



**SPECIALIST** | Training +  
Consultancy



# TRAINING PROGRAMME

## SEPTEMBER 2016 - FEBRUARY 2017

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Accrington  
Lancashire  
BB5 5TU



## WELCOME

Dear Customer,

Welcome to Specialist's six monthly 2016 / 2017 training programme.

In this mailer we are delighted to be able to launch our new fresher brand. This has been the culmination of a lot of hard work over the last six months.

We have also carried out a complete overhaul of our website which is now much easier on the eye yet still provides useful information and 'live' dates of our forthcoming courses. Please take a look at [specialisttraining.co.uk](http://specialisttraining.co.uk) and let us know what you think.

Not wanting to stand still on the courses we provide we are also very pleased to be able to offer our newly approved **FORS/DCPC Safe Urban Driving course**. Take a look inside to find out more.....

As always, we have also completed our annual review of all our course material ensuring the training and consultancy services we provide remain the highest quality.

Finally, if you have a training need which is not covered here or on our website then please give us a call as we will still be able to help.

We look forward to continue working with you into next year.

Nicola Dugdale  
Managing Director





## FORK LIFT TRUCK

### OPERATOR

RTITB National Operator Registration Scheme (**NORS**) 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, flexi, bendi, very narrow isle, order picker, side loader, vehicle mounted lift truck, scissor lift and cherry picker.

### INSTRUCTOR / EXAMINER

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.

### LIFT TRUCK SAFETY AWARENESS FOR MANAGERS & SUPERVISORS

This course provides managers and supervisors with the knowledge required to effectively manage Lift Truck operations, even though they may not be operators themselves. Please call for dates.



#### Operator

Held every week

#### Instructor Refresher

26<sup>th</sup> – 30<sup>th</sup> Sept 16



## 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 CATEGORY 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 e.g. the C1 7.5 tonne category. 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.



Please call for dates



## **DRIVING ASSESSMENTS**

Driving Assessments can be tailored to individual requirements and can help give an organisation a vital snapshot on its drivers' skills. 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 one 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.

## **MIDAS training**

In partnership with eXpert Driver Training, Specialist is delighted to announce it now offers Minibus Driver Awareness Scheme (MIDAS) training. This course is designed to improve the skills and knowledge of those responsible for transporting passengers by minibuses. The course is one day long and can be carried out in our own minibus or on a suitable customer vehicle. Drivers who successfully complete the MiDAS assessment and training programme will receive a nationally recognised certificate valid for four years. Courses run throughout the year. Please call 0800 328 3297 for more details.



**Please call for dates**



## FIRST AID

Specialists First Aid Centre and courses are approved by the **First Aid Industry Body (FAIB)**. We offer a full range of First Aid courses to meet a variety of organisational requirements. Our public course dates are listed, however if you would prefer your own company course please give us a call on **0800 328 3297**.

### 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.

### FIRST AID ANNUAL UPDATES – ½ DAY

FAIB **strongly recommends** qualified first-aiders undertake annual refresher training to maintain their basic skills and keep up to date with any changes to first-aid procedures. Please call for dates.

### 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.

### CPR / AED (AED) - ½ DAY

By attending a CPR/Automated External Defibrillation (AED) course you will leave with the confidence of knowing what to do in this kind of emergency. No previous first aid knowledge is necessary to attend this course



#### FAW

11<sup>th</sup> -13<sup>th</sup> Oct 16

12<sup>th</sup> – 14<sup>th</sup> Dec 16

7<sup>th</sup> – 9<sup>th</sup> Feb 17

#### FA Re-Qualification

1<sup>st</sup> – 2<sup>nd</sup> Sept 16

3<sup>rd</sup> – 4<sup>th</sup> Nov 16

23<sup>rd</sup> – 24<sup>th</sup> Jan 17

#### EFAW

27<sup>th</sup> Sept 16

14<sup>th</sup> Oct 16

14<sup>th</sup> Nov 16

15<sup>th</sup> Dec 16

12<sup>th</sup> Jan 17

10<sup>th</sup> Feb 17

#### AED

16<sup>th</sup> Dec 16



## CERTIFICATE OF PROFESSIONAL COMPETENCE (CPC)

All applicants for an Operator's Licence for **GOODS** 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 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.

If you have a group of more than 7 candidates to train at the same time then it will be more **cost effective** if we come to you to deliver the training. For further details please call 0800 328 3297 to discuss your requirements further.

### CPC REFRESHER / REGULATORY UPDATE COURSE

This **one day** intensive course is designed to **update** 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. A longer, two day programme, is also available if required.



