



SPECIALIST

TRAINING + CONSULTANCY SERVICES

Training Programme January – June 2011



Welcome

Dear Customer,

Welcome to the first edition of the 2011 training programme. You will see that it includes our well established training and consultancy services, plus a few new ones!

Some of the changes for 2011 include:

- ❖ **NEW Driver CPC Modular course** now available incorporating 18 modules, each 3.5 hours long
- ❖ **NEW Driver CPC Driver's First Aid at Work course** which runs alongside the first day of the 3-day HSE Approved First Aid at Work course
- ❖ **NEW Driver CPC Use of Manual Handling Equipment (MHE) Refresher course** which can run alongside the 1 day RTITB Fork Lift Truck Refresher course
- ❖ **NEW First Aid at Work 3 Hour Updates**
- ❖ **NEW Improved Loyalty Scheme Discount**

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 on **01282 687090** or fax **01282 687091** or email **enquiries@specialisttraining.co.uk** or check out our website on **www.specialisttraining.co.uk**

We look forward to working with you.

Regards,



TIM BARKER
Managing Director

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NATIONAL COVERAGE AVAILABLE ON ALL SERVICES EXCLUDING FLT INSTRUCTOR

T 01282 687090 **F** 01282 687091 **E** enquiries@specialisttraining.co.uk **W** www.specialisttraining.co.uk

First Aid

Since 1st October 2009, an employer has been able to send prospective first-aiders on a course for either **First Aid at Work (FAW)** or **Emergency First Aid at Work (EFAW)**. 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 at www.specialisttraining.co.uk. 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.

Dates
18th – 20th January
21st – 23rd March
9th – 11th May

****NEW Driver CPC First Aid at Work course **NEW**

This new course is ideal for any driver who requires Driver CPC but also requires the HSE approved 3-day First Aid at Work certificate. Upon completion of the course an individual will receive a First Aid at Work certificate and have 7 hours recorded for their Driver CPC.

First Aid at Work Re-qualification – 2 days

This HSE approved course is for those who already hold the full First Aid at Work certificate and are coming up to the three-year expiry. 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 if this is not possible then until **28 days beyond** the expiry date. If a course has not been completed within 28 days of expiry they must then attend the 3 day initial course.

Dates
2nd & 3rd February
5th & 6th April
27th & 28th June

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. This course has replaced the appointed persons' course.

Dates
23rd February
9th March
20th April
6th June

Driver CPC Emergency First Aid at Work course

This course is 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.

****NEW First Aid Annual Updates – ½ day NEW****

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
10th February
4th April
30th June

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.

Banksman / Reversing Assistant Training is suitable for those who have a responsibility for directing vehicles within loading bays / vehicle yards.

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Manual Handling This course is specifically designed to help identify **potential risk** situations and **prevent** the occurrence of any handling related **injuries**. This course can be tailor made for the specific needs of the customer.

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.

****NEW Driver CPC Use of Mechanical Handling Equipment (MHE) Refresher Course **NEW**

This course is ideal for any driver who requires a Fork Lift Truck refresher course but also requires the Driver CPC qualification. This 7 hour course has been designed to run alongside the 1-day **RTITB Fork Lift Truck Refresher** course giving you **2 for 1 qualifications!**

Instructor / Examiner

Courses are available for companies to up-skill a member of staff to become an **RTITB Instructor/Examiner**. Those attending this course must have obtained or refreshed their RTITB Counterbalance Fork Lift Truck certificate in the 12 months prior to the start of the course. Once qualified, the individual will be able to instruct and examine on trucks for which they have an operator's certificate for 5 years.

Course Type	Dates
Initial	7th March – 18th March * Excl. w/ends
Refresher	14th – 18th March

FOR MORE INFORMATION PLEASE CALL 0800 3283297

ADR - Carriage Of Dangerous Goods By Road

Course Type	Dates
Initial	7th – 10th February
Tanks	10th & 11th February
Refresher	14th – 16th February
Initial	14th – 17th March
Initial	11th – 14th April
Tanks	14th & 15th April
Refresher	18th – 20th April
Initial	16th – 19th May
Refresher	13th – 15th June
Initial	20th – 23rd June
Tanks	23rd & 24th June

Driver CPC ADR – Carriage of Dangerous Goods By Road course

This course is required for those carrying dangerous goods by road but is also applicable to those who require Driver CPC. Upon successful completion of the course an individual will receive an ADR certificate and have up to 21 hours recorded for their Driver CPC. See page 11 for further details on Driver CPC.

