



SPECIALIST | Training +
Consultancy



TRAINING PROGRAMME

SEPTEMBER –
FEBRUARY 2019

6 Venture Court
Metcalf Drive
Altham Industrial Estate
Accrington
Lancashire
BB5 5TU



WELCOME

September is the mark of our **20th year in business** and we are proud to shout about our success, especially as I believe this is a real achievement! In addition to this the management team who were involved with getting Specialist off the ground are still part of the business, albeit a little older and greyer!

During the early part of 2018 we decided to look for recognition in what we had achieved and entered several Awards, the local Hyndburn Business Awards, the regional BIBA's Awards and the National Talent in Logistics Awards.



Whilst we are still waiting to find out about the winners of the BIBA's Award (due later this month) we were proudly recognised as a finalist in the Hyndburn Business Awards. In addition to this our two trainers entered for the Driver CPC Instructor of the Year category at the Talent in Logistics Awards had also been recognised for their hard work as they both joined three other finalists! One of our trainers was the **WINNER** – look to the back page to find out who!

In the remaining part of the year we will continue to get out and about a bit more by attending more networking events along with implementing our digital marketing strategy. We want to make it easier for our customers to keep in touch.

A quick note to our customers with professional drivers - We are now in the final year of the Driver CPC deadline and there are many drivers who have yet to gain their 35 hours! Don't leave yourself short as there is an estimated **12 million training hours** to be completed before September 2019!

Dates and availability for all our public courses are on our website on a rolling 6 months so please check it out.

Nicola Dugdale
Managing Director



FORK LIFT TRUCK

OPERATOR TRAINING

As the only local **RTITB Fork Lift Truck training centre** in **East Lancashire** courses are available for all your Fork Lift Truck Operator requirements. **RTITB National Operator Registration Scheme (NORS)** or **Certificate of Competence** courses are available on a weekly basis on a ratio of **3 trainees to 1 instructor**.

Training can also take place onsite at customer premises on a wide range of Mechanical Handling equipment such as **counterbalance, reach, pedestrian pallet, pivot steer including flexi and bendi, very narrow aisle, order picker, side loader, scissor lift and cherry picker**.

Please call **0800 328 3297** to discuss your training requirements.

INSTRUCTOR / EXAMINER TRAINING

In addition to being the only Operator training centre in the area Specialist is the **only RTITB Fork Lift Truck Instructor / Examiner approved training centre** in East Lancashire. This course aims to up-skill a member of staff to RTITB Instructor standard to prepare them to deliver accredited operator training.

Once an individual is qualified, they 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	Monday – 15/10/2018	10 Days

We have an outstanding **100% first time pass rate** to shout about. In the last two courses 11 candidates attended and passed first time!





FIRST AID

Specialist Training has been delivering First Aid training to local companies around Lancashire for 20 years and is approved by the **First Aid Industry Body (FAIB)**. Our trainers are also members of the **Federation of First Aid Training Organisations (FOFATO)**.

NEW & IMPROVED FIRST AID

We are proud to launch our NEW, IMPROVED, DYNAMIC AND ENGAGING approach to First Aid training. A radical overhaul has recently been completed to keep up with the demands on first aiders, introducing new techniques and responsibilities.

Our new continual assessment approach means that skills are explained, demonstrated, practised and assessed constantly as the course progresses. Trainees are presented with scenarios with some very realistic issues to deal with. We feel this type of situation gives the trainees increased confidence in their own skills and abilities should they ever have to deal with a real life emergency.

INITIAL – 3 DAYS

This course is aimed at individuals who are new to First Aid or whose certificate has lapsed.

RE-QUALIFICATION – 2 DAYS

This course can be taken **3 months before** the **expiry** date without losing any time on their existing certificate, or up to **1 month after** the expiry date of the certificate.

EMERGENCY FIRST AID AT WORK – 1 DAY

This course is aimed at a workplace environment with low risk level and less than 5 employees. It is also suitable for those who are assisting the qualified First Aider. This course can also count towards **7 hours** of **Driver CPC** training.



The First Aid Industry Body



AUTOMATED EXTERNAL DEFIBRILLATOR - ½ DAY

Whilst the use of an AED is briefly covered on the First Aid course this course goes into much more depth providing trainees with a more thorough understanding of dealing with casualties who have suffered a cardiac arrest.

ANNUAL FIRST AID UPDATE - ½ DAY

This course is aimed at existing First Aiders who would like to keep current with First Aid practices. It is also useful to those who aren't First Aid qualified but who are interested in knowing about the basics of First Aid.

