



SPECIALIST | Training +
Consultancy



TRAINING PROGRAMME

MARCH - AUGUST 2017

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



WELCOME

Dear Customer,

Happy New Year for 2017 and welcome to our first edition of the six monthly 2017 training programme.

If you are looking for dates beyond this 6 monthly mailer then please check out our website as it provides useful information and 'live' dates of our forthcoming courses on a rolling 6 months. Please take a look at specialisttraining.co.uk and let us know what you think!

Our newly approved **FORS/DCPC Safe Urban Driving course** has proved to be popular as an alternative to our 7 hour classroom based course with half classroom and half practical bike riding. Take a look inside to find out more.....

Our courses and consultancy services are continually reviewed and improved to ensure customers receive the highest quality service. If you have any comments on any of the courses we deliver or would like to see any new material then please let us know as we would like to hear your ideas.

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

We look forward to continue working with you.

Nicola Dugdale
Managing Director





FORK LIFT TRUCK

OPERATOR TRAINING

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 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.

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 Initial
20 th – 31 st Mar*
Instructor Refresher
4 th – 10 th Apr*
21 st – 25 th Aug

*not inc. weekends



FIRST AID

Specialist 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. **AED (defibrillator) training** has been **part** of our **First Aid training** courses since August 16, a requirement which came in nationally in December 16.

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.



FAW
25 th – 27 th Apr
21 st – 23 rd Jun
8 th – 10 th Aug
FAW Re-Qualification
20 th – 21 st Mar
10 th – 11 th May
5 th – 6 th Jul
EFAW
6 th Mar
13 th Apr
9 th May
13 th Jun
4 th Jul
7 th Aug



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 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 March and September. 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 June 2017 exam. 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 **keep up to 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.

A longer, **two day** programme, is also available for those who have not kept themselves up to date and have lost touch with the changes in Regulations and the requirements of a Transport Manager.



Intensive Course Road Haulage & Passenger

In Company Only

Refresher Course Road Haulage

28th Mar

26th Jun

10th – 11th Apr

Refresher Course Passenger

20th Mar

27th Jun



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



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 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.

MIDAS 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



SUMMARY COURSE DATES

	Mar	Apr	May
Fork Lift Truck Operator	Weekly - call for availability		
RTITB Instructor Initial	20 th – 31 st		
RTITB Instructor Refresher		4 th – 10 th	
First Aid at Work		25 th – 27 th	
First Aid Re-Qualification	20 th – 21 st		10 th – 11 th
Emergency First Aid at Work	6 th	13 th	9 th
Driver Training	Please call for availability		
CPC Refresher Course passenger	20 th		
CPC Refresher Course Road Haulage	28 th		
DCPC Emergency First Aid at Work	6 th	13 th	9 th
DCPC Drivers' Hours and Tachographs	11 th		
DCPC Professional Driver Knowledge & Dealing with Customers		11 th	
DCPC Dealing with Driver Stress & Fatigue and Regulatory Compliance			
DCPC First Aid and Driver Fire Safety	7 th		
DCPC Safe Urban Driving (also FORS approved)			12 th
DCPC Drug & Alcohol Awareness and Vulnerable Road Users		12 th	
ADR Packages	13 th – 16 th	18 th – 21 st	15 th – 18 th
ADR Tanks	16 th – 17 th		18 th – 19 th
ADR - Class 7 (Radioactives)	Please call for dates		
ADR - Class 1 (Explosives)	Please call for dates		
DGSA Initial			
DGSA Refresher			
DGSA Exam			
Role of a DGSA	6 th		
IATA	22 nd – 24 th		
IMDG	Please call for dates		
Fire Marshal	8 th		
Train the Trainer	Please call for dates		





SUMMARY COURSE DATES

	Jun	Jul	Aug
Fork Lift Truck Operator	Weekly - call for availability		
RTITB Instructor Initial			
RTITB Instructor Refresher			21 st – 25 th
First Aid at Work	21 st – 23 rd		8 th – 10 th
First Aid Re-Qualification		5 th – 6 th	
Emergency First Aid at Work	13 th	4 th	7 th
Driver Training	Please call for availability		
CPC Refresher Course passenger	27 th		
CPC Refresher Course Road Haulage	26 th		
DCPC Emergency First Aid at Work	13 th	4 th	7 th
DCPC Drivers' Hours and Tachographs			
DCPC Professional Driver Knowledge & Dealing with Customers			11 th
DCPC Dealing with Driver Stress & Fatigue and Regulatory Compliance	19 th		
DCPC First Aid and Driver Fire Safety	17 th		
DCPC Safe Urban Driving (also FORS approved)		29 th	
DCPC Drug & Alcohol Awareness and Vulnerable Road Users		3 rd	
ADR Packages	19 th – 22 nd	10 th – 13 th	14 th – 17 th
ADR Tanks		13 th – 14 th	
ADR - Class 7 (Radioactives)	Please call for dates		
ADR - Class 1 (Explosives)	Please call for dates		
DGSA Initial	5 th – 9 th		
DGSA Refresher	6 th – 9 th		
DGSA Exam	15 th		
Role of a DGSA			18 th
IATA			
IMDG	Please call for dates		
Fire Marshal	12 th		
Train the Trainer	Please call for dates		





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.

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. It is also strongly recommended for those at the FORS Bronze stage. 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 on 0800 328 3297 for more details.

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

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.



	Mar	Apr	May	June	July	Aug
Emergency First Aid at Work	6 th	13 th	9 th	13 th	4 th	7 th
Drivers' Hours and Tachographs	11 th					
Professional Driver Knowledge & Dealing with Customers		11 th				11 th
First Aid and Driver Fire Safety	7 th			17 th		
Dealing with Driver Stress & Fatigue and Regulatory Compliance				19 th		
Safe Urban Driving (also FORS approved)			12 th		29 th	
Drug & Alcohol Awareness and Vulnerable Road Users		12 th			3 rd	



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.

NEW FOR 2017

******Look out for the launch of our online ADR exams to come early in 2017******

In the early part of 2017 we will be launching the introduction of ADR online exams for those drivers who attend our ADR course. This benefits the driver and the company as the drivers will find out their results on the same day, instead of the usual time of up to 20 days.

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 specific chemical class specific training. Call **0800 328 3297** for more details.



ADR Packages

- 13th – 16th Mar
- 18th – 21st Apr
- 15th – 18th May
- 19th – 22nd Jun
- 10th – 13th Jul
- 14th – 17th Aug

ADR Tanks

- 16th – 17th Mar
- 18th – 19th May
- 13th – 14th Jul

Class 1 & 7

Call for dates



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 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 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.



DGSA Initial Course

5th – 9th Jun

DGSA Refresher Course

6th – 9th Jun

DGSA Examination Day

15th Jun

Role of a DGSA

6th Mar

18th Aug

IATA

22nd – 24th Mar



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

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.



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

8th Mar

12th Jun



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