CAA / IATA – Carriage Of Dangerous Goods By Air

Course Type	Date
Initial / Refresher	5th – 7th April

DGSA - Dangerous Goods Safety Adviser

Course Type	Date
Initial	28th February – 4th March
Refresher	1st – 4th March
Exam	10th March

Initial	13th – 17th June
Refresher	14th – 17th June
Exam	23rd June

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.

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.

CPC - Operators Certificate Of Professional Competence

This level 3 qualification from OCR is for anyone managing vehicles or embarking on a management career in the Road Transport Industry, in either the **FREIGHT** or **PASSENGER** sector. This course provides a significant introduction to the world of transport and will also be evidence of professional competence when applying for an Operators' licence.

National Intensive Course, including exam

Course Type	Dates
Freight / Passenger	14th – 22nd February
Exam	4th March

Freight / Passenger	19th – 27th May
Exam	3rd June

International Intensive Course, including exam

Freight	28th February – 2nd March
Exam	4th March

Passenger	27th May – 1st June <small>*Excluding Bank Holiday / Weekend</small>
Exam	3rd June

Case Study Preparation Day

This is included in the intensive course however it can also be attended by those who require re-sits or have completed the course as home study. The day focuses on the pre-released scenario where possible questions relating to the 4 major topics are dealt with in detail i.e. Drivers Hours, Vehicle Costing, Vehicle Maintenance and Operator Licensing.

Freight / Passenger	22nd February
Freight / Passenger	27th May

Mock Exam Day

This optional mock exam day focuses on preparing you for the multiple choice style exams.

CALL 0800 3283297 FOR MORE INFORMATION

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Driver CPC

The Driver CPC is the qualification required by all bus, coach and lorry drivers who drive professionally. The need for this qualification came into force on 10 September 2008 for PCV drivers and a year later for LGV drivers. 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 gain their DCPC. There are 'public courses', held at our training centres and open to everyone, or alternatively customers can arrange an 'in-company course' which is held at their premises (if suitable) at a date and with a subject to suit you!

Public Courses

These 1 day courses cover generic subjects to attract a wide attendance across many different sectors within the freight and passenger industry.

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

1 Day Driver CPC Courses

	Feb	Mar	Apr	May	June
Drivers Hours & Tachograph	21st		19th	31st	
Defensive Driving	22nd		18th		1st
Emergency First Aid at Work for Drivers*	23rd	9th	20th		6th
Customer Service & Conflict Resolution *NEW*	24th		21st		8th
Health & Safety and Driver Health & Wellbeing *NEW*	25th		15th		7th
First Aid & Health and Safety	10th		4th		30th

*The 1 day Emergency First Aid at Work for Drivers course is also HSE Approved.

CALL 0800 3283297 FOR MORE INFORMATION



Driver CPC ADR Courses

Specialist Training have gained approval to run the **ADR** Initial and Refresher course alongside **Driver CPC** giving you **2 for 1 qualifications!**

This means that a driver attending an ADR course can claim hours towards their Driver CPC qualification. By attending an Initial ADR course a driver can claim up to **21 hours** of their **Driver CPC**. Dependent on modules taken, a driver can also complete **14 hours of Driver CPC** from a refresher course.

****NEW Driver CPC Use of Mechanical Handling Equipment (MHE) Refresher Course **NEW**

This practical one day course refreshes the skills of existing Fork Lift Truck operators. By the end of the course, the trainee will have achieved the individual approved objectives for the Fork Lift Truck Refresher course for Driver CPC and RTITB. Providing all criteria has been achieved on the course each individual will be awarded **7 hours of Driver CPC** and an **RTITB Fork Lift Truck Refresher Certificate**.

****NEW Driver's First Aid at Work NEW****

This course is the first day of the HSE approved 3-day First Aid at Work Course (FAW). The seven hours training on the first day is approved by the Joint Approvals Unit for Periodic Training (JAUPT) for Driver CPC. It is designed for drivers with little or no first aid knowledge who wish to raise their first aid knowledge to the FAW level.

In-Company Courses

Alongside the selection of public courses, Specialist also runs company specific Driver CPC courses at a location and date to suit customer requirements. Holding courses on site has a number of advantages. It allows 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 choice of courses available for In-Company training has increased for 2011. In addition to the subjects covered in the public courses we also have over 20 different approved courses to choose from. If there is a course which is not listed then we can always design a course specifically to meet your needs.

****NEW 2011 Driver CPC Modular Course Programme NEW****






This new 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 2011
- Module Nine - First Aid
- Module Ten - Disability and Diversity Awareness
- Module Eleven - Customer Service Basics
- 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

The maximum numbers permitted onto the modular programme is 20 for classroom courses and 6 for the practical courses.

