



SPECIALIST

TRAINING + CONSULTANCY SERVICES

**Training Programme
July - December 2011**





Welcome

Dear Customer,

Welcome to the new look of our second edition of the 2011 training programme. You will see that it includes our well established training and consultancy services!

We are the industry experts – if you want to know more about any of the above changes or indeed would like to make a booking then please contact us:

Telephone: 01282 687090
Fax: 01282 687091
Email: enquiries@specialisttraining.co.uk
Website: www.specialisttraining.co.uk

We look forward to working with you.

Regards,

TIM BARKER
Managing Director



Driver CPC

The Driver CPC is the qualification required by all bus, coach and lorry drivers who drive professionally. A minimum of 35 hours of approved training must be completed by all drivers if they are to retain their professional driver status.

SPECIALIST TRAINING PROVISION

There are several ways drivers can be trained. Firstly, there are **'public courses' (page 4)**, held at our training centres and open to everyone. Alternatively customers can arrange an **'in-company course' (page 5)** which is held at your premises (if suitable) at a date and with a subject to suit you!

24/7 Training

To minimise disruption to your company operations we can provide training to meet the exact demands of your business. This can include weekends, school holidays or at quieter trading times during the year.

Due to the high demand on this service you will need to plan ahead and book early to beat the rush!

Driver CPC Agreement

If you sign up now for our Driver CPC Training Agreement we will keep our training rates the same, plus inflation and we will also reserve your dates until Sept 2013 – Passenger / 2014 – Freight. We will record your drivers' CPC hours and keep you informed of any training slippages to make sure they have all completed the required number of hours before the deadline.



Public Courses

The advantage of these courses is that smaller numbers of drivers can be sent on training therefore helping to limit the disruption to day to day operations.

	July	Aug	Sept	Oct	Nov	Dec
Drivers Hours & Tachograph	-	16 th	-	24 th	-	21 st
Defensive Driving	-	15 th	-	26 th	-	20 th
Emergency First Aid at Work for Drivers	13 th	17 th	15 th	25 th	-	19 th
Customer Service and Conflict Resolution	-	18 th	-	27 th	-	14 th
Health & Safety and Driver Health & Wellbeing	-	19 th	-	28 th	-	16 th
First Aid and Health & Safety	-	12 th	-	31 st	-	9 th
ADR Refresher	-	8 th	-	12 th	-	5 th
ADR Initial	18 th	15 th	19 th	17 th	14 th	12 th
Use of Mechanical Handling Equipment Refresher	Weekly					
Driver's First Aid at Work	5 th	-	12 th	-	8 th	-

'Once again, another informative course'

William Skelly, Checkmate Coaches

'Good course'

Andy Pye, Liquid Plastics



In-Company Courses

Alongside the public courses, Specialist also runs company specific Driver CPC courses to suit customer requirements. In-Company courses allow an organisation to choose training dates and courses to suit its own operational requirements, whilst at the same time enabling them to get best value for money by maximising course capacity.

The **2011 Driver CPC Modular Course Programme** consists of 18 modules of 3.5 hours each. Any two of these modules can be combined to form a seven hour training day. The modules are:

- Module One - Fuel Efficient Driving
- Module Two - Safe Driving
- Module Three - Health and Safety I
- Module Four - Health and Safety II
- Module Five - Driver Health and Wellbeing
- Module Six - Drivers' Hours
- Module Seven - Tachograph Course
- Module Eight - Subject to confirmation
- Module Nine - First Aid
- Module Ten - Disability and Diversity Awareness
- Module Eleven - Customer Service (General)
- Module Twelve - Customer Service for Bus and Coach Drivers
- Module Thirteen - Customer Service for Goods Vehicle Drivers
- Module Fourteen - Regulatory Compliance - Goods Vehicle Drivers
- Module Fifteen - Regulatory Compliance - Passenger Drivers
- Module Sixteen - Conflict Resolution
- Module Seventeen - Vehicle Checks - Practical
- Module Eighteen - Banksman / Reversing Assistant – Practical



7 Hour DCPC Courses

As well as the modular programme Specialist also offers a number of 7 hour programmes, which include:

- ◆ Emergency First Aid for Drivers
- ◆ Defensive Driving
- ◆ Dangerous Goods Awareness
- ◆ Driver's First Aid at Work
- ◆ Use of Mechanical Handling Equipment Refresher
- ◆ ADR – Initial and Refresher
- ◆ LGV Driving Skills - Practical
- ◆ Fuel Efficient Driving – Practical

Local Authority Drivers – Modular Course

The Driver CPC for Local Authority Drivers is proving to be a popular modular programme.

Each module is 3.5 hours long. The first six modules are classroom based, the last two modules are mostly practical in nature although they also include a theory element. When two modules are combined the course is the required length to count as one seven hour Driver CPC training day.

