



SPECIALIST | Training +
Consultancy



TRAINING PROGRAMME

MARCH - AUGUST
2018

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Lancashire
BB5 5TU

Tel: **0800 328 3297** or visit specialisttraining.co.uk



WELCOME

In the next 6 months we will be approaching our **20th year of business** and we have decided to get out and about a bit more as there are still many businesses/organisations in the local area who are still unsure who we are and what we do!

As part of getting out and about I thought I would include a photo so you can put a face to a name. Please come and speak to me and introduce yourself if you see me! To continue along the same lines you will see our Operations Team on the back page!



We have had a **busy start to 2018** with delivering **Driver CPC** training across the country as the deadline of September 2019 is fast approaching. According to statistics from the first 5 year cycle of Driver CPC **16 million training hours** were recorded and it would appear following a recent study for the trend from 2013 /2014 to follow in 2018/2019. My advice is to **get yourselves sorted** now and don't leave it until the final year.

The 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.

To all our existing customers thank you for your continued support and we look forward to working with you throughout 2018. We also welcome the opportunity to work with new businesses too so please give us a call to see if we can help with your training needs.

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

Specialist is the only local 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, 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 | Monday - 9th April | 10 Days |
| Instructor - Refresher | Monday - 16th April | 3-5 Days |
| Instructor - Refresher | Monday - 2nd July | 3-5 Days |





FIRST AID

Specialist Training has been delivering First Aid training to local companies around Lancashire for over 15 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)**.

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

An interactive hands-on course 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 without losing any time on their existing certificate.

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 towards **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 in-depth course for a group of staff then we can provide this as a half day session.

ANNUAL FIRST AID UPDATE TRAINING – 1/2 DAY

This half day programme not only refreshes on basic life support but now also includes theory and practical training on the use of AEDs in the workplace.



| Course Title | Start Date | Duration |
|----------------------------------|------------------------|----------|
| Emergency First Aid at Work | Wednesday - 21/03/2018 | 1 Day |
| First Aid at Work Refresher | Thursday - 22/03/2018 | 2 Days |
| Emergency First Aid at Work | Monday - 23/04/2018 | 1 Day |
| First Aid at Work | Wednesday - 25/04/2018 | 3 Days |
| First Aid at Work Refresher | Tuesday - 08/05/2018 | 2 Days |
| Emergency First Aid at Work | Friday - 18/05/2018 | 1 Day |
| First Aid at Work | Tuesday - 12/06/2018 | 3 Days |
| Emergency First Aid at Work | Friday - 15/06/2018 | 1 Day |
| Emergency First Aid at Work | Tuesday - 10/07/2018 | 1 Day |
| First Aid at Work Refresher | Wednesday - 11/07/2018 | 2 Days |
| Automated External Defibrillator | Thursday - 19/07/2018 | 1/2 Day |
| First Aid at Work | Tuesday - 14/08/2018 | 3 Days |
| Emergency First Aid at Work | Friday - 31/08/2018 | 1 Day |

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

“ *Another great course, great instructor,
friendly and professional* ”

Lisa Munro, Delta Plus – First Aid at Work



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.

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 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 | Monday – 12/03/2018 | 1 Day |
| Fire Marshal | Monday - 18/06/2018 | 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

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 which are published 8 weeks after the examination date.

The **100% first time pass** result on **both exams** from our last course were impressive in comparison to the National average of 49%. 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 **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.

| Course Title | Start Date | Duration |
|--------------------------|----------------------|----------|
| Road Haulage – Refresher | Monday – 26/03/2018 | 1 Day |
| Passenger - Refresher | Tuesday – 27/03/2018 | 1 Day |
| Road Haulage – Refresher | Monday – 09/04/2018 | 2 Days |
| Road Haulage – Intensive | Monday – 04/06/2018 | 10 Days |
| Road Haulage – Refresher | Monday - 25/06/2018 | 1 Day |
| Passenger - Refresher | Friday – 29/06/2018 | 1 Day |



