

The ITBA are holding 2017 Summer Education Courses, during July. The courses will assist all employers in complying with general employment legislation and health and safety requirements. The courses are **open to all within the industry**, including trainers and are reasonably priced. Please see below for further details;



2017 ITBA SUMMER EDUCATION COURSES

Week 1: Practical Approach to Employment Law
Modules:
 3rd July - Employment Legislation 1 Day
 4th July - Simplify your Equine Admin ½ Day
 4th July - The Internet Made Easy ½ Day

Week 2: Practical Approach to Health & Safety
Modules:
 17th July - Safety Statement Workshop ½ Day
 17th July - Safety Induction Workshop ½ Day
 18th July - Fire Awareness Training ½ Day
 19th July - Risk Assessment Training ½ Day
 20th July - Manual Handling Training ½ Day
 20th July - Chemical Awareness Training ½ Day
 19-21st July - First Aid Responder 3 Days

Contact Details & Location:
 ITBA HQ
 Greenhills
 Kill
 Co Kildare
 Tel: 045 877543
 kryan@itba.ie

SPACES ARE LIMITED!! REGISTER NOW

Cost:
 ½ Day - €20 / €30 - ITBA Member / Non-Member
 1 Day - €40 / €60 - ITBA Member / Non-Member
 3 Days - €50 / €70 - ITBA Member / Non-Member

Irish Thoroughbred Breeders' Association
 ITBA_Official

Monday 3rd July

Employment Legislation: One full day, over two separate modules PA Solutions will address all aspects of general legislation and **Workplace Relations Commission inspection requirements.**

The afternoon workshop will involve discussing and creating employee contracts. Each attendee will need to bring information with them to the workshop should they wish to complete a contract during the workshop, details of the required information will be made available in due course.

Tuesday 4th July

Simplify Your Equine Admin: A morning module which will cover topics such as;

- Managing vaccination schedules
- Sales schedules and show records books
- Online foal registrations

Internet Made Easy: An afternoon module which will assist in making the most out of social media, websites and online industry registrations.

Monday 17th July

Safety Statements: Morning module is a workshop which will cover all aspects of drafting up a safety statements as well as the implementation of such statements on stud farms.

Safety Induction: Afternoon module is safety induction for breeders as well as stud farm staff

Wednesday 19th July

Fire Awareness Training: Morning module on Fire Awareness Training, which under new legislation is now mandatory

Risk Assessment: Afternoon module on Risk Assessment

Thursday 20th July

Manual Handling Training: Morning module on Manual Handling Training, which under new legislation is now mandatory

Chemical Awareness Training: Afternoon module on Chemical Awareness Training, again which under new legislation is now mandatory

Wednesday 19th - Friday 21st July

First Aid Responder: Full three day, accredited course covers the duties of a first aider including safety and protection measures, accident scene appraisal and management, the diagnosis and principle of treatment as well as CPR.

Week 1 Courses Delivered by PA Solutions

Week 2 Courses Delivered by Carraig Safety Consultants

**STATUTORY REQUIREMENTS
COVERED**

- ✓ Employment Contracts
- ✓ Employment legislation
 - ✓ Safety Induction
 - ✓ Safety Statement
 - ✓ Manual Handling
 - ✓ First Aid Responder

Timings and Costs

- Morning module : 10.00am - 1pm - Afternoon module 2pm - 4.30pm
- Each module costs €20 members / €30 non-members First Aid Responder (3 Day) €50 members / €70 non-members

Points of Note:

- Lunch will be provided for attendees completing two modules on the same day / Fully charged laptop or tablet is required for all theory based modules
- Both Carraig Safety Consultants and PA Solutions support the ITBA Members Benefit Scheme and offer discounts to paid up members

Places are limited and will be issued on a first come, first served basis. Please contact the ITBA office on 045 877543 or email kryan@itba.ie to register your interest.