Course Title	Start Date	Duration
First Aid at Work Refresher	Thursday – 20/09/2018	2 Days
Emergency First Aid at Work	Wednesday – 26/09/2018	1 Day
Automated External Defibrillator	Friday - 28/09/2018	½ Day
Emergency First Aid at Work	Monday – 08/10/2018	1 Day
First Aid at Work	Wednesday - 10/10/2018	3 Days
Annual Update	Monday – 22/10/2018	½ Day
First Aid at Work Refresher	Monday – 12/11/2018	2 Days
Emergency First Aid at Work	Thursday – 22/11/2018	1 Day
Automated External Defibrillator	Thursday – 29/11/2018	½ Day
First Aid at Work	Tuesday – 11/12/2018	3 Days
Emergency First Aid at Work	Friday – 14/12/2018	1 Day
Annual Update	Wednesday – 19/12/2018	½ Day
Emergency First Aid at Work	Thursday - 03/01/2019	1 Day
First Aid at Work Refresher	Monday – 28/01/2019	2 Days
First Aid at Work	Tuesday – 05/02/2019	3 Days
Emergency First Aid at Work	Friday – 15/02/2019	1 Day

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



FIRE SAFETY

FIRE MARSHAL COURSE

This one day course provides a basic understanding of Fire and the role of a Fire Marshal. Public courses are carried out by industry experts or alternatively they can deliver the training at your company premises subject to the availability of a suitable practical training area.

The course involves theory as well as a **practical element** whereby trainees will gain experience in using a range of **fire extinguishants** to put out a **live fire**.

Course Title	Start Date	Duration
Fire Marshal	Monday – 24/09/2018	1 Day
Fire Marshal	Friday – 14/12/2018	1 Day

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. This course is only available to be held at your company premises. 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 site 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**.



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



Our popular **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. Upon successfully passing the examinations, a certificate will be awarded by OCR. Results are published 8 weeks after the examination date.

The **first time pass** result on **both exams** are consistently above the National pass rate as published by OCR. Our experienced and qualified trainers are dedicated in helping you achieve this positive result.

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 – 03/09/2018	10 Days
Road Haulage – Refresher	Tuesday – 25/09/2018	1 Day
Road Haulage – Refresher	Tuesday – 30/10/2018	2 Days
Passenger – Refresher	Friday – 07/12/2018	1 Day
Road Haulage – Refresher	Monday – 10/12/2018	1 Day
Road Haulage & Passenger Intensive	Monday – 25/02/2019	10 Days



SUMMARY COURSE DATES

Course Title	Start Date
ADR Packages & Tanks	Monday – 17/09/2018
ADR Packages	Monday – 15/10/2018
ADR Class 7 Radioactives	Monday – 19/10/2018
ADR Packages & Tanks	Monday – 26/11/2018
ADR Class 1 Explosives	Tuesday – 04/12/2018
ADR Packages & Tanks	Monday – 07/01/2019
ADR Packages	Monday – 11/02/2019
DGSA Initial / Refresher	Monday – 05/11/2018
DGSA Initial / Refresher	Monday – 18/02/2019
IATA Initial / Refresher	Monday – 17/09/2018
IMDG	Wednesday – 28/11/2018
First Aid at Work Refresher	Thursday – 20/09/2018
Emergency First Aid at Work	Wednesday – 26/09/2018
Automated External Defibrillator	Friday - 28/09/2018
Emergency First Aid at Work	Monday – 08/10/2018
First Aid at Work	Wednesday - 10/10/2018
First Aid at Work Refresher	Monday – 12/11/2018
Emergency First Aid at Work	Thursday – 22/11/2018
Automated External Defibrillator	Thursday – 29/11/2018
First Aid at Work	Tuesday – 11/12/2018
Emergency First Aid at Work	Friday – 14/12/2018
Emergency First Aid at Work	Thursday - 03/01/2019
First Aid at Work Refresher	Monday – 28/01/2019
First Aid at Work	Tuesday – 05/02/2019
Emergency First Aid at Work	Friday – 15/02/2019
Fire Marshal	Monday – 24/09/2018
Fire Marshal	Friday – 14/12/2018
RTITB Instructor - Initial	Monday – 15/10/2018
CPC Road Haulage & Passenger Intensive	Monday – 03/09/2018
CPC Road Haulage - Refresher	Tuesday – 25/09/2018



