

# Health & Safety Certification & Services Ltd

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HSE/ITSSAR National Training Provider No 3:10005

Registered in England No 06991213

Certification, Training & Consultancy Services - Industrial - Construction - Warehousing - Timber - Staff - Supervisory - Management - Policy Formulation

## Mobile Elevated Working Platform Instructor / Examiner Training & Certification



**A NATIONAL SERVICE with LOCAL TRAINERS  
and INDIVIDUAL CARE**

Central Administration Office

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## In Company MEWP Trainer

These courses are designed to train delegates in methods of instructing and training staff either within their workplace site (In Company Trainer) or at National Level in respect of the HASAWA, PUWER, LOLER and MHASAWA regulations as applied to Mobile Elevated Working Platforms (Scissor Lift/Articulated Boom Etc) Successful candidates will be able to train and examine staff to basic safe operation and operator maintenance and inspection levels, issuing in company (or National) certification and authority to operate as appropriate to their working environments and company policies. Successful candidates will also be able to carry out risk assessments for these machines within their working environment.

## Course Overview

Availability	On Client site	Duration	Minimum 4 days In Company, 5 Days National (Max 4 Delegates) Other combinations available
Examinations	Knowledge & skills Assessments	Course Style	Knowledge & Practical Application
Certification	HSE Regulatory	Additional Information	This course will require access to the MEWP and working area
Notes		Typical Course Contents	
<p>Candidates <b>must</b> have completed a <b>recognised</b> operators course for the machine/s they are training on within 12 months of course commencing</p> <p>Certification is valid for 5 years In Company courses will be tailored to the working environment.</p> <p>A Training room suitable for the number of delegates will be required.</p> <p>Once qualified as a trainer on one machine, delegates only need to undertake a recognised operator certificated course to add that machine to their portfolio.</p>		<input type="checkbox"/> Regulations and Legal Obligations. <input type="checkbox"/> Role of The Trainer <input type="checkbox"/> HSE Acop & Lead Body Guidelines <input type="checkbox"/> Safe Machine Practices <input type="checkbox"/> Prepare & Present Knowledge Lesson <input type="checkbox"/> Delivering a Demonstration <input type="checkbox"/> Prepare & Present Practical Lesson <input type="checkbox"/> Question & Answer Techniques <input type="checkbox"/> Correct PPE selection & use <input type="checkbox"/> Setting & Applying Examinations <input type="checkbox"/> Report Writing <input type="checkbox"/> Instructional Techniques <input type="checkbox"/> Course Validations <input type="checkbox"/> Issuing Certification	
Other Information	This course will also equip the delegates to risk assess MEWP based operations. This is not an attendance course, delegates must pass assessments to qualify as trainers A room or office suitable for the number of delegates will be required for knowledge training		

## Course Duration

Standard In Company Trainer Course - 4 Days - (Maximum 4 delegates already qualified as operators).  
 For National Instructor Qualification courses, please contact us on 01536 414966.  
 Re Registration courses are required at maximum 5 year intervals, 2 days duration for in Company, 3 Days for National.

## Whats Included

All course quotations include, as appropriate, delegates course materials, examination fees, delegate registrations, certification, ID Cards, delegate reports\*, course reports, examination results and full course documentation. Training and certification courses carried out at your designated mainland UK site/s always include all the above as well as all travel and expenses. There are no hidden extras!

\*The individual delegate and course report will include information on the course completed, knowledge and practical examination results, course location, date/s, equipment used in training, trainer/examiner registered number, national provider registration and contact information etc. This document holds all the relevant information required to prove training has been completed and course standards met.



Our Trainer courses are designed to establish, develop or refresh the professional trainer's ability to run interesting and effective training programmes. In order to assess a potential trainer's ability recognised assessments are carried out throughout the course, there is no high pressure end of course examinations as these are progressive assessments that are signed off over the duration of the course as they are achieved.



## Course Content

The following brief course content description covers both the 4 day in house and the 5 day National courses

The re-registration courses will re-affirm these areas of skill, ability and knowledge. By their very nature, In Company instructor new entrant courses must be conducted on Client Sites. For national Trainer qualification courses please contact us on 01536 414966.

On successful completion of training, instructors will be able to prepare, plan and present practical and theoretical instruction to a recognised standard on their site. They will be able to conduct and mark objectively practical tests, and complete the appropriate documentation.

