



**SPECIALIST** | Training +  
Consultancy

# TRAINING PROGRAMME

SEPTEMBER 2017 -  
FEBRUARY 2018

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Tel: **0800 328 3297** or visit [specialisttraining.co.uk](http://specialisttraining.co.uk)



# WELCOME

We have been busy developing our social media presence since the last issue of our 6 monthly mailer and we now have a dedicated Twitter, LinkedIn and Facebook page where we can keep you up to date on any industry developments, news and course information. Please take time to click and follow us...we may even release a voucher code on forthcoming training.... so keep watching.

In September 2017 we will be entering into year 4 of the next cycle of Driver CPC where the demand for Driver CPC courses will increase as the deadline is fast approaching. To celebrate this milestone we have introduced a new Driver CPC course, 'Dealing with an Emergency'. Please contact us to find out more about this course.

In addition to our new course we have reviewed and updated all of our courses to ensure our customers receive the highest quality service. We also provide bespoke courses for our larger customers so please contact us if you have a specific training need and if we are unable to offer the course then we may be able to put you in touch with someone who can. We also welcome any new ideas for any forthcoming courses.

This mailer contains a list of dates for the 6 month period however if you are looking for dates beyond this then please check out our website as it provides useful information and 'live' dates of our forthcoming courses on a rolling 6 months.

We look forward to continue working with you.

Nicola Dugdale

Managing Director



# FORK LIFT TRUCK

## OPERATOR TRAINING

RTITB National Operator Registration Scheme (**INORS**) or **Certificate of Competence** courses are available for all your Fork Lift Truck Operator requirements. These are carried out at a ratio of **3 trainees to 1 instructor**. Training can take place at either our training centre in Altham or alternatively onsite at customer premises. Please call **0800 328 3297** to discuss your training requirements.

Trucks include counterbalance, reach, pedestrian pallet, pivot steer including flexi and bendi, very narrow aisle, order picker, side loader, vehicle mounted lift truck, scissor lift and cherry picker.

## INSTRUCTOR / EXAMINER TRAINING

Specialist is an approved Centre for the delivery of RTITB Instructor/Examiner training. This ten day initial course aims to up-skill a member of staff to RTITB Instructor standard to prepare them to deliver accredited training.

We also offer **In-house Instructor/ Examiner training**. This is suitable for organisations which require an instructional resource to deliver in-house training to employees. Once an individual is qualified, he or she will be able to instruct and examine on trucks for which they hold the relevant operator's certificate.

Course Title	Start Date	Duration
Operator Level	Weekly	1-5 Days
Instructor - Initial	Friday - 08/09/2017	10 Days
Instructor - Refresher	Monday - 25/09/2017	3-5 Days





# FIRST AID

Specialist Training has provided First Aid training for over 15 years and was approved by HSE. Since then we have become a member of the Federation of First Aid Training Organisations (FOFATO) and all our courses are approved by the First Aid Industry Body (FAIB).

## FIRST AID AT WORK (FAW) – INITIAL – 3 DAYS

Suitable for all industry types with a requirement for full first aid certification, valid for three years.

## FIRST AID AT WORK – RE-QUALIFICATION – 2 DAYS

This course is suitable for existing First Aid at Work qualified candidates who are looking to renew for a further 3 years. This course can be taken 3 months before the expiry date.

## EMERGENCY FIRST AID AT WORK – 1 DAY

The Emergency First Aid at Work course is useful as backup for organisations that already have FAW provision. This course can also be counted as 7 hours of Driver CPC training.

## AUTOMATED EXTERNAL DEFIBRILLATOR (AED) – 1/2 DAY

An introductory overview of the use of an AED (defibrillator) is now a compulsory part of our First Aid training, however if you require a more indepth course for a group of staff then we can provide this as a half day session.



Course Title	Start Date	Duration
First Aid at Work Refresher	Monday - 25/09/2017	2 Days
Emergency First Aid at Work	Thursday - 28/09/2017	1 Day
Emergency First Aid at Work	Monday - 09/10/2017	1 Day
First Aid at Work	Wednesday - 11/10/2017	3 Days
Emergency First Aid at Work	Tuesday - 07/11/2017	1 Day
First Aid at Work Refresher	Wednesday - 08/11/2017	2 Days
Emergency First Aid at Work	Tuesday - 05/12/2017	1 Day
First Aid at Work	Tuesday - 12/12/2017	3 Days
Emergency First Aid at Work	Thursday - 04/01/2018	1 Day
First Aid at Work Refresher	Monday - 29/01/2018	2 Days
Emergency First Aid at Work	Friday - 09/02/2018	1 Day
First Aid at Work	Monday - 19/02/2018	3 Days

In-company courses are also available for up to a group of 12 employees.

