

Course Information Sheet 2025/26

Work & Wellbeing Non-Qualification Course

Course title:	Emergency First Aid at Work		Code: WWFA301
Tutor:	Liz Jones		
Day & Time:	Wednesday 9.30am-4.00pm		
Start & End Dates:	29/10/2025	Term 2	Term 3
Number of sessions:	1		
Venue:	Bury Adult Learning Service		Room No: 19
Learner numbers:	Minimum		Maximum
	8		12
Costs:	Full Fee		Discounted Fee
	£28.98		Free

What will I learn on this course?

By the end of the course, I will be able to:

- Assess the situation in an emergency and prioritise who to treat.
- Understand how to protect myself and others from danger and the role of the first aider.
- Know what is consent and how does it differ from other situations.
- Contact and use emergency services correctly.
- Understand how to minimise infection and use the correct equipment.
- Record incidents and actions appropriately.
- Recognise the use of available equipment
- Assess the situation and circumstances including unconscious casualty, (including seizure) and asthma.
- Understand how to use an EPI pen and deal with anaphylactic reactions.
- Use cardiopulmonary resuscitation (CPR) and Automated External Defibrillator (AED). A practical demonstration will be shown.
- Recognise the correct choking manoeuvres, (including those who you cannot apply conventional abdominal thrusts).
- Recognise minor injuries – including wounds and dealing with shock.

Additional information

These courses aim to help people improve their wellbeing and gain the confidence to move into further learning and work, if appropriate. Courses offer a great starting point to develop new skills, gain confidence, improve general wellbeing or adapt to life changes.

Some courses may require a pre-course informal meeting.

Before you enrol on a course, advice and information is available to help you decide on the right course for you. Contact Learner Services on 0161 253 7501 or e-mail at learner.services@bury.gov.uk.

What will I need to provide myself?

Your tutor will discuss materials further at the first class.

Please check that the class is running before buying anything.

What could I do next?

From this course you could progress onto English, maths, IT or another course within our Work & Wellbeing programme to develop further your skills for work. Alternatively, if you wish to pursue a hobby or develop a new skill you could progress onto one of our creative courses.

Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or e-mail at learner.services@bury.gov.uk.

Can I get extra help?

Support with English and Maths is available. For more information, please contact Learner Services on 0161 253 7501.

Extra support is available for those learners who have sensory, physical or cognitive impairments, neuro-divergent or with mental health conditions.

Help with paying for your course

You may be entitled to a reduced fee for your course if you claim a benefit. Please refer to the course guide or ask at the centre for more details. You will be asked to produce evidence on enrolment.

How to enrol

Phone: 0161 253 5772

Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

Please keep your copy of this information sheet. It will be useful throughout your course.