## MEWP Trainer Course Assessments

All MEWP Trainer courses are based on the accredited / recognised course content and HSE recognised assessments of trainer ability, specific to the machine/s being taught, these *generally* will be:

- 1 Health and Safety at Work:** Health & Safety at Work Act 1974, Sections 2, 7 & 8, Work Equipment Regulations - Regulation 9, Training, Management Health & Safety at Work Regulations 'Employees duties', Specific Legislation and Regulations, Approved Codes of Practice, ACOP's, EHO & Inspectors Guidelines, and Enforcement of Health & Safety
- 2 Recommendations of Training:** Selection of operators/delegates, Age limitations, medical condition restrictions, levels of learning ability, previous experience.
- 3 Instructor's role,** Principles of Instruction & Instructional Techniques, Learning (Incentives and Methods), Subject analysis, Preparation of lesson plans, Hints on speaking.
- 4 Training exercises** Delegates assigned specific exercises relevant to training subject
- 5 Classroom Lesson:** Preparation, Instruction in logical sequence, Introduction/Link, Revision, Aims Objectives, Reason why, Incentive, Stages, Use of aids (Powerpoints, White boards, models, Overhead projectors etc), Questions and answer techniques, Confirmation, Summary, Look forward.
- 6 Practical Demonstration** by each Delegate related to practical elements of operation with constructive feedback / comments.
- 7 Practical Lesson:** A practical lesson delivered by each Delegate on a subject related to course subject or course operations.
- 8 Operator competence testing & Practical assessments;** Delegates must construct a representative knowledge (theory) and/or set a practical test area, conduct & mark a basic skills test to approved standards for the specific subject, completing relevant paperwork.
- 9 Certification and Training Records,** Report Content, Certificate of basic training, Employers Authorisation, Company training records, Further Training needs.

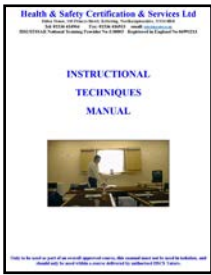
On successful completion of the course, the Trainer will be qualified to train on their subject, organise and administer operator competence tests, issue in house or national certification (as applicable) and undertake associated risk assessments. Trainers also have access to FOC post course services including training course advice, guidance and updates.

**PLEASE NOTE:-** The longer course duration for National courses is to accommodate additional assessments and a monitoring visit from the accrediting body.

# COURSE DOCUMENTATION



## Instructional Techniques Manual



Used throughout the courses, and the main resource document, this covers all the information and explanations as to completing the course and the achievement of the assessments. It includes sections on - qualities of the instructor. The role of the instructor, learning incentives and methods, principles of instruction, question techniques, lesson planning and creation, delivering classroom based lessons, delivering practical based lessons, use of training aids, setting and applying examinations, planning training programmes and syllabuses, safety of candidates, application of standards, monitoring course design etc etc

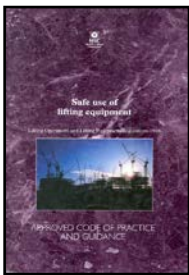
For Bespoke Courses this manual can incorporate the client companies own logos, policies, safe systems of work, risk assessments, example company documentation etc.

## PUWER Guide

The PUWER Regulations deal with the work equipment and machinery used everyday in workplaces: factories, offices, shops, hospitals, construction sites, farms - wherever equipment and machinery is used at work. It is used by local authority health and safety inspectors, health and safety enforcement officers. The course will utilise this publication and guide to ensure the training is to the required levels and also to assist potential trainers risk assess their operations etc. This will also be used to identify the requirements under PUWER for the safe operation and management of the MEWP. Including suitable for the intended use; safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case; used only by people who have received adequate information, instruction and training; and accompanied by suitable safety measures, eg protective devices, markings, warnings.



## LOLER Guide



Used in the same manner, and in conjunction with PUWER, this provides guidance to help trainers understand the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER). LOLER is aimed at ensuring that all lifting operations are properly planned, that lifting equipment is used in a safe manner and that where necessary lifting equipment is thoroughly examined at suitable intervals by a competent person. Contents: Other key legislation; Management of Health and Safety at Work Regulations 1992 (MHSWR); Lifting Operations and Lifting Equipment Regulations (LOLER 1998); Strength and stability; Lifting equipment for lifting people; Positioning and installation; Marking of lifting equipment; Organisation of lifting operations; Thorough examination; reports and defects; Records; References; Further information.

## Working At Heights Regulations

This revised leaflet is written for employers, the self-employed and anyone who works at height. It tells you what you need to do to comply with the Work at Height Regulations 2005 as amended by the Work at Height (Amendment) Regulations 2007 for MEWPs. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. This revision incorporates a change to paragraph 9 of the leaflet, in light of the Work at Height (Amendment) Regulations 2007. Contents: Using this information; Why are these rules important; What is 'work at height'? What do the Schedules to the Regulations cover. Again this is used in conjunction with PUWER & LOLER.