“ *The instructor was fab! Would recommend to anyone as it was informative and enjoyable.* ”  
*Thank you.*

**Katie Darnell, Kenyon Road Haulage – First Aid at Work June 17**



# FIRE SAFETY

## FIRE MARSHAL COURSE

This one day course provides a basic understanding of Fire and the role of a Fire Marshal. Courses can also be carried out at company premises subject to the availability of a suitable practical training area.

## FIRE RISK ASSESSMENT TRAINING

This three day course will enable health and safety managers to carry out fire risk assessments. A basic understanding of fire safety and the legislative requirements within the Fire Safety Order 2005 will also be covered. For further information and for course dates then please give us a call on **0800 328 3297**.

## FIRE CONSULTANCY

If you would prefer for one of our Fire Consultants to carry out a risk assessment on your premises then we can also do this. Our fire expert will carry out an **onsite audit** and will complete a **full report** containing their findings and any recommendations to ensure **legal compliance** and **best practice**. Assistance can also be provided to help **implement** any of the **recommendations**. For further information or to speak to one of the consultants, then please give us a call on **0800 328 3297**.

Course Title	Start Date	Duration
Fire Marshal	Friday - 29/09/2017	1 Day
Fire Marshal	Monday - 11/12/2017	1 Day



# CERTIFICATE OF PROFESSIONAL COMPETENCE (CPC)

All applicants for an Operator's Licence for **ROAD HAULAGE** or **PASSENGER CARRYING VEHICLES** must demonstrate "**professional competence**." The most popular way this is achieved is by passing the examination for the CPC conducted by OCR Examinations on behalf of the Department for Transport (DfT).

## CPC INTENSIVE COURSE

This **ten day** intensive public course follows the **OCR Syllabus**, which is based directly on Regulation EC 1071/2009 and includes exam preparation for the two examinations that are held at our training centre, in September and March. Upon successfully passing the examinations, a certificate will be awarded by OCR. Results are published 8 weeks after the examination date.

If you have a **group** of more than **7 candidates** to train at the same time then it may be more **cost effective** if we come to you to deliver the training as an in-company course. These can be scheduled around the December 2017 exam. For further details please call **0800 328 3297** to discuss your requirements further.

## CPC REFRESHER / REGULATORY UPDATE COURSE

This **one/two day** intensive course is designed to **up date** the **knowledge** of **existing transport managers** and other related transport professionals who already hold a CPC. Such training is **recommended** by the **Traffic Commissioners** as important in ensuring managers are "current" in their transport knowledge.

Course Title	Start Date	Duration
Road Haulage / Passenger Intensive	Monday - 04/09/2017	10 Days
Road Haulage - Refresher	Thursday - 28/09/2017	1 Day
Passenger - Refresher	Wednesday - 27/09/2017	1 Day
Road Haulage / Passenger Intensive	Monday - 26/02/2018	10 Days



## SUMMARY COURSE DATES

Course Title	Start Date	Duration
ADR Packages & Tanks	Monday – 18/09/2017	5 Days
ADR Class 7 Radioactives	Friday – 22/09/2017	1 Day
ADR Class 1 Explosives	Monday – 25/09/2017	1 Day
ADR Packages - Weekend	Saturday – 07/10/2017	4 Days
ADR Packages	Monday – 16/10/2017	4 Days
ADR Packages & Tanks	Monday – 27/11/2017	5 Days
ADR Packages & Tanks	Monday – 08/01/2018	5 Days
ADR Packages	Monday – 05/02/2018	4 Days
DGSA Initial / Refresher	Monday – 04/09/2017	5 Days
DGSA Examination	Thursday – 14/09/2017	1 Day
DGSA Initial / Refresher	Monday – 06/11/2017	5 Days
DGSA Examination	Thursday – 23/11/2017	1 Day
DGSA Initial / Refresher	Monday - 19/02/2018	5 Days
DGSA Examination	Thursday - 08/03/2018	1 Day
IATA Initial / Refresher	Monday – 18/09/2017	3 Days
IATA Initial / Refresher	Wednesday – 31/01/2018	3 Days
FLT Operator Level	Weekly	1-5 Days
FLT Instructor - Initial	Friday - 08/09/2017	10 Days
FLT Instructor - Refresher	Monday - 25/09/2017	3-5 Days
First Aid at Work Refresher	Monday - 25/09/2017	2 Days
Emergency First Aid at Work	Thursday - 28/09/2017	1 Day
Emergency First Aid at Work	Monday - 09/10/2017	1 Day
First Aid at Work	Wednesday - 11/10/2017	3 Days
Emergency First Aid at Work	Tuesday - 07/11/2017	1 Day
First Aid at Work Refresher	Wednesday - 08/11/2017	2 Days





