is suitable for anyone at any level in any sector who wants to understand the risks that fire can cause, how to spot fire hazards and role responsibilities. This comprehensive fire safety courses helps all employees to minimise and control fire risks safely. The Fire Safety Awareness online training course will give your employees a better understanding of fire safety. It will improve organisation-wide fire safety awareness culture and appreciation of fire safety measures.

IOSH-Approved Manual Handling

From £65

The IOSH-approved Manual Handling course will teach you what you need to know about the risk associated with manual handling. It includes information on lifting techniques and explains the importance of safe manual handling. This online course will help your employees stay safe by learning how to lift, lower, carry, push, and pull safely. Reducing risk to themselves and to others. It is recommended that this course is completed by individuals whose job role includes a significant element of manual handling.

IOSH Training

IOSH-Approved Safety for Executives and Directors

This course will provide a complete understanding of health and safety responsibilities for leading safety. It will identify the benefits of having a proactive safety system and a clearer understanding of the Corporate Manslaughter and Corporate Homicide Act. You'll find a practical programme that explains the value of an adequately resourced and efficient safety and health Management System, the value, and benefits of training at all levels, and when to access competent advice.

From £245

IOSH Course Extension

IOSH training is usually completed within a six-month period. All our online courses have an estimated study or duration time that we recommend you work with. However, if you find that you need an extension due to exceptional circumstances, we can extend your access for an additional week. Please get in touch via email to discuss this. If you need more than a week you can purchase a further three months of access for a fee. This can be a much more cost-effective approach rather than reapplying and paying for the course again.

From £45

Need help or more information?

For British Assessment Bureau queries, please contact:

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For First4Safety queries, please contact:

info@first4safety.co.uk

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