SUMMARY COURSE DATES

| Course Title | Start Date |
|----------------------------------|------------------------|
| ADR Packages & Tanks | Monday – 12/03/2018 |
| ADR Packages | Monday – 09/04/2018 |
| ADR Packages & Tanks | Monday – 14/05/2018 |
| ADR Packages | Monday – 18/06/2018 |
| ADR Packages & Tanks | Monday – 16/07/2018 |
| ADR Packages | Monday – 20/08/2018 |
| ADR Explosives | Friday – 24/08/2018 |
| IATA Initial / Refresher | Tuesday – 26/06/2018 |
| NEW Lithium Batteries by Air | Monday - 13/08/2018 |
| DGSA Initial / Refresher | Monday – 21/05/2018 |
| DGSA Initial / Refresher | Monday – 20/08/2018 |
| Fire Marshal | Monday – 12/03/2018 |
| Fire Marshal | Monday - 18/06/2018 |
| Emergency First Aid at Work | Wednesday – 21/03/2018 |
| First Aid at Work Refresher | Thursday – 22/03/2018 |
| Emergency First Aid at Work | Monday - 23/04/2018 |
| First Aid at Work | Wednesday - 25/04/2018 |
| First Aid at Work Refresher | Tuesday - 08/05/2018 |
| Emergency First Aid at Work | Friday - 18/05/2018 |
| First Aid at Work | Tuesday - 12/06/2018 |
| Emergency First Aid at Work | Friday - 15/06/2018 |
| Emergency First Aid at Work | Tuesday - 10/07/2018 |
| First Aid at Work Refresher | Wednesday - 11/07/2018 |
| Automated External Defibrillator | Thursday – 19/07/2018 |
| Emergency First Aid at Work | Friday - 31/08/2018 |
| FLT Instructor - Initial | Monday – 09/04/2018 |
| FLT Instructor - Refresher | Monday – 16/04/2018 |



| Course Title | Start Date |
|--|------------------------|
| FLT Instructor – Refresher | Monday – 02/07/2018 |
| CPC Road Haulage – Refresher | Monday – 26/03/2018 |
| CPC Passenger – Refresher | Tuesday – 27/03/2018 |
| CPC Road Haulage – Refresher | Monday – 09/04/2018 |
| CPC Road Haulage – Intensive | Monday – 04/06/2018 |
| CPC Road Haulage – Refresher | Monday – 25/06/2018 |
| CPC Passenger – Refresher | Friday – 29/06/2018 |
| DCPC Drivers' Hours & Tachographs | Saturday – 03/03/2018 |
| DCPC Dealing with Emergencies & First Aid | Monday – 19/03/2018 |
| DCPC Driver Stress & Fatigue & Regulatory Compliance | Tuesday – 20/03/2018 |
| DCPC Drug/Alcohol Awareness & Vulnerable Road User | Saturday – 14/04/2018 |
| DCPC Drivers' Hours & Tachographs | Tuesday – 24/04/2018 |
| DCPC Safe Urban Driving – FORS Approved | Thursday – 10/05/2018 |
| DCPC Driver Knowledge & Dealing with Customers | Wednesday – 16/05/2018 |
| DCPC Drivers' Hours & Tachographs | Thursday – 17/05/2018 |
| DCPC Dealing with Emergencies & First Aid | Saturday – 19/05/2018 |
| DCPC Drug/Alcohol Awareness & Vulnerable Road User | Thursday – 21/06/2018 |
| DCPC Dealing with Emergencies & First Aid | Friday – 22/06/2018 |
| DCPC Driver Stress & Fatigue & Regulatory Compliance | Saturday – 23/06/2018 |
| DCPC Driver Knowledge & Dealing with Customers | Saturday – 14/07/2018 |
| DCPC Drivers' Hours & Tachographs | Monday – 16/07/2018 |
| DCPC Safe Urban Driving – FORS Approved | Tuesday – 17/07/2018 |
| DCPC Driver Stress & Fatigue & Regulatory Compliance | Wednesday – 18/07/2018 |
| DCPC Dealing with Emergencies & First Aid | Tuesday – 28/08/2018 |
| DCPC Drug/Alcohol Awareness & Vulnerable Road User | Wednesday – 29/08/2018 |
| DCPC Driver Knowledge & Dealing with Customers | Thursday – 30/08/2018 |



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.

As this course is **modular** and can include **all classes of dangerous goods** including Explosive and Radioactives 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 although 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 – 12/03/2018 | 5 Days |
| ADR Packages | Monday – 09/04/2018 | 4 Days |
| ADR Packages & Tanks | Monday – 14/05/2018 | 5 Days |
| ADR Packages | Monday – 18/06/2018 | 4 Days |
| ADR Packages & Tanks | Monday – 16/07/2018 | 5 Days |
| ADR Packages | Monday – 20/08/2018 | 4 Days |
| ADR Explosives | Friday – 24/08/2018 | 1 Day |



DANGEROUS GOODS AWARENESS

Specialist can deliver 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 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 – 21/05/2018 | 5 Days |
| DGSA Examination | Thursday – 14/06/2018 | 1 Day |
| DGSA Initial / Refresher | Monday – 20/08/2018 | 5 Days |
| DGSA Examination | Thursday – 13/09/2018 | 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.