Course Title	Start Date	Duration
Emergency First Aid at Work	Tuesday - 05/12/2017	1 Day
First Aid at Work	Tuesday - 12/12/2017	3 Days
Emergency First Aid at Work	Thursday - 04/01/2018	1 Day
First Aid at Work Refresher	Monday - 29/01/2018	2 Days
Emergency First Aid at Work	Friday - 09/02/2018	1 Day
First Aid at Work	Monday - 19/02/2018	3 Day
CPC Road Haulage / Passenger Intensive	Monday - 04/09/2017	10 Days
CPC Road Haulage - Refresher	Thursday- 28/09/2017	1 Day
CPC Passenger - Refresher	Wednesday - 27/09/2017	1 Day
CPC Road Haulage / Passenger Intensive	Monday - 26/02/2018	10 Days
Driver Stress & Fatigue & Regulatory Compliance	Saturday - 23/09/2017	1 Day
First Aid & Driver Fire Safety	Wednesday - 27/09/2017	1 Day
Drivers Hours & Tachograph	Friday - 29/09/2017	1 Day
Safe Urban Driving (FORS)	Thursday - 05/10/2017	1 Day
Drug & Alcohol Awareness & Vulnerable Road User	Tuesday - 10/10/2017	1 Day
Professional Driver Knowledge & Dealing with Customers	Friday - 10/11/2017	1 Day
Drivers Hours & Tachograph	Saturday - 18/11/2017	1 Day
Drivers Hours & Tachograph	Monday - 04/12/2017	1 Day
Driver Stress & Fatigue & Regulatory Compliance	Wednesday - 03/01/2018	1 Day
Dealing with Emergencies & First Aid	Friday - 05/01/2018	1 Day
Drivers Hours & Tachograph	Wednesday - 10/01/2018	1 Day
Safe Urban Driving (FORS)	Saturday - 10/02/2018	2 Days
Fire Marshal	Friday - 29/09/2017	1 Day
Fire Marshal	Monday - 11/12/2017	1 Day



# DANGEROUS GOODS

## CARRIAGE OF DANGEROUS GOODS BY ROAD – ADR

This course is for drivers who transport regulated dangerous goods over certain load thresholds by road. Drivers have to attend an approved course and pass an examination set by SQA. Certificates are valid for 5 years both internationally and in the UK.

This course is modular and can include all classes of dangerous goods including Explosive and Radioactives. It can also count for up to a maximum of 28 hours of Driver CPC training depending on the modules attended.

Since Feb 2017 all ADR in-centre course exams have been held online. This has been hugely successful and beneficial to the driver especially as the results are issued at the end of the session and the ADR card published within 7 days.

ADR courses are generally carried out during the week however weekend courses are available on demand. If you would prefer an in-company course, where we can come to you then please call **0800 328 3297** to discuss your requirements.

Course Title	Start Date	Duration
ADR Packages & Tanks	Monday – 18/09/2017	5 Days
ADR Class 7 Radioactives	Friday – 22/09/2017	1 Day
ADR Class 1 Explosives	Monday – 25/09/2017	1 Day
ADR Packages - Weekend	Saturday – 07/10/2017	4 Days
ADR Packages	Monday – 16/10/2017	4 Days
ADR Packages & Tanks	Monday – 27/11/2017	5 Days
ADR Packages & Tanks	Monday – 08/01/2018	5 Days
ADR Packages	Monday – 05/02/2018	4 Days



## DANGEROUS GOODS AWARENESS

Specialist can deliver a variety of dangerous goods awareness training for various modes of transport i.e. road, sea, air or multimodal. This can range from a half day generic session covering all types of dangerous goods to specific chemical class specific training. Call **0800 328 3297** for more details.

