



SPECIALIST | Training +
Consultancy



TRAINING PROGRAMME

**SEPTEMBER 2019 –
FEBRUARY 2020**

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



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WELCOME - HAPPY 20TH BIRTHDAY

Time certainly flies when you are having fun, but where have the last 20 years gone!

In September 1999 Specialist Training was launch, based at The Globe Centre in Accrington. Three year later we moved to our current location on Altham Industrial Estate where we now call home!



The Senior Management team responsible for setting up Specialist 20 years ago are still involved in the business today. To add to this strong foundation, we have a team of dedicated employees some of whom have been with us since 2003 and have seen us grow and go from strength to strength!

Over the last 20 years our portfolio of courses and services have developed and will continue to do so keeping in touch with the ever-changing regulations. Keep a look out to see what's '**NEW**' in this mailer!

Finally, the success in entering the local and national business awards in 2018 has continued into 2019 as we were again finalists in the Hyndburn Business Awards and Talent in Logistics Awards which took place in June 2019. Our fingers are firmly crossed for the BIBAS awards ceremony later this month as finalists in Micro Business and Professional Service Business of the Year! Keep a look out for the photos of our team!

As a reminder, all our public course dates and availability are listed on our website specialisttraining.co.uk, updated daily for the forthcoming 6 months. If you require a specific date, then please give us a call on 01282 687090 as we may be able to create one just for you. Dates are also available for your own company course.

Nicola Dugdale
Managing Director



FIRE SAFETY

FIRE MARSHAL COURSE

This 1-day course provides a basic understanding of Fire and the role of a Fire Marshal. Our industry experts deliver these as public courses 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 – 23/09/2019	1 Day
Fire Marshal	Friday – 13/12/2019	1 Day

FORK LIFT TRUCK

OPERATOR TRAINING

Our RTITB Fork Lift Truck training centre in East Lancashire is available for your Fork Lift Truck Counterbalance and Reach Operator requirements. RTITB or Certificate of Competence courses are available on a weekly basis on a ratio of 3 trainees to 1 instructor for new operators or those operators who are looking to operate a different truck type and refresher candidates.

Training can also take place onsite at customer premises on a wide range of Mechanical Handling equipment such as counterbalance, reach, moffett, 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.



**** NEW** FORK LIFT SUPERVISOR TRAINING**

New to our public dates is our 1-day Fork Lift Supervisor course. This course provides an overview to the those responsible for supervising or managing FLT operators in the workplace, even though they may not be operators themselves. As stated in the PUWER Regulations it is a requirement for all supervisors of workplace equipment to receive adequate training.

Training can also take place onsite at customer premises

INSTRUCTOR / EXAMINER TRAINING

We are 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
NEW Fork Lift Supervisor	Thursday – 10/10/2019	1 Day
Instructor – Initial	Monday – 14/10/2019	10 Days
Instructor - Refresher	Monday – 21/10/2019	5 Days
NEW Fork Lift Supervisor	Friday – 03/01/2020	1 Day

FLT Operator - 'Just wanted to say to you and the training team especially Mark, thank you so much for the professional approach and dedication you have given me over the course and duration while being back home on leave at short notice. In a short period of time that I have had over leave from Afghanistan you have met every standard possible and the approach Mark has given over the course period has been exceptional and second to none, a pure professional approach from an instructors standard a credit to Specialist Training **THANK YOU!!!**' Sean Lentell, Page Group-EU Delegation



FIRST AID

We have been approved by the First Aid Industry Body (**FAIB**) since HSE relinquished their responsibility in 2008 and since then we have continued to provide a wide range of First Aid courses to local companies around Lancashire. Our trainers are also members of the Federation of First Aid Training Organisations (**FOFATO**).

FIRST AID

Our DYNAMIC AND ENGAGING approach to First Aid training has been a huge success following outstanding feedback from our customers. The course is very hands on involving lots of role play scenarios 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 the existing certificate, or a maximum of 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.





AUTOMATED EXTERNAL DEFIBRILLATOR - ½ DAY

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

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. Dates are available upon request.