NEW Due to increasing customer demand we have scheduled a **Lithium Batteries public course**. This course is only suitable for those customers who are involved with the **transportation** of Lithium Batteries (**Ion & Metal**) which fall into **Section II or IB under IATA or SP 188 by ADR & IMDG**.

| Course Title | Start Date | Duration |
|-------------------------------------|----------------------|----------|
| IATA Initial / Refresher | Tuesday – 26/06/2018 | 3 Days |
| NEW Lithium Batteries by Air | Monday – 13/08/2018 | 1 Day |

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

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 **18 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 18 months, with an estimated 16 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**. Courses meet the needs of both Passenger and Goods Vehicle drivers and are all approved by JAAPT.

In addition to our published courses our **course design team** are also able to **create** a course for JAAPT approval to **specifically meet your training needs**. Our course design team have lots of experience in coming up with different ideas to ensure the course is **interactive** and **informative** resulting in a more **interesting** course for your drivers.

PUBLIC

Our public courses are aimed at **smaller organisations**, or those that **cannot release large numbers of drivers** at the same time 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. 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 - 03/03/2018 |
| Dealing with Emergencies & First Aid | Monday - 19/03/2018 |
| Driver Stress & Fatigue & Regulatory Compliance | Tuesday - 20/03/2018 |
| Emergency First Aid at Work | Wednesday - 21/03/2018 |
| Drug & Alcohol Awareness & Vulnerable Road Users | Saturday - 14/04/2018 |
| Emergency First Aid at Work | Monday - 23/04/2018 |
| Drivers' Hours & Tachographs | Tuesday - 24/04/2018 |
| Safe Urban Driving - FORS Approved | Thursday - 10/05/2018 |
| Professional Driver Knowledge & Dealing with Customers | Wednesday - 16/05/2018 |
| Drivers' Hours & Tachographs | Thursday - 17/05/2018 |
| Emergency First Aid at Work | Friday - 18/05/2018 |
| Dealing with Emergencies & First Aid | Saturday - 19/05/2018 |
| Emergency First Aid at Work | Friday - 15/06/2018 |
| Drug & Alcohol Awareness & Vulnerable Road Users | Thursday - 21/06/2018 |
| Dealing with Emergencies & First Aid | Friday - 22/06/2018 |
| Driver Stress & Fatigue & Regulatory Compliance | Saturday - 23/06/2018 |
| Emergency First Aid at Work | Tuesday - 10/07/2018 |
| Professional Driver Knowledge & Dealing with Customers | Saturday - 14/07/2018 |
| Drivers' Hours & Tachographs | Monday - 16/07/2018 |
| Safe Urban Driving - FORS Approved | Tuesday - 17/07/2018 |
| Driver Stress & Fatigue & Regulatory Compliance | Wednesday - 18/07/2018 |
| Dealing with Emergencies & First Aid | Tuesday - 28/08/2018 |
| Drug & Alcohol Awareness & Vulnerable Road Users | Wednesday - 29/08/2018 |
| Professional Driver Knowledge & Dealing with Customers | Thursday - 30/08/2018 |
| Emergency First Aid at Work | Friday - 31/08/2018 |



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** is 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.

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.



MEET THE OPERATIONS TEAM



Victoria Riddehough (Vic) is the first point of contact on the phones and will often take your initial enquiry and will correspond with you up until the start of the course. Vic will also be the one that contacts you to remind you a refresher course is due for your staff to ensure their skills are kept up to date and compliant.

Vic's direct line is **01282 687095** or **victoria@specialisttraining.co.uk**



Bethany O'Grady (Beth) will also help take your initial enquiries by either phone or email however she will also be responsible for processing all your registrations and certifications after attending the course. Beth will also be responsible for processing your invoice and carrying out credit control.

Beth's direct line is **01282 687090** or **bethany@specialisttraining.co.uk**



Vicky McKay (Vicky) also takes enquiries although these are generally new enquiries via email. Vicky's main area of responsibility however is ensuring the smooth running of the Centre on a daily basis. Vicky is your point of contact for any queries you may have.

Vicky's direct line is **01282 687097** or **vicky@specialisttraining.co.uk**