## CONSULTANCY

Any organisation involved with the transport of regulated dangerous goods over certain thresholds must appoint a Dangerous Goods Safety Adviser. Specialist is one of the country's leading providers of specialised dangerous goods advice, serving all sectors of Industry from owner operators to blue chip companies carrying **High Consequence Dangerous Goods** (HCDG).

## DANGEROUS GOODS SAFETY ADVISER – DGSA

The five day DGSA course provides attendees with an extensive study of the Dangerous Goods Regulations, both European and domestic. The course prepares the individual to sit the Scottish Qualification Authority (SQA) examinations held four times a year. The training is also a vital grounding for the preparation of an individual to carry out their duties as a 'real world' Dangerous Goods Safety Adviser.

Course Title	Start Date	Duration
DGSA Initial / Refresher	Monday – 04/09/2017	5 Days
DGSA Examination	Thursday - 14/09/2017	1 Day
DGSA Initial / Refresher	Monday – 06/11/2017	5 Days
DGSA Examination	Thursday - 23/11/2017	1 Day
DGSA Initial / Refresher	Monday - 19/02/2018	5 Days
DGSA Examination	Thursday - 08/03/2018	1 Day



## CARRIAGE OF DANGEROUS GOODS BY AIR – CAA /IATA

This course is designed for those responsible for arranging movements of dangerous goods by air. This includes personnel involved with classification, packing, labeling and completing / signing off documentation. This CAA approved and certified course complies with the training requirements of the IATA Regulations. This course is suitable for initial and refresher candidates. Upon passing the course, trainees will be issued with a CAA approved Carriage of Dangerous Goods by Air certificate.



Course Title	Start Date	Duration
IATA Initial / Refresher	Monday – 18/09/2017	3 Days
IATA Initial / Refresher	Wednesday – 31/01/2018	3 Days

## OTHER AIRFREIGHT COURSES

These popular Airfreight courses are authorised in the UK by the Civil Aviation Authority and are available as in-company courses.

- Carriage of Lithium Batteries by Air
- Carriage of Excepted Quantities by Air
- Carriage of Diagnostic Specimens and Infectious Substances by Air
- Consignment of Aerosols
- Dangerous Goods for Packers

## CARRIAGE OF DANGEROUS GOODS BY SEA – IMDG

This course is designed for employees involved in the movements of dangerous goods in-scope to the International Maritime Dangerous Goods (IMDG) Code.

Three standard IMDG courses are available, although bespoke courses can be designed. All courses meet the requirements of STCW Section B-Vc. Please call for further information.



# Driver CPC

The September 2019 deadline is fast approaching with only 2 years remaining for drivers to gain their 35 hours. As occurred in the first five year phase it is expected for the demand for Driver CPC to increase significantly over the next 2 years and it is highly recommended that our customers plan their training well before the 2019 deadline.

Specialist's Driver CPC courses cover a huge variety of subjects relevant to a driver's role. Our **Modular Course Programme** consists of **14 x 3.5 hour modules** which can be combined in pairs to make seven hour courses. Alternatively there are a number of stand-alone **7 hour programmes**. Courses meet the needs of both Passenger and Goods Vehicle drivers and are all approved by JAAPT.

A **NEW** module, '**Dealing with Emergencies**' has been added from September which will help the drivers deal with the most likely of emergencies whilst on the road. The First Aid module would be a complementary module to be added to the new course to create a 7 hour course.

## PUBLIC

Our public courses are aimed at smaller organisations, or those that cannot release large numbers of drivers at the same time to attend training or for those drivers who have been unable to attend their in-company course. Public courses covers a wide range of subjects and are scheduled on pre set dates, allowing you to plan them into your operations.

## IN-COMPANY

In-company courses are ideal for those companies who can release large numbers of drivers to attend training (up to 20 per course). The benefit of in-company courses is that they can be tailored to be specific to company needs and can be arranged at a location and date to suit. The customer can choose any of the existing courses available or if numbers permit, a course can be specifically designed for them. This option also makes it easier to achieve optimum course loading and thus maximises value for money costing from as low as £31.25 per person!