7 Hour DCPC Courses

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

-  Emergency First Aid for Drivers *
-  Defensive Driving
-  Dangerous Goods Awareness
-  LGV Driving Skills - Practical
-  Fuel Efficient Driving – Practical

*The 1 day Emergency First Aid at Work for Drivers course is also HSE Approved.

CALL 0800 3283297 FOR FUTHER INFORMATION

Local Authority Drivers – Modular Course

This course is proving to be a popular modular programme for the drivers of local authority vehicles.

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

We are continually developing courses so we can offer the widest choice to our customers. To keep abreast of the new courses please refer to our website www.specialisttraining.co.uk

24/7 Training

To minimise disruption to your company operations we can provide training to meet the exact demands of your business. This includes 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!

5 Year Agreement

If you sign up now for our 5 Year Driver CPC Training Agreement we will keep our training rates the same, plus inflation, for the full duration of the contract! We will also reserve your dates until 2013/2014 to ensure you have what you want, when you want. In addition 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.

CALL 0800 328 3297 FOR MORE INFORMATION

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TRAIN YOUR OWN

For companies who have large numbers of drivers it may be financially and operationally advantageous to provide their own training. We can help you develop this resource. 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 dealing with Driver CPC in the future.

EDI Driver CPC Train the Trainer – Novice Trainers

This course is designed for organisations who want to train their own drivers but need a member of staff trained. This is an accredited Level III programme for those individuals with little or no training experience.

CALL 0800 3283297 FOR DATES OR FOR MORE INFORMATION

Course Design

Generic Courses

Our course design team have developed a range of 'generic' courses which can be purchased ready to send for JAAPT approval. Included in each pack is the course timetable, a detailed course programme, instructor notes, a 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 the course is delivered.

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 JAAPT approval.

CALL 0800 328 3297 FOR MORE INFORMATION



New Improved Loyalty Scheme 2011!

Our customer loyalty scheme has been improved for 2011, providing even more benefits to our customers.

The discount available to our customers is based on the amount of money you spend with Specialist per annum and as the saying goes, "...the more money you spend the more discounts you get!"

Customers who spend over £1,000 are automatically entered into Gold, Silver or Bronze groups depending on their spend. This can straight away mean training fee discounts from 3% to 7.5%.

All customers can take advantage of the other benefits available. These are:

- ◆ Reminder letters for refresher courses
- ◆ Managing your employees training records
- ◆ Updates in changes in Legislation
- ◆ Newsletters
- ◆ Wide range of courses and dates
- ◆ Free attendance at Specialist's seminars
- ◆ High quality of training

Terms and Conditions

- Discount is not available in conjunction with any other offer.
- Customers who have an annual spend of less than £1k cannot claim any discount under the Loyalty Scheme.
- Excludes direct costs i.e. administration fee, student notes & exam fees.
- Discount evaluated on a 6 monthly basis.
- Not applicable to customers who pay their invoices outside 60 days.

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COURSES & SERVICES AT A GLANCE

HEALTH & SAFETY TRAINING COURSES:

Health & Safety – Introduction for Managers
 Health & Safety – Risk Assessment
 Health & Safety – Basic Understanding
 First Aid at Work
 First Aid at Work Requalification
 Emergency First Aid at Work
 First Aid Annual Updates
 Understanding Chemicals/Chemical Awareness
 Chemicals in Warehouses
 Managing Machinery – PUWER
 COSHH
 Manual Handling
 Fire Extinguisher
 Fire Marshal
 Banksman/Reversing Assistant

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

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 Specialisations
 Multimodal Transport of Dangerous Goods
 Health Services Advisory Service

CERTIFICATE OF PROFESSIONAL COMPETENCE

CPC Freight National
 CPC Freight International
 CPC Passenger National
 CPC Passenger International
 CPC Case Study Preparation day
 CPC Mock Exam day

DRIVER CPC

Drivers Hours & Digital Tachograph
 Emergency First Aid for Drivers
 Defensive Driving
 ADR
 Use of Mechanical Handling Equipment
 Refresher/FLT Refresher course
 Driver's First Aid at Work
 Dangerous Goods Awareness
 Modular course – consisting of 18 x 3.5 modules.
 Local Authority Modular Course
 Safe & Fuel Efficient Driving – Practical
 LGV Driving Skills - Practical
 EDI Train the Trainer
 Course Design Service

FORK LIFT TRUCK:

RTITB / Certificate of Competence - Operator Training – All truck types
 RTITB Instructor / Examiner Training
 Fork Lift Truck Supervisor / Managers course
 Pedestrian Pallet Operator Training
 Specialist Truck training

DRIVER TRAINING :

Driver Assessments
 EDI Certificate in Defensive Driving
 Standard Assessor
 EDI Assessor

OTHER COURSES

Management / Supervisory