#### Intensive Course Passenger & Freight

5<sup>th</sup> – 16<sup>th</sup> Sept 16

20<sup>th</sup> Feb – 3<sup>rd</sup> Mar 17

#### Refresher Course Passenger

18<sup>th</sup> Nov 16

#### Refresher Course Freight

17<sup>th</sup> Nov 16



## SUMMARY COURSE DATES

	Sept 2016	Oct 2016	Nov 2016
Fork Lift Truck Operator	Weekly - call for availability		
RTITB Instructor Refresher	26 <sup>th</sup> – 30 <sup>th</sup>		
First Aid at Work		11 <sup>th</sup> -13 <sup>th</sup>	
First Aid Re-Qualification	1 <sup>st</sup> – 2 <sup>nd</sup>		3 <sup>rd</sup> – 4 <sup>th</sup>
Emergency First Aid at Work	27 <sup>th</sup>	14 <sup>th</sup>	14 <sup>th</sup>
AED			
Driver Training	Please call for availability		
CPC Intensive Course Passenger & Freight	5 <sup>th</sup> – 16 <sup>th</sup>		
CPC Refresher Course Passenger			18 <sup>th</sup>
CPC Refresher Course Freight			17 <sup>th</sup>
DCPC Emergency First Aid at Work	27 <sup>th</sup>	14 <sup>th</sup>	14 <sup>th</sup>
DCPC Drivers' Hours and Tachographs		4 <sup>th</sup>	
DCPC Professional Driver Knowledge & Dealing with Customers			15 <sup>th</sup>
DCPC Dealing with Driver Stress & Fatigue and Regulatory Compliance			
DCPC First Aid and Driver Fire Safety			
DCPC Drug & Alcohol Awareness and Vulnerable Road Users		5 <sup>th</sup>	16 <sup>th</sup>
ADR Packages	19 <sup>th</sup> - 22 <sup>nd</sup>	17 <sup>th</sup> - 20 <sup>th</sup>	21 <sup>st</sup> - 24 <sup>th</sup>
ADR Tanks		20 <sup>th</sup> - 21 <sup>st</sup>	24 <sup>th</sup> - 25 <sup>th</sup>
ADR - Class 1 (Explosives)	Please call for dates		
DGSA Initial			7 <sup>th</sup> - 11 <sup>th</sup>
DGSA Refresher			8 <sup>th</sup> - 11 <sup>th</sup>
DGSA Exam			24 <sup>th</sup>
IATA	21 <sup>st</sup> - 23 <sup>rd</sup>		
IMDG	Please call for dates		
Fire Marshall	28 <sup>th</sup>		
Train the Trainer	Please call for dates		







# SUMMARY COURSE DATES



	Dec 2016	Jan 2017	Feb 2017
Fork Lift Truck Operator			
RTITB Instructor Refresher			
First Aid at Work	12 <sup>th</sup> – 14 <sup>th</sup>		7 <sup>th</sup> – 9 <sup>th</sup>
First Aid Re-Qualification		23 <sup>rd</sup> – 24 <sup>th</sup>	
Emergency First Aid at Work	15 <sup>th</sup>	12 <sup>th</sup>	10 <sup>th</sup>
AED	16 <sup>th</sup>		
Driver Training			
CPC Intensive Course Passenger & Freight			20 <sup>th</sup> – 3 <sup>rd</sup>
CPC Refresher Course Passenger			
CPC Refresher Course Freight			
DCPC Emergency First Aid at Work	15 <sup>th</sup>	12 <sup>th</sup>	10 <sup>th</sup>
DCPC Drivers' Hours and Tachographs		25 <sup>th</sup>	
DCPC Professional Driver Knowledge & Dealing with Customers		26 <sup>th</sup>	
DCPC Dealing with Driver Stress & Fatigue and Regulatory Compliance	7 <sup>th</sup>		17 <sup>th</sup>
DCPC First Aid and Driver Fire Safety	8 <sup>th</sup>		
DCPC Drug & Alcohol Awareness and Vulnerable Road Users			16 <sup>th</sup>
ADR Packages		9 <sup>th</sup> - 12 <sup>th</sup>	13 <sup>th</sup> - 16 <sup>th</sup>
ADR Tanks		12 <sup>th</sup> - 13 <sup>th</sup>	
ADR - Class 1 (Explosives)			
DGSA Initial			20 <sup>th</sup> - 24 <sup>th</sup>
DGSA Refresher			21 <sup>st</sup> - 24 <sup>th</sup>
DGSA Exam			
IATA			
IMDG			
Fire Marshall	19 <sup>th</sup>		
Train the Trainer			



## DRIVER CPC

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 JAUPT.

### NEW - FORS APPROVED SAFE URBAN DRIVING

This is essential for any Company whose drivers operate in **London** and come under the requirements of Transport For London and the **FORS Silver** or CLOCS schemes. Companies in the process of accreditation to the FORS scheme are required to put their drivers through this training. The course, which is also Driver CPC approved, is seven hours long and includes **3.5 hours in the classroom and 3.5 hours on the road on bikes**. It is also a very useful, valuable and enjoyable course for those drivers who operate outside the FORS scheme, dealing as it does with many of the problems and issues any professional driver can encounter in the urban environment. Maximum course loading is 24 drivers.

