



Training Programme July - December 2008





Specialist Training due to Launch 'Loyalty Scheme'



Since Specialist Training was established in September 1999 we have grown from strength to strength. Over the years the company moved to larger premises and increased its workforce. Now we offer training on a National and International basis!

Loyal customers, big and small, have featured in a major part of the company's success and as we approach the 10th year of trading we feel it is time to celebrate and reward!

The '**Loyalty Scheme**' will be launched in September 2008 to coincide with our **10th anniversary** and also to thank the customers who have traded with Specialist over the last decade!

If you are one of our loyal customers look out for further information to follow soon to see how you will benefit!

TIM BARKER
Managing Director



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DANGEROUS GOODS TRANSPORT

The movement of dangerous goods by road, rail, sea or air is a highly regulated and complex operation. Specialist has experts in this field providing comprehensive **training** and **consultancy** to suit customer needs. **Please call us to discuss.**

ADR - Carriage of Dangerous Goods by Road

Course Type	Dates
Initial	14th - 18th July
Refresher	4th - 6th August
Initial	11th - 15th August
Initial	8th - 12th September
Refresher	1st - 3rd October
Initial	13th - 17th October
Initial	10th - 14th November
Initial	8th - 12th December
Refresher	15th - 17th December

Specialist Classes

Course Type	Dates
Class 1 - Explosives	7th August
Class 7 - Radioactives	8th August

CAA / IATA - Carriage of Dangerous Goods by Air

Course Type	Dates
Initial / Refresher	23rd - 25th July
Initial / Refresher	6th - 8th October



DGSA (Dangerous Goods Safety Adviser)

Course Type	Dates
Initial	8th - 12th September
Refresher	9th - 11th September
Exam	18th September

Initial	10th - 14th November
Refresher	11th - 13th November
Exam	27th November

DIGITAL TACHOGRAPH & DRIVERS' HOURS

This course covers both **Domestic** and **EU** requirements. The workshop is suitable for drivers and transport managers alike, and will be split into two sessions, the Drivers' Hours in the morning with Digital Tachograph in the afternoon.

Course Type	Dates
Drivers' Hours (am) and Digital Tachograph (pm)	28th July
Drivers' Hours (am) and Digital Tachograph (pm)	24th October
Drivers' Hours (am) and Digital Tachograph (pm)	22nd December

For more details contact us on 01282 687090



CERTIFICATE OF PROFESSIONAL COMPETENCE (CPC)

This qualification is for anyone managing vehicles or embarking on a management career in the Road Transport Industry, in either the **Freight** or **Passenger** sectors. This course is now more complex and rigorous than ever before and is designed to provide the broader level of knowledge and understanding needed to achieve the qualification.

Freight

Course Type	Dates
National - Intensive Study	20th - 28th August (exc. w/end & BH)
National - Case Study Day	29th August
International - Intensive Study	1st - 3rd September
Exam Day	5th September

National - Intensive Study	20th - 27th November (exc. w/end)
National - Case Study Day	28th November
Exam Day	5th December

Passenger

National - Intensive Study	20th - 28th August (exc. w/end & BH)
National - Case Study Day	29th August
Exam Day	5th September

National - Intensive Study	20th - 27th November (exc. w/end)
National - Case Study Day	28th November
International - Intensive Study	1st - 3rd December
Exam Day	5th December





CPC MOCK EXAM DAY



This 1-day course is for anyone who feels they would benefit from completing mock exams then analysing their answers through class discussion prior to the exam.

Course Type	Dates
CPC Freight / Passenger	4th September
CPC Freight / Passenger	4th December



CPC REFRESHER



This 2-day course is aimed at **existing CPC holders** or anyone who has operational responsibility within a transport environment.

Course Type	Dates
CPC Passenger National	10th - 11th July
CPC Passenger National	29th - 30th September

CPC Freight National	10th - 11th July
CPC Freight National	29th - 30th September



DRIVER ASSESSMENT AND TRAINING

Driver Assessment

The “One Hour” assessment. Gives a basic snapshot picture of an individual’s on-road driving standards.

The “Half Day” assessment. Goes into more detailed driving skills areas and includes on-road aspects **and** some computer based assessment.

Driver Training

The “Half Day” session. Covers a review and improvement of key driving skills in a variety of traffic environments. Can be carried out for one or two trainees depending on specific requirements.

The “One Day” session. Covers a wide variety of driving skills and can be geared to needs identified in previous assessments. Can be carried out for up to three trainees dependent on specific requirements.

The ASET Certificate in Defensive Driving. A level II Vocationally Related Qualification (VRQ) which is part workbook and part practical driving. An extremely popular course.



- ④ **SAFED training.** The government sponsored “Safe and Fuel Efficient Driving” scheme. Available for trucks and vans. Aims to develop fuel saving driving skills. **Part Funding available.**



- ④ **Assessor Training**

The Standard Assessor course. Trains an experienced driver to be able to carry out short driving assessments. Ideal for new starters or annual reviews.