Course Title	Start Date
CPC Road Haulage – Intensive	Tuesday – 30/10/2018
CPC Passenger – Refresher	Friday – 07/12/2018
CPC Road Haulage – Refresher	Monday – 10/12/2018
CPC Road Haulage & Passenger Intensive	Monday – 25/02/2019
DCPC Drivers’ Hours & Tachographs	Saturday – 01/09/2018
DCPC Driver Knowledge & Dealing with Customers	Monday – 17/09/2018
DCPC Driver Stress and Fatigue & Regulatory Compliance	Tuesday – 18/09/2018
DCPC Drug and Alcohol Awareness & Vulnerable Road Users	Wednesday – 19/09/2018
DCPC Dealing with Emergencies & First Aid	Monday – 22/10/2018
DCPC Driver Stress and Fatigue & Regulatory Compliance	Tuesday – 23/10/2018
DCPC Drug and Alcohol Awareness & Vulnerable Road Users	Wednesday – 24/10/2018
DCPC Drug and Alcohol Awareness & Vulnerable Road Users	Saturday – 17/11/2018
DCPC Driver Knowledge & Changing Driver Behaviour	Monday – 19/11/2018
DCPC Drivers’ Hours and Tachographs	Tuesday – 20/11/2018
DCPC Safe Urban Driving	Wednesday – 21/11/2018
DCPC Driver Knowledge & Changing Driver Behaviour	Saturday – 15/12/2018
DCPC Drug & Alcohol Awareness and Vulnerable Road Users	Monday – 17/12/2018
DCPC Driver Stress & Fatigue and Regulatory Compliance	Tuesday – 18/12/2018
DCPC Dealing with Emergencies & First Aid	Wednesday – 19/12/2018
DCPC Drivers’ Hours & Tachographs	Wednesday – 02/01/2019
DCPC Driver Knowledge & Changing Driver Behaviour	Friday – 04/01/2019
DCPC Drug & Alcohol Awareness and Vulnerable Road Users	Thursday – 14/02/2019
DCPC Driver Stress & Fatigue and Regulatory Compliance	Saturday – 16/02/2019



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.



This course is **modular** and can include **all classes of dangerous goods** including Explosive and Radioactives however we can bespoke our public course so the driver will only need to attend the modules they require. The course can also count for up to a maximum of **28 hours of Driver CPC** training depending on the modules attended.

Since the introduction of the **online exams** the drivers have been able to get their **results immediately** after the course. This has been hugely successful and beneficial to the driver especially as the **ADR card** is published within **7 days**. Online exams however are only available for courses held at our training centre.

ADR courses are generally carried out during the week on a monthly basis 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 – 17/09/2018	5 Days
ADR Packages	Monday – 15/10/2018	4 Days
ADR Class 7 Radioactives	Monday – 19/10/2018	1 Day
ADR Packages & Tanks	Monday – 26/11/2018	5 Days
ADR Class 1 Explosives	Tuesday – 04/12/2018	1 Day
ADR Packages & Tanks	Monday – 07/01/2019	5 Days
ADR Packages	Monday – 11/02/2019	4 Days



DANGEROUS GOODS AWARENESS

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

HEALTHCARE WASTE MANAGEMENT

This **2-day** course is for anyone who is required to understand the **key principles** governing **waste** within a **Healthcare environment**, delivered by our industry expert who has over 20 years experience in working with Healthcare.

CONSULTANCY

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 – 05/11/2018	5 Days
DGSA Examination	Thursday – 22/11/2018	1 Day
DGSA Initial / Refresher	Monday – 18/02/2019	5 Days
DGSA Examination	Thursday – 07/03/2019	1 Day



CARRIAGE OF DANGEROUS GOODS BY AIR - CAA /IATA

This **CAA approved** and **certified** course **complies** with the training requirements of the **IATA Regulations** and is designed for those responsible for arranging **movements of dangerous goods by air**. Personnel involved with classification, packing, labelling and completing / signing off documentation would need to attend this course. 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 – 17/09/2018	3 Days

LITHIUM BATTERIES

As the demand for cordless equipment increases so does the demand for the training around the safe transportation of lithium ion & metal batteries. Transporting these by road doesn't pose a problem however when transporting these by air the dangers and risks increase.

Training is often delivered at customer premises as this ensures it is tailored to the needs of the Company.

Refresher training is required every 2 years as this is when the legislation is updated.

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**.