### DRIVER CPC CONSORTIUM

Specialist's Driver CPC Consortium serves large and medium size transport organisations who wish to run their own Driver CPC training, but who recognise the benefits of membership of a professional training consortium. The Consortium provides members with considerable **support** and **administrative back up**. Included in the membership is access to Specialist's **courses, train the trainer sessions, trainer** and **centre evaluation** and **registration and certification**. Additional services are also available at extra cost. Call **0800 328 3297** to book a free consultation visit.





## 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 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. Call for more details.

This option also makes it easier to achieve optimum course loading and thus maximises **value for money!**

## PUBLIC

Our public courses are aimed at smaller organisations, or those that cannot release larger numbers of drivers at the same time to attend training. Public courses covers a wide range of subjects and are scheduled on pre set dates, allowing you to plan them into your operations.

Current course subjects and dates are shown below. Additional dates are available subject to demand.

	Sept	Oct	Nov	Dec	Jan	Feb
<b>Emergency First Aid at Work</b>	27 <sup>th</sup>	14 <sup>th</sup>	14 <sup>th</sup>	15 <sup>th</sup>	12 <sup>th</sup>	10 <sup>th</sup>
<b>Drivers' Hours and Tachographs</b>		4 <sup>th</sup>			25 <sup>th</sup>	
<b>Professional Driver Knowledge &amp; Dealing with Customers</b>			15 <sup>th</sup>		26 <sup>th</sup>	
<b>Dealing with Driver Stress &amp; Fatigue and Regulatory Compliance</b>				7 <sup>th</sup>		17 <sup>th</sup>
<b>First Aid and Driver Fire Safety</b>				8 <sup>th</sup>		
<b>Drug &amp; Alcohol Awareness and Vulnerable Road Users</b>		5 <sup>th</sup>	16 <sup>th</sup>			16 <sup>th</sup>





## 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. The course can also count for up to a maximum of 28 hours of Driver CPC training depending on the modules attended.

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

### DANGEROUS GOODS AWARENESS

Specialist can deliver a variety of dangerous goods awareness training. This can range from a half day generic session covering all types of dangerous goods to two day class or role 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).



#### ADR Packages

19<sup>th</sup> – 22<sup>nd</sup> Sept 16

17<sup>th</sup> - 20<sup>th</sup> Oct 16

21<sup>st</sup> – 24<sup>th</sup> Nov 16

9<sup>th</sup> – 12<sup>th</sup> Jan 17

13<sup>th</sup> – 16<sup>th</sup> Feb 17

#### ADR Tanks

20<sup>th</sup> – 21<sup>st</sup> Oct 16

24<sup>th</sup> – 25<sup>th</sup> Nov 16

12<sup>th</sup> – 13<sup>th</sup> Jan 17



## DANGEROUS GOODS SAFETY ADVISER – DGSA

The five day DGSA course provides attendees with an extensive examination 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.

## 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 the classification, packing 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.

## 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 Dry Ice by Air
- Carriage of Excepted Quantities by Air
- Carriage of Diagnostic Specimens and Infectious Substances by Air
- Magnetised Materials
- Consignment of Aerosols
- Dangerous Goods for Packers



### DGSA Initial Course

7<sup>th</sup> – 11<sup>th</sup> Nov 16

20<sup>th</sup> – 24<sup>th</sup> Feb 17

### DGSA Refresher Course

8<sup>th</sup> – 11<sup>th</sup> Nov 16

21<sup>st</sup> – 24<sup>th</sup> Feb 17

### DGSA Examination Day

24<sup>th</sup> Nov 16

9<sup>th</sup> Mar 17

### IATA

21<sup>st</sup> – 23<sup>rd</sup> Sept 16



## **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 if an organisation has specific needs. All courses meet the requirements of STCW Section B-Vc.

**Half day IMDG awareness training** - Course applicable to shore side personnel involved in packing, documentation etc

**One day IMDG awareness training** - Course suitable for shore side and ship based personnel involved in loading, stowage, documentation. Includes aspects on dealing with emergencies, fire and spillages.

**Two day IMDG training course** - This course is suitable for those that need a greater understanding of the IMDG books themselves and use them on a regular basis to ensure organisational compliance. It is recommended that only those with some previous dangerous goods knowledge attend this course. Copies of the IMDG books will be required for the course (Specialist can order these if needed).



**Please call for dates**



## FIRE SAFETY

### FIRE MARSHAL COURSE

This is a one day course providing 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. For further information please call **0800 328 3297**.

### 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**.



**Fire Marshal**

28<sup>th</sup> Sept 16

19<sup>th</sup> Dec 16



## TRAIN THE TRAINER

For some organisations, having an internal training resource is an invaluable asset. It suits not only their operational requirements, but also ensures the most efficient use of resources. 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 three day 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.



**Please call for dates**