The ASET Defensive Driving Assessor course. Approved assessor course that prepares existing instructors / assessors to deliver the ASET Certificate in Defensive Driving course.

- ④ **Driving Risk Management**

Consultancy service which enables organisations to focus on all aspects of improving their management of road risk activities.

For more details contact us on 01282 687090

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 bespoke training centre.

Course Type	Dates
Novice	Weekly
Experienced	Weekly
Refresher	Weekly

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

Instructor

Courses are also available for companies to up-skill a member of staff to become an **in-house instructor**.

Course Type	Dates
Initial	23rd June - 4th July
Refresher	30th June - 4th July
Initial	24th October - 6th November
Refresher	31st October - 6th November



FIRST AID

To assess how many first aiders your company needs you will be required to carry out a risk assessment. The guidelines however suggest that a company with **5 or more employees** will need a minimum of 1 qualified HSE approved first aider.

For organisations with **less than 5 employees**, lone workers, or as an assistant to a qualified first aider, the **Appointed Persons** course is recommended.

Course Type	Dates
Four-Day First Aid At Work	21st - 24th July
Two-Day First Aid Refresher	18th - 19th August
One Day Appointed Persons	16th September
Four-Day First Aid At Work	22nd - 25th September
One-Day Appointed Persons	29th October
Two-Day First Aid Refresher	30th - 31st October
Four-Day First Aid At Work	4th - 7th November
One-Day Appointed Persons	11th December



CONSULTANCY SERVICES

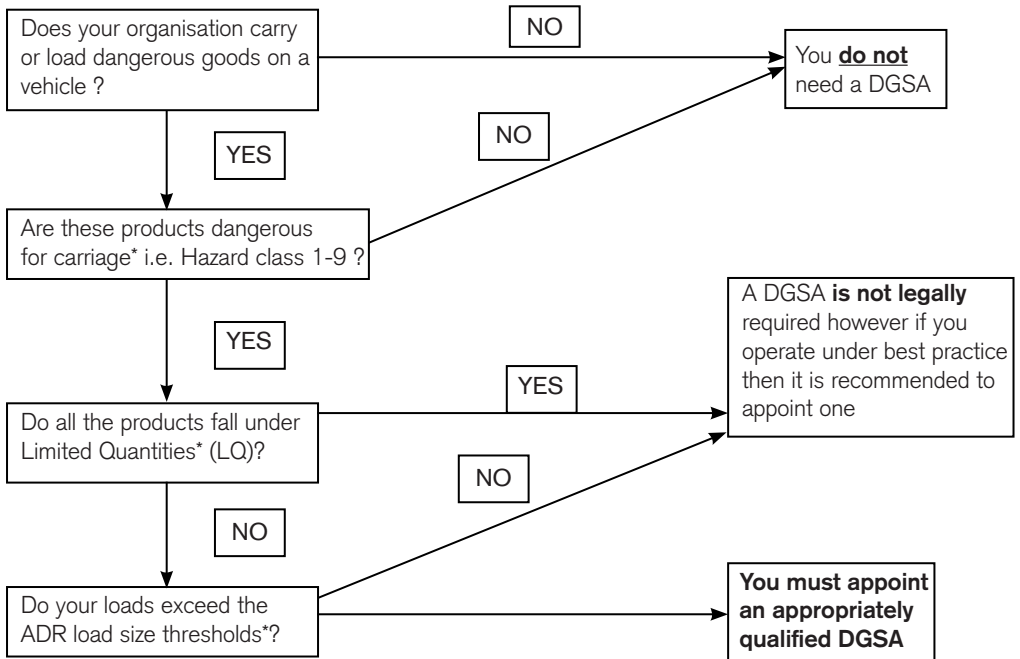
Dangerous Goods Safety Adviser (DGSA) Consultancy Service

It is a **legal requirement** for any business involved with the **transport of regulated Dangerous Goods by Road** over certain thresholds to have an appointed **DGSA**.

This person must be appropriately qualified and must carry out the following duties:

- Monitor and advise on the movement of dangerous goods
- Ensure incidents and accidents are investigated and reported
- Carry out annual audits and write an annual report

How do you know whether you need to appoint a DGSA for your organisation?



* To assist companies to clarify some of the above points Specialist can offer a **FREE** compliance service where we will establish your legal requirements!

Health & Safety Consultancy

The level of Consultancy can be tailored to suit your needs and includes:

- 🌀 Audits to assess existing practices and recommendation to ensure compliance with legislation
- 🌀 Development of a structure within the organisation to facilitate the management of Health & Safety
- 🌀 Implementation of the action plan as developed from the initial audits
- 🌀 Monitoring and continual assessment of policies and procedures and keeping up to date with the changing legislation

Transport Consultancy

From developing operational procedures to drawing up driver's handbooks, the Transport Consultancy service covers it all.