Course Title	Start Date	Duration
Emergency First Aid at Work	Tuesday – 24/09/2019	1 Day
First Aid at Work Refresher	Wednesday – 25/09/2019	2 Days
First Aid Annual Update	Thursday – 26/09/2019	0.5 Day
Emergency First Aid at Work	Monday – 14/10/2019	1 Day
First Aid at Work Initial	Wednesday – 16/10/2019	3 Days
First Aid at Work Refresher	Tuesday – 12/11/2019	2 Days
Emergency First Aid at Work	Thursday – 14/11/2019	1 Day
First Aid at Work Initial	Monday – 09/12/2019	3 Days
Emergency First Aid at Work	Thursday – 12/12/2019	1 Day
First Aid Annual Update	Thursday – 09/01/2020	0.5 Day
First Aid at Work Refresher	Monday – 13/01/2020	2 days
Emergency First Aid at Work	Monday – 20/01/2020	1 day
First Aid at Work Initial	Tuesday – 18/02/2020	3 days

In-company courses are also available on all type of First Aid training for a group of up to 12 employees.

Excellent course, very good teaching style, very good details and great for life in general. Kevin is a credit to the company! Lancashire County Council

Very interesting course and excellent tutor. Really made to feel at ease and taught in a fun and interesting way. Lancashire County Council



TRANSPORT MANAGEMENT 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 10-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.

Our first time pass results 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.

Operator CPC Passenger – ‘The whole course I found exceptional. It answered a lot of questions I have had over the last 20 years in the industry. I enjoyed the course very much and Nigel was outstanding with his knowledge and experience’. Mark Davies, Arriva

I am please to advise you that your centre has been graded one, indicating a high level of compliance with the JCQ Instructions for Conducting Examination. OCR Inspector



CPC REFRESHER / REGULATORY UPDATE COURSE

This 1 or 2-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.

****NEW** ROAD TRANSPORT OPERATIONS – INTRODUCTION**

This 3-day course is designed for those involved with transport operations who have had no formal training. The course will provide an understanding to the transport legislation, workplace transport and road traffic regulations. This course is suitable for those who would like to enhance their transport operations knowledge without having to attend the full Transport Managers qualification.

Course Title	Start Date	Duration
Road Haulage & Passenger Intensive	Monday – 02/09/2019	10 Days
NEW Road Haulage Transport Operations – Introduction	Monday - 16/09/2019	3 Days
Road Haulage – Refresher	Thursday – 19/09/2019	2 Days
Road Haulage – Refresher	Friday – 27/09/2019	1 Day
Passenger – Refresher	Friday – 27/09/2019	1 Day
NEW Road Haulage Transport Operations – Introduction	Wednesday – 06/11/2019	3 Days
Road Haulage – Refresher	Tuesday – 03/12/2019	1 Day
Passenger – Refresher	Tuesday – 03/12/2019	1 Day

DANGEROUS GOODS

CARRIAGE OF DANGEROUS GOODS BY ROAD – ADR

This course is for drivers who transport regulated dangerous goods over certain load thresholds by road. Drivers must 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. Our public course can be tailored so the drivers 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 – 23/09/2019	5 Days
ADR Packages	Monday – 21/10/2019	4 Days
ADR Class 1 Explosives	Friday – 25/10/2019	1 Day
ADR Class 7 Radioactives	Saturday – 26/10/2019	1 Day
ADR Packages & Tanks	Monday – 25/11/2019	5 Days
ADR Packages & Tanks	Monday – 6/01/2020	5 Days
ADR Packages	Monday – 10/02/2020	4 Days
ADR Class 7 Radioactives	Friday – 14/02/2020	1 Day

DANGEROUS GOODS SAFETY ADVISER – DGSA

The 5-day DGSA course provides attendees with an extensive study of the Dangerous Goods Regulations, both European and domestic. The course prepares the individual to sit the Scottish Qualification Authority (SQA) examinations held four times a year. The training is also a vital grounding for the preparation of an individual to carry out their duties as a 'real world' Dangerous Goods Safety Adviser.

Course Title	Start Date	Duration
DGSA Initial / Refresher	Monday – 04/11/2019	5 Days
DGSA Examination	Thursday – 21/11/2019	1 Day
DGSA Initial / Refresher	Monday – 24/02/2020	5 Days
DGSA Examination	Thursday – 05/03/2020	1 Day

**** NEW ** DANGEROUS GOODS BY ROAD COURSE**

This course introduces the attendees to the European Road Regulations (ADR) regarding the transport of Dangerous Goods by road. This course is suitable for any those who are involved in the Legislation, Classification, Packing, Labelling and Placarding, Marks and Signs, Documentation, Emergency Information and Limited Quantities. A Certificate of Competence will be issued to those who meet the required standard at the end of course examination.