- Module 1 - Health and Safety for Local Authority Drivers
- Module 2 - Health and Safety for Waste Services Drivers
- Module 3 - Safe Driving for Local Authority Drivers
- Module 4 - Fuel Efficient Driving for Local Authority Drivers
- Module 5 - Drivers Basic Knowledge for Local Authority Drivers
- Module 6 - Conflict Resolution for Local Authority Drivers
- Module 7 - Practical Vehicle Checks
- Module 8 - Practical Banksman / Reversing Assistant



“TRAIN YOUR OWN”

For companies who have large numbers of drivers it may be financially beneficial to provide their own training. We can help develop this resource as we have considerable **expertise in training trainers, writing courses** and **gaining centre approvals**. We will guide you through at your pace to leave you self sufficient to deal with Driver CPC in the future.

EDI Driver CPC Train the Trainer – Novice Trainers

For organisations who want to train their own drivers but need a member of staff trained to deliver Driver CPC courses Specialist runs the EDI Driver CPC Train the Trainer course. This is an accredited Level III programme for those individuals with little or no training experience.

Course Design - Generic Courses

Our course design team has developed a range of ‘generic’ courses which can be purchased ready to send for JAUPT approval. Included in each pack is the course timetable, a detailed course programme, instructor notes, powerpoint presentation in your company colours / logo and a copy of the student notes. The course application procedures are all completed for you up to the point where you sign and send it off. In addition your trainer can attend a course delivered by one of our instructors for **FREE** to see how it is done.

Course Design - Bespoke Course

We can also create a course specifically meeting your company’s training needs, culture and training style. This course will include all necessary training material required by the instructor and will be produced ready for JAUPT approval.



First Aid

To help employers determine the number and type of first-aid personnel needed in their workplace, the HSE has developed the First Aid at Work Assessment tool which can be downloaded from our website www.specialisttraining.co.uk/news. It is a tool well worth using.

First Aid at Work – 3 days

This HSE approved course has been designed for personnel in all areas of industry and commerce who require full first aid certification for a period of three years.

Driver CPC First Aid at Work course

This course is also ideal for any driver who requires Driver CPC but also requires the HSE approved First Aid at Work qualification. Upon completion of the course an individual will receive a First Aid at Work certificate and have 7 hours recorded for their Driver CPC.

Dates
5 th – 7 th July
12 th – 14 th September
8 th – 10 th November

'Nigel was a great tutor both clear and informative'

Laura Cowling, Intack Self Drive



First Aid at Work Re-qualification – 2 days

Any first aiders who have the appropriate “in date” approved certificate from **any** first aid training organisation can join the course.

The re-qualification course can be taken **3 months before** the expiry date or up to **28 days beyond** the expiry date.

Dates
10 th & 11 th August
10 th & 11 th October
6 th & 7 th December

Emergency First Aid at Work – 1 day

This HSE approved course enables personnel to give emergency first aid to someone who is injured or becomes ill while at work.

Driver CPC Emergency First Aid at Work course

This course is also ideal for any driver who requires Driver CPC but also requires the HSE approved 1-day Emergency First Aid at Work certificate. Upon completion of the course an individual will receive an Emergency First Aid at Work certificate and have 7 hours recorded for their Driver CPC.

Dates
13 th July
17 th August
15 th September
25 th October
19 th December



First Aid Annual Updates – ½ day

HSE strongly recommends qualified first-aiders undertake annual refresher training. Although not mandatory, this will help maintain their basic skills and keep up to date with any changes to first-aid procedures.

Who is it for?

- Those wishing to follow the HSE recommendation
- Holders of either a **First Aid At Work** or **Emergency First Aid at Work** qualification

Dates
12 th August
31 st October
9 th December

Health & Safety Training

The **Fire Marshal Course** is a 1 day course providing a basic understanding of Fire and the role of a Fire Marshal. The **Fire Extinguisher Course** is a ½ day course providing a basic understanding of Fire and use of portable fire fighting equipment.

PLEASE CALL 0800 328 3297 FOR DATES

*' I found the risk assessment part of the course most interesting as I will be completing these for the company'
David Wilkinson, Springthyme Oils Ltd*



Fork Lift Truck

Operator

RTITB or **Certificate of Competence** courses are available for the experienced (**refresher**) to the new (**novice**) Fork Lift Operator, either on-site at customer premises or at our training centre.

Course Type	Dates
Novice / Experienced / Refresher	Weekly

Training is available at customer premises, on all different truck types, pedestrian pallet, flexi, VNA, man-up etc.

Driver CPC Use of Mechanical Handling Equipment Refresher Course

This course is ideal for any driver who requires a Fork Lift Truck refresher course but also requires the Driver CPC qualification. Upon completion of this course an individual will receive a Fork Lift Truck Refresher certificate and have 7 hours recorded for their Driver CPC.

Instructor / Examiner

Courses are also available for companies to up-skill a member of staff to become an **RTITB Instructor/Examiner**. Once qualified, the individual will be able to instruct and examine on trucks for which they have an operator's certificate.

