

# Primary Authority Training



Wherever you might be on your primary authority journey, we are here to connect you to exactly the right level of training, especially designed and recently refreshed to provide local authority officers with the:

- Confidence and knowledge to operate effectively within the parameters of the scheme
- Skills, tools and resources to expand and invigorate your primary authority offering
- Opportunity to network with other delegates across the country and share best practice

We set aside a day for each course which offer a blend of both practical based learning and informative discussion. Each of our courses is offered free of charge.

## **What can we offer you and your Service?**

### ***An Introduction to Primary Authority: Essential Skills for Regulators***

We aim to provide all delegates with the necessary knowledge to fully understand their statutory role within Primary Authority whilst offering an update on the significant changes that were made to the scheme on 1st October 2017. The day will act as a valuable networking opportunity for all who attend.

The course is delivered by experienced PA practitioners who will be able to share their insights and expertise with you on a range of topic areas that include:

- Providing a better understanding of the legal framework of the scheme
- Working through the statutory framework and key aspects of the scheme
- Discussing the role of a Primary Authority in supporting improved regulation
- Operating as an enforcing officer within the scheme - how do Inspection Plans and Primary Authority advice impact on your relationship with a business?
- Preparing to offer Primary Authority and making decisions on how you will operate - examples of cost recovery models in use
- Providing good practice examples of how Primary Authorities are improving local regulation of business, delivering prosperity and protection

### ***Making an Impact Through Your Partnership***

This course is designed to be of value to all providers of Primary Authority services. The course will provide you with the necessary knowledge to fully understand your role as a primary authority officer

within Primary Authority and presents you with a valuable opportunity to hear from and network with other Primary Authority providers.

If you are a partnership manager or are about to take on the role, if you are an officer involved in the development and dissemination of primary authority advice or if you are an experienced practitioner who wants to enhance your current offer, this course will help ensure your partnership delivers real and measurable benefits for your local authority and your business partner.

This course provides the opportunity for you to gain from the wealth of knowledge and expertise generated from partnerships in a wide range of sectors from retail and hospitality to manufacturing.

The course is delivered by experienced PA practitioners who will be able to share their insights and expertise with you. The day will consist of presentations and workshop exercises that provide delegates with the knowledge and skills they need to deliver successful partnerships.

The course topics include:

- Partnership management and resources: lessons learnt and ensuring a sustainable service
- Making an impact: primary authorities, advice and enforcing authorities
- Inspection plans: preparatory work, design and effective implementation
- Demonstrating success: achieving recognition for your partnership

### ***Inspection Plan Training***

If you and your business partner are in the process of creating an inspection plan, we would highly recommend you book your place on this practically structured based course that will provide focus, define parameters and help you to produce your first inspection plan. Inspection plans can make proactive inspections by local authority officers more focused and risk based, and they can provide a means of consistent feedback and intelligence for the primary authority. This course must be attended by both the primary authority partnership officer/s compiling the plan and business representative/s.

### ***Trainers***

We have a handpicked highly specialised team of trainers from a variety of different practitioner backgrounds including environmental health, trading standards and fire safety. Each has a passion for Primary Authority and a vast amount of first hand direct experience of operating partnerships.

Whatever your training needs might be, our trainers are well qualified to provide you with the knowledge and confidence you need to work effectively within the parameters of the scheme and enhance your primary authority offer to the outside world.

### **Bespoke Training & soon to be launched modular options**

If you are after a more bespoke training package, please do contact Heather Woodward directly at [heather.woodward@beis.gov.uk](mailto:heather.woodward@beis.gov.uk) or on 07733 204403. We can offer combinations of both our *Essential Skills for Regulators* course and our *Making an Impact* course.

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