## PUBLIC COURSE DATES

Course Title	Start Date	Duration
Driver Stress & Fatigue & Regulatory Compliance	Saturday - 23/09/2017	1 Day
First Aid & Driver Fire Safety	Wednesday - 27/09/2017	1 Day
Emergency First Aid at Work	Thursday - 28/09/2017	1 Day
Drivers Hours & Tachograph	Friday - 29/09/2017	1 Day
Safe Urban Driving (FORS)	Thursday - 05/10/2017	1 Day
Emergency First Aid at Work	Monday - 09/10/2017	1 Day
Drug & Alcohol Awareness & Vulnerable Road User	Tuesday - 10/10/2017	1 Day
Emergency First Aid at Work	Tuesday - 07/11/2017	1 Day
Professional Driver Knowledge & Dealing with Customers	Friday - 10/11/2017	1 Day
Drivers Hours & Tachograph	Saturday - 18/11/2017	1 Day
Drivers Hours & Tachograph	Monday - 04/12/2017	1 Day
Emergency First Aid at Work	Tuesday - 05/12/2017	1 Day
Driver Stress & Fatigue & Regulatory Compliance	Wednesday - 03/01/2018	1 Day
Emergency First Aid at Work	Thursday - 04/01/2018	1 Day
Dealing with Emergencies & First Aid	Friday - 05/01/2018	1 Day
Drivers Hours & Tachograph	Wednesday - 10/01/2018	1 Day
Emergency First Aid at Work	Friday - 09/02/2018	1 Day
Safe Urban Driving (FORS)	Saturday - 10/02/2018	1 Day

*“ Thanks for today, very much appreciated the way you delivered the training, very beneficial to all involved! ”*

**Robert Day, Silentnight** – Driver CPC



# Driver Training

Specialist offers a number of solutions to the challenges of **driver improvement**. These range from simple **driving assessments** to a completely **integrated training programme**.

## LARGE/MEDIUM GOODS FAMILIARISATION TRAINING

This training is designed to familiarise those individuals who have historically held an LGV licence category but who have rarely, or never used it. The course trains or refreshes these drivers in all aspects of safe driving for the particular licence category. On completion of this course the driver will feel more **confident** carrying out their duties. An appropriate vehicle must be provided by the customer.

## LICENCE ACQUISITION - LGV / PCV

**Practical training** to prepare the trainee for the LGV Cat C1, C, C+E, D1, D or D+E tests are usually carried out on a 2:1 basis over 5 days. The training takes place using the customer's own vehicle. If you have any specific requirements then please call **01282 687090** to discuss.

**Initial Driver CPC Module 4 Practical Test Training** is compulsory for new drivers who plan to drive professionally. The practical test is arranged during the 5-day licence acquisition course. Attending this training will ensure the driver is suitably prepared for the module 4 Test.

## REVERSING ASSISTANT

The Reversing Assistant ("Banksman") course is designed for those with a responsibility for directing vehicles within loading bays / vehicle yards. This course is carried out at customer premises.

## DRIVING ASSESSMENTS

Driving Assessments can be tailored to individual requirements and can help give an organisation a vital snapshot on its drivers' skills and knowledge. Driving assessments can be carried out on all vehicle types, using the customer's own vehicle. These assessments can range from one hour snapshots of a driver's abilities to full day in-depth assessments with corrective tuition. Please call to discuss your requirements.

## STANDARD ASSESSOR

The Standard Assessor course is designed to train an experienced driver to be a dedicated "in house" assessor. It also serves to prepare them for higher level assessment training should they wish to progress further.



# TRAIN THE TRAINER

For some organisations, an internal training resource is an invaluable asset as it suits their operational requirements. For these internal trainers to deliver appropriate quality courses to employees, it is essential that they themselves have received the right training and have been prepared for their role. Specialist offers a number of courses to help meet this need.

**Fork Lift Truck Instructor / Examiner** - See FLT section

**Driver CPC Train the Trainer** - A course designed to prepare those who are tasked with delivering Driver CPC training. Ready to use Driver CPC courses can also be provided as part of this training.

**Manual Handling Train the Trainer** - This course is suitable for those organisations that require their own in house trainer for manual handling.

**Pedestrian Pallet Truck Train the Trainer** - This two day course is suitable for organisations that require in house training on use of Pedestrian Pallet Trucks.