For more details contact 01282 687090

NATIONAL/INTERNATIONAL COVERAGE

Specialist not only offers **FLEXIBLE** local training, we also offer our services **NATIONALLY/INTERNATIONALLY**. We will run company specific courses and ensure all employees are trained to the same high standard!

Our services have been in demand from the Shetland Islands to the Isle of Wight, and as far afield as the Middle East!



MANAGING CUSTOMER TRAINING RECORDS

This is a **FREE** service Specialist can provide to all existing customers.

Specialist can co-ordinate **YOUR** staff training programmes and provide proposed dates of courses which fit in with your operational demands.

We will take the headache out of your job!

“EXTRA” SERVICES

We have been running these additional services for our customers now for the last 12 months and they have proved to be very popular. We are able to provide the following items at highly competitive rates:

- 🌀 First Aid Kits - for the Driver, Office, Warehouse etc.
- 🌀 Regulations - ADR, IMDG, IATA etc.
- 🌀 Fire Extinguishers - Water, Foam, Powder etc.

ROOM HIRE

Specialist has training and meeting rooms available for hire. The layout can be arranged as follows:

- 🌀 Boardroom
- 🌀 Classroom
- 🌀 Seminar
- 🌀 Lecture

Equipment hire is available. Refreshments and buffet lunch can be arranged.

DRIVER CPC

The Driver CPC is the biggest training event ever to impact on the Transport Industry. It applies to the **Bus and Coach Industry** from **September 2008** and to the **Haulage Industry** from **September 2009**.

Specialist is:

- One of the first approved centres in the country
- Developing a variety of approved courses
- Providing training nationwide
- Training Driver CPC trainers

To find out how driver CPC will affect your organisation, come on one of our free seminars or call **01282 687090** to discuss your needs.

Seminars are taking place on:

- 14th August
- 20th October
- 10th December



Bus and Coach organisations will be sent our additional brochure on the Bus and Coach Driver CPC courses and services, available for the 10th September start date. If you have not received one, contact us now for your free copy.

COURSES & SERVICES AT A GLANCE

HEALTH & SAFETY TRAINING COURSES:

Health & Safety - Introduction for Managers
 Health & Safety - Risk Assessment
 Health & Safety - Basic Understanding
 First Aid
 CIEH Foundation Certificate in Health & Safety
 Understanding Chemicals / Chemical Awareness
 Chemicals in Warehouse
 Managing Machinery - An insight into P.U.W.E.R.
 1998
 CIEH Principles of Manual Handling
 COSHH
 Manual Handling
 CIEH Principles of COSHH

DANGEROUS GOODS TRANSPORT - ROAD:

ADR - Initial & Refresher (all classes)
 Carriage of Dangerous Goods by Road - Safety Awareness
 Dangerous Goods Safety Adviser (DGSA) - Initial & Refresher
 DGSA - Class 1 (Explosive) Specialisation
 DGSA - Class 7 (Radioactive) Specialisation
 Carriage of Clinical Waste / Infectious Material
 Carriage of LPG
 Carriage of Dangerous Waste
 ASET Practical Road Tanker Operative Course

DANGEROUS GOODS TRANSPORT - OTHER MODES:

CAA Approved Carriage of Dangerous Goods by Air (IATA) - Initial & Refresher
 Carriage of Dangerous Goods by Sea (IMDG)
 Carriage of Dangerous Goods by Rail (CDG & RID)
 Multimodal Carriage of Dangerous Goods

DANGEROUS GOODS CONSULTANCY SERVICE:

Any Chemical Class
 Explosive & Radioactive (Class 1&7) Specialisations
 Multimodal Transport of Dangerous Goods
 Health Services Advisory service

CERTIFICATE OF PROFESSIONAL COMPETENCE - FREIGHT:

CPC - Freight National
 CPC - Freight International
 CPC - Update

CERTIFICATE OF PROFESSIONAL COMPETENCE - PASSENGER:

CPC - Passenger National
 CPC - Passenger International
 CPC - Update

DRIVING RISK MANAGEMENT:

Driving Assessment Services
 ASET Certificate in Defensive Driving
 ASET Defensive Driving Assessor Course
 Fleet Training & Assessment Services
 Fleet Statistical Monitoring training programmes

FORK LIFT TRUCK:

Operator Training - All Truck Types
 Instructor / Examiner Training - RTITB
 Fork Lift Truck Supervisor / Managers course
 Specialist truck training
 Pedestrian Pallet Operator Training

HEALTH & SAFETY CONSULTANCY SERVICE:

Policy Advice, Risk Assessment & Action Planning
 Input of Safety Systems & Procedures
 Health & Safety Monitoring and Updating Service

OTHER COURSES & TRAINING PROGRAMMES:

Drivers' Hours & Digital Tachograph Management / Supervisory
 Customer Service
 Display Screen Equipment Assessment
 Train The Trainer
 LGV Cat C & C & E licence acquisition
 Fire Training
 Driver CPC