Course Type	Dates
Initial	20 th September – 3 rd October * not inc w/ends
Refresher	27 th September – 3 rd October * not inc w/ends

FOR MORE INFORMATION PLEASE CALL 0800 328 3297

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ADR - Carriage of Dangerous Goods by Road

Course Type	Dates
Initial	18 th – 21 st July
Refresher	8 th – 10 th August
Initial	15 th – 18 th August
Tanks	18 th & 19 th August
Initial	19 th – 22 nd September
Refresher	12 th – 14 th October
Initial	17 th – 20 th October
Tanks	20 th & 21 st October
Initial	14 th – 17 th November
Refresher	5 th – 7 th December
Initial	12 th – 15 th December
Tanks	15 th & 16 th December
Class 1 Explosives	Call for Dates
Class 7 Radioactives	Call for Dates

Driver CPC ADR – Carriage of Dangerous Goods By Road course

This course is also ideal for any driver who requires Driver CPC but also requires an ADR certificate. Upon successful completion of the course an individual will receive an ADR certificate and have up to **21 hours** recorded for their Driver CPC.

CAA / IATA – Carriage of Dangerous Goods by Air

Course Type	Dates
Initial / Refresher	27 th – 29 th September



DGSA - Dangerous Goods Safety Adviser

Course Type	Dates
Initial	12 th – 16 th September
Refresher	13 th – 16 th September
Exam	22 nd September

Initial	28 th November – 2 nd December
Refresher	29 th November – 2 nd December
Exam	8 th December

Other Dangerous Goods Courses

Dangerous Goods Awareness and **IMDG** courses are designed to develop the knowledge and expertise of personnel involved with the transportation of dangerous goods. Courses cover generic dangerous good issues or can be developed to address specific organisational needs.

DGSA Consultancy

It is a **legal requirement** for any business involved with the transport of regulated dangerous goods over certain thresholds to have an **appointed DGSA**. With **5 experienced and qualified** Dangerous Goods Safety Advisers within the company our expertise covers the whole of the industry from small owner operators to larger operators involved with High Consequence Dangerous Goods. We also provide extensive specialist services to the NHS on the safe consignment of Clinical Waste, Infectious Materials and Radioactive materials.

'Thanks to Mark and the team at Specialist for your work in putting the course together and helping people like me who are novices in this area to successfully complete the exam'

Brian Tuohy, Polartech

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Transport Consultancy

We have the **experience** and **expertise** to write your transport related **policies and procedures**. This ranges from starting with a blank piece of paper to the formalising of current informal systems.

A **Drivers' Handbook** should be designed to inform a driver of their responsibilities and duties when driving. Specialist has considerable experience at writing first rate handbooks to meet your company needs.

We do what we are good at so our customers can concentrate on what they are good at!

Driver Training

Driver Assessments can be an ideal way to get a 'snapshot' picture of an individual's on-road driving standards. Assessments run from an hour to ½ day depending on individual requirements.

The **EDI Certificate in Defensive Driving** course is an extremely popular level II Vocationally Related Qualification (VRQ) which consists of a workbook and practical driving assessment. It has proved instrumental in raising driving standards.

The **Standard Assessor** course trains an experienced driver to carry out short driving assessments to enable him to assess new starters or to carry out annual driver reviews.

The **EDI Assessor** course prepares existing instructors/assessors to deliver the EDI Certificate in Defensive Driving course.

FOR MORE INFORMATION PLEASE CALL 0800 328 3297



CPC-Operators Certificate of Professional Competence

National Intensive Course, including exam

Course Type	Dates
Freight / Passenger	24 th August – 2 nd September * excl. BH and W/ends
Exam	9 th September
Freight / Passenger	17 th – 25 th November
Exam	2 nd December

International Intensive Course, including exam

Freight	5 th – 7 th September
Exam	9 th September
Passenger	28 th – 30 th November
Exam	2 nd December

Case Study Preparation Day

The day focuses on the pre-released scenario where possible questions relating to the 4 major topics are dealt with in detail.

Freight / Passenger	2 nd September
Freight / Passenger	25 th November

Mock Exam Day

This optional preparation day focuses on the multiple choice style exams and prepares you for the exams on the following day.

Freight / Passenger	8 th September
Freight / Passenger	1 st December



FOCUS ON.....

As a regular item on our six monthly mailers and our newsletters, we are featuring case studies of some of our long time clients and highlighting their training achievements.

This Edition: Cooke Fuels - Driver CPC



Right from the start Cooke Fuels has had a positive approach to Driver CPC. They treated the requirement for training under Driver CPC as an opportunity to raise the skills and knowledge levels of their drivers. Human Resources Manager Marian Davies conducted a training needs analysis which indicated requirements for fuel efficient driver training and company specific procedural training. In addition the ongoing need for ADR training could be "double hatted" with Driver CPC. To ensure they got quality training when they wanted, where they wanted and at the right price, they signed a five year deal with Specialist. Cookes are already well into the training programme and their driver development achievements have been featured in the local press. They are also seeing benefits from the training including increased morale and fuel efficiency.

If you want us to feature your company's recent successes, give us a call. Remember our mailers and newsletters go out to over 4000 companies!

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