

Emergency First Aid at Work – Joining Instructions & Requirements

1. Course Overview

Thank you for booking your Emergency First Aid at Work course with MJK Training. This one-day course will give you the confidence and skills to respond quickly and effectively in an emergency, whether at work, home, or in public. If you have any questions before your training, please get in touch.

2. Pre-Course Checklist

Before the course, please make sure you:

- Bring a valid ID (one from Group A).
- Wear comfortable clothing – some activities will be practical.
- Inform us if you have any medical conditions or learning needs so we can support you.

No pre-learning is required for this course.

3. ID Requirements

Bring ONE document from Group A (passport, driving licence, birth certificate.)

4. Key Course Information

- Course Duration: 1 day
- Start Time: 08:30 (please arrive 15 minutes early)
- Location: The Norman Centre, Bignold Road, Norwich, NR3 2QZ.
- Facilities: The Norman Centre have a café that is open 09:30-15:00 Monday to Friday. Also, tea & coffee can be offered @ £1.50 pp
- Dress Code: Comfortable clothing suitable for light movement and kneeling.

5. What You Will Learn

The course covers essential life-saving skills, including:

- Assessing a casualty and the scene
- Performing CPR (including AED use)
- Dealing with choking
- Controlling bleeding and shock
- Managing seizures and minor injuries
- Responding to workplace incidents

6. Breaks During the Day *(timings may vary)*

To support concentration and learning:

- Morning break – 15 minutes
- Lunch – 30 minutes
- Afternoon break – 15 minutes


7. Assessment

You'll take part in a short practical assessment and multiple-choice questions to show your understanding.

8. Contact Information

If you have any questions before your course, contact us:

 enquiriesmjk-training@outlook.com

 07395 260580 (Mon–Fri, 10:00–16:00)