Course Title	Start Date	Duration
IMDG	Wednesday – 28/11/2018	1 Day



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**.

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**.

Initial Driver CPC Module 4 Practical Test Training is **compulsory** for **new drivers** who plan to drive professionally. The practical test is **usually** arranged **during the 5-day licence acquisition course**, although can be carried out **independently** of the licence acquisition.

YARD SHUNTING

This course is designed for those with a responsibility for manoeuvring vehicles or trailers around the Company's own yard. Training can be provided on a wide range of vehicles including the specialist Shunting vehicles such as Terberg. This course is carried out at customer premises using their own vehicles.

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.



DRIVER CPC

The **September 2019** deadline is fast approaching with only **12 months remaining** for drivers to gain their 35 hours. As occurred in the first five year cycle it is expected for the demand for Driver CPC to increase significantly over the next 12 months, with an estimated **12 million** training hours to be **recorded** during this period. With this in mind, 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** which are also approved by another awarding body making the course dual qualified hence greater value for money. These include the following:

- ADR – Carriage of Dangerous Goods – up to 28 hours of DCPC
- Emergency First Aid at Work
- FORS Safe Urban Driving – including the practical cycle element

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 have been **unable to attend their in-company course**. Public courses cover a wide range of subjects and are scheduled on pre-set dates, allowing you to plan them into your operations. Courses are available during the week and at weekends.

IN-COMPANY

In-company courses are **ideal** for those companies who can **release larger numbers of drivers** to attend training (up to **20 per course**). The benefit of in-company courses is that they can be arranged at a location and date to suit. The customer can choose any of the existing courses available. 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
Drivers' Hours & Tachographs	Saturday – 01/09/2018
Professional Driver Knowledge & Changing Driver Behaviour	Monday – 17/09/2018
Driver Stress and Fatigue & Regulatory Compliance	Tuesday – 18/09/2018
Drug and Alcohol Awareness & Vulnerable Road Users	Wednesday – 19/09/2018
Emergency First Aid at Work	Wednesday – 26/09/2018
Emergency First Aid at Work	Monday – 08/10/2018
Dealing with Emergencies & First Aid	Monday – 22/10/2018
Driver Stress and Fatigue & Regulatory Compliance	Tuesday – 23/10/2018
Drug and Alcohol Awareness & Vulnerable Road Users	Wednesday – 24/10/2018
Drug and Alcohol Awareness & Vulnerable Road Users	Saturday – 17/11/2018
Professional Driver Knowledge & Changing Driver Behaviour	Monday – 19/11/2018
Drivers' Hours and Tachographs	Tuesday – 20/11/2018
Safe Urban Driving (FORS)	Wednesday – 21/11/2018
Emergency First Aid at Work	Thursday – 22/11/2018
Emergency First Aid at Work	Friday – 14/12/2018
Professional Driver Knowledge & Changing Driver Behaviour	Saturday – 15/12/2018
Drug & Alcohol Awareness and Vulnerable Road Users	Monday – 17/12/2018
Driver Stress & Fatigue and Regulatory Compliance	Tuesday – 18/12/2018
Dealing with Emergencies & First Aid	Wednesday – 19/12/2018
Drivers' Hours & Tachographs	Wednesday – 02/01/2019
Emergency First Aid at Work	Thursday – 03/01/2019
Professional Driver Knowledge & Changing Driver Behaviour	Friday – 04/01/2019
Drug & Alcohol Awareness and Vulnerable Road Users	Thursday – 14/02/2019
Emergency First Aid at Work	Friday – 15/02/2019
Driver Stress & Fatigue and Regulatory Compliance	Saturday – 16/02/2019



**MEET THE WINNER
DRIVER CPC INSTRUCTOR OF THE YEAR
TALENT IN LOGISTICS**



Nigel (middle) has worked at Specialist for fifteen years and is the Company's senior Driver CPC trainer. In 2017 he trained 589 drivers on 70 courses for 49 customers. He has a gregarious and constantly positive personality and an enduring passion for training. His subject matter knowledge is encyclopaedic and his delivery is consistently engaging for his classes. He has not only helped nurture future driver talent, but also junior Driver CPC trainers in the business.

We were absolutely delighted to see Nigel recognised at a national level for such a prestigious award. He is the embodiment of the type of trainer we have here at Specialist. It's also worth mentioning Kevin Gibson, another Specialist trainer who made the final five finalists for this award. It makes me especially proud to see two fifths of the national finalists came from our Company!