## The selection and management of mobile elevating work platforms (MEWPs)

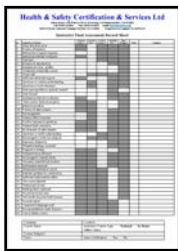
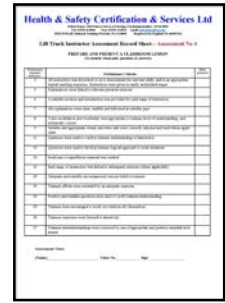
Used in the course to support the trainers application of training, this information sheet is aimed at those people who are responsible for selecting, specifying and managing mobile elevating work platforms (MEWPs). It outlines what needs to be considered before a MEWP is chosen for access to work at height, and the risks that need to be managed while the MEWP is in use. It covers legal requirements, assessing and managing the risks from using MEWPs, criteria for choosing the most suitable type of MEWP, and record keeping. Contents: Introduction; What the law requires; Assessing the risk; Selection criteria; Managing the risk; Documenting what you have done.



## Instructor Assessment Record Sheets

Of the Trainer assessments that candidates must undertake the first is the demonstration of skills to instructor standard, the second is associated safety knowledge to instructor level and the final 5 are related to the application of practical and classroom based lessons and report writing. All courses are of continual assessment and these assessment record sheets detail the criteria to be met and the candidates progress through the course for the following assessments.

- Prepare & Present A Classroom Lesson
- Give A Practical Demonstration
- Prepare & Present A Practical Lesson
- Construct & Conduct A Practical Skill Test
- Write An Accurate But Brief End Of Course Report



## Final Course Assessment Record Sheet

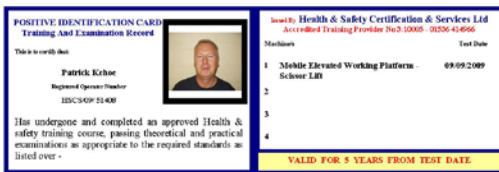
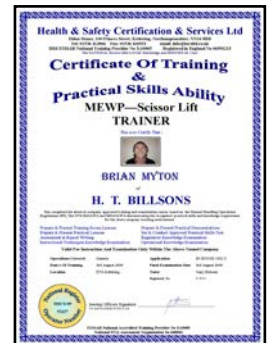
This document records the final assessments of candidates and is forwarded with the end of course documentation. This record is a major end of course document detailing the candidates achievement levels and is evidence of the training and achievement.

This document and the candidates practical skills examination paper is proof of the successful candidates ability to perform as an instructor.

## CERTIFICATION

**Instructor Certificate**, (A4) this gives the required details of the Instructor training dates, name and registered number, the training provider (HSCS) / accrediting body their address and contact details, the accredited Tutor details etc. The expiry date will be 5 years from course completion

This certificate would normally be held by you in the individuals personnel file, so that when visited by HSE or EHO inspectors this can be produced as evidence of appropriate and recognised training and certification.



**Positive ID Card**, this is issued in addition to the certificate. Where certification will be held in an office, or training record files, the ID card is credit card sized and must be worn whilst undertaking any training. The reverse of the card details the machines the instructor can train on, and the front carries relevant details of training, ID etc. Validity of the ID card is for five years.

## Temporary Pass Notification

Due to the accreditation process, quality systems and the registration process of instructors, it can take up to two weeks for certification to be forwarded to clients, HSCS recognise that clients and instructors often need to train operators on the equipment as soon as they have achieved certification, we have therefore introduced the temporary pass notification, this demonstrates achievement and also lists contact numbers for HSE or EHO's should they visit sites / premises between achievement and certification being in place. The temporary pass notification is duration limited to 14 days from issue.



National Trainer Courses will also include additional instructional techniques certification from the accrediting body and ID card

## What's Included

Training and certification courses are carried out at your designated mainland UK site/s and include all the above as well as all travel and expenses. **Why pay a mileage fee just because your location does not coincide with your training providers?** As long as the course / service is held on the UK mainland, all travel and expenses are included in course fees, any expenses incurred for non mainland training are charged at cost.

## Course Documentation

All Instructor courses offered and undertaken by HSCS include any and all course manuals, training aids, documentation and course registration documents. Differing courses carry differing levels of documentation and materials. Copies of the candidate & course reports, assessment papers and registration documents are sent to our clients as a matter of course. These will carry all the information required by HSE, EHO's insurance companies etc.

## Post Course

HSCS Training Services believe in offering a full and complete service, that does not stop once we have issued certification. We offer full telephone, fax and email support that backs up the training courses and acts as an advisory service for clients with queries regarding any aspect of materials handling.

## Trainer / Instructor Course Materials.

Trainer courses are fully certificated to appropriate levels. In addition support materials are available (at additional cost) for the delivery of training courses, this material typically includes DVD presentations, course manuals, course handouts, course documentation, power points, overheads etc, for national courses these are pre set and adopt the generic approach necessary for national training. Also for in house, or in company training packs, we can incorporate company logos, associated company systems and policies and include company operational procedures.

Successful delegates will be able to create their own documentation etc the specification of which is covered within the trainer courses.

We thank you for allowing us this opportunity of introducing ourselves to you, and would very much like to prove to you that we can offer a service that not only meets legislative requirements, but also offers a genuine way forward to cost effective training and services that contribute to the overall benefit of your company, its employees and clients.



John Steel  
National Manager