Attendees who require multimodal, by road and sea can add the 1-day IMDG course to their booking.

Course Title	Start Date	Duration
Dangerous Goods by Road	Tuesday – 10/12/2019	2 Days

'The DGSA course run by Specialist Training is great. The tutor is highly knowledgeable, not just in the textbook subject matter but also in the reality of applying the regulations in practice' Clare Grootendorst, University Hospitals Morecambe Bay NHS Foundation Trust



CARRIAGE OF DANGEROUS GOODS BY SEA - IMDG

This course is designed for employees involved in the movement 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	Thursday – 12/12/2019	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 – 16/09/2019	3 Days
IATA Initial / Refresher	Monday – 27/01/2020	3 Days

DANGEROUS GOODS AWARENESS

Bespoke multimodal Dangerous Goods Awareness sessions can be delivered for a group of your staff ranging from a half day generic session covering all types of dangerous goods to a more detailed chemical class specific course. Please call to discuss your exact training requirements.

LITHIUM BATTERIES

As the demand for wireless 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 legislation is updated.

**** NEW **** 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 within Healthcare.

Course Title	Start Date	Duration
Healthcare Waste	Thursday – 24/10/2019	2 Days
Healthcare Waste	Thursday – 16/01/2019	2 Days

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).

Our Consultancy service is tailored to meet legislative requirements along with the operational needs of the Company. For further information on the service we can provide please contact us.

'Specialist Training provides the trust with Pre-acceptance Audits and Dangerous Goods service. Our experience is that they have in-depth knowledge and expertise on healthcare waste and dangerous goods and are always available to provide guidance to ensure compliance with sector guidance and legislation' Craig Wilson, Bradford Teaching Hospitals NHS Foundation Trust



DRIVER TRAINING

We offer several 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.

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, Tug or Prime Mover. This course is carried out at customer premises using their own vehicles.

Training is suitable for new operators who may only have a car licence as well as experienced operators who may require refresher training.

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. This can be carried out on all vehicle types, using the customer's own vehicle. It also serves to prepare them for higher level assessment training should they wish to progress further.



DRIVER CPC

The September 2019 deadline is HERE for most drivers! There will be some drivers however who have a different expiry date, so it is important to continue to monitor this and plan your drivers' training annually!

Drivers who have entered the industry since September 2009, 10 years ago, will have a different 5-year expiry date. Keeping a track of drivers' expiry date is only going to become more difficult as time goes on! To minimise the burden it is strongly recommended to plan training on an annual basis, which will also then spread the costs.

Specialist's Driver CPC courses cover a huge variety of subjects relevant to a driver's role. Our Modular Course Programme consists of 8 x 3.5 hour modules which can be combined in pairs to make seven hour courses. Alternatively, there are 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 to attend training at the same time 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.

'Victoria just to let you know that I really enjoyed my CPC day today. Very well done and professional delivered top marks. Please pass on my comments to all.' Phil Hornby



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
Driver Knowledge & Changing Driver Behaviour	Monday – 23/09/2019
Emergency First Aid at Work	Tuesday – 24/09/2019
Emergency First Aid at Work	Monday – 14/10/2019
Drivers' Hours & Tachographs	Tuesday – 15/10/2019
Emergency First Aid at Work	Thursday – 14/11/2019
Drug & Alcohol Awareness & Vulnerable Road Users	Friday – 15/11/2019
Emergency First Aid at Work	Thursday – 12/12/2019
Driver Stress and Fatigue & Regulatory Compliance	Monday – 16/12/2019
Emergency First Aid at Work	Monday – 20/01/2020
Driver Knowledge & Changing Driver Behaviour	Tuesday – 21/01/2020
Drivers' Hours & Tachographs	Friday – 21/02/2020

Bernard is clearly very knowledgeable and experienced which straight away earned him the respect from the attendees. Good course, well presented. Shaun Walmsley - Transdev



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SPOTLIGHT!
SPECIALIST TRAINING 20TH BIRTHDAY
CELEBRATIONS!



We are very proud of our huge achievement in reaching the milestone of being 20 years old! We plan on having a year of celebrations which will start in September 2019.

As we want to share this with you, every candidate who attends a course with us will get a **FREE GIFT!**

Additionally, we have also made a commitment to donate to our local charities, chosen by our staff. We will be sharing our stories and adventures as they occur over the next 12 months so keep your eyes peeled on our social media channels!

