

Health & Safety Certification & Services Ltd

Central Administration Office - 100 Princes Street, Kettering, Northamptonshire, NN16 8RR

Tel: 01536 414966

Fax: 01536 416933

email: info@hscsltd.co.uk WEB www.hscsltd.co.uk

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

Trainer & Instructor

TRAINING, CERTIFICATION & SERVICES



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

Central Administration Office

Eldon House, 100 Princes Street, Kettering, Northamptonshire, NN16 8RR

Telephone 01536414966 Fax 01536416933 Email info@hscsltd.co.uk



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Trainer & Instructor Courses

Introductory Information

Overview

HSCS have trained and certificated trainers and instructors for over 18 years. In that time we have achieved recognition as a provider of high quality trainer courses and standards. In addition to the 'standard' trainer and instructor courses we have developed trainer courses for a variety of specific operational working environments that have also lead to accreditation in their own right.

Our Tutors

Our Tutors have worked within their given fields for many years acquiring subject knowledge, skills and experience and developing these to become instructor or trainers themselves

Services

HSCS also offer a wide variety of services that are applicable to General industry including Forklift, Lorry Loader training, plant operator training, risk assessment, policy formulation, site audits, Health & Safety manual creation, Advisory Service, Manager & Supervisor training etc.

Course Information

Many of the courses detailed here have attendance limits placed upon them. We at HSCS believe that if a course is devised to encompass Health & Safety practical requirements, then candidates should, and must, be able to display those skills and knowledge on completion of training, if they do not undertake these practical assessments then the employer cannot with confidence say that staff are competent. The following is not an exhaustive list of courses, for courses not listed, or for further information, please call on 01536 414966, we thank you for your interest and hope to be of service.



John Steel
National Manager

Health & Safety Certification & Services Ltd

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The content of this document is not exhaustive and we would welcome the opportunity of discussing your individual requirements with you.

Trainer & Instructor Training & Certification Courses




Page	Trainer Course
4	Forklift Instructor (Dedicated Brochure Available)
5	Lorry Loader Instructor (Dedicated Brochure Available)
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7	Overhead Crane – Power Tools – Scissor Lift – Slinger Signaller
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Other Brochures Available/Include:-





General Health & Safety	First Aid Appointed Person, Manual Handling (Standard HSE), Manual Handling (CIEH), Foundation Certificate In Health & Safety (CIEH), Combined Manual Handling & COSHH (CIEH), Workplace Stress Awareness and Avoidance, Display Screen Equipment, Safe Use Of Ladders, Stepladders & Lightweight Staging, Safe use of hand tools and powered hand tools, Electrical Safety Testing (PAT Testing), Abrasive Wheels / Appointed Persons, Access Equipment / Alloy / Steel / Towers, LGV Lifting Operations – Appointed Person / Vehicle Banksman (Reversing Operations), Slinger Banksman (Lifting Operations), Working At Heights, Slips & Trips, Vehicle Banksman (Public Access Premises), Fire Awareness, Fire Practical Application, Safe Use Of Overhead Cranes, Bespoke Courses
Forklift	Operator, Attachments, Battery Care, Conversion, Instructor, Risk Assessor, Supervisory Awareness, Manual handling Specific, Induction Specific, Bespoke
Equipment Hire	H & S In Equipment Hire, Hire Procedures, Hire Staff Induction, Electrical Testing, Manual Handling in Hire, Towers, Cartridge Guns, LPG Handling Storage & Transportation, Cabinet Heaters, Hire Plant Loading & Transporting, Load securing, MEWPs, Chainsaw, Bespoke
Timber & Woodworking	Machine Operators, H&S In Timber based Operations, Manual handling in Timber Operations, Profile Grinders, Lorry Loader Timber Operations, Timber Overhead Cranes, Materials Handling In Timber Operations, Slings, Risk Assessing Timber Based Operations, Bespoke.
Lorry Loader	Operator, Attachments, Conversion, Slings, Appointed Person (Lifting Operations), Instructor, Risk Assessor, Supervisory Awareness, Manual handling Specific, Induction Specific, Bespoke
Transport	Drivers Hours & Tachograph, LGV Shunting, LGV Banksman, Load Securing, Forklift, Lorry Loader, ADR, Plant Loading, Bespoke, Manual Handling Specific, Workplace Transport Risk Assessing.
Management & Supervisory	H&S Awareness, '6 Pack', H&S Committees, Managing Safely, Risk Assessing (General & Specific), Identifying Stress, Workplace Transport, Safe Systems Of Work, Policy Creation, PUWER, LOLER, DSE, Manual Handling Risk Assessing, H&S in The Workplace, Bespoke
H & S Services	Safety Audits, Policy Formulation, Design Of safe Systems Of Work, H&S Safety Manual Creation, Design & deliver Bespoke Training & Services, Expert Witness Service, Risk Assessment Services (General & Industry Specific), Portable Appliance Testing, Bespoke Services
General Plant / Equipment & Construction.	Dumper, 360, 180, Scissor Lifts, Articulated Booms, Abrasive Wheels, Mini Excavator, Towers, Ladders, Handtools, Overhead Crane, Lorry Loader, Forklift, Cartridge Fixing Guns, Ladders, Abrasive Wheels, Inductions, Tool Box Talks, Risk Assessing, Auditing, Site Safety Awareness, Controlling Contractors, Bespoke Training.





Forklift Instructor <i>Separate Full Brochure Available</i>					
Description	<p>HSCS are able to deliver all accredited and approved training courses for forklift Instructor training and certification. We are fully accredited to deliver these courses both at our training centres and at client sites.</p> <p>The range of courses covers New Entrant, Re-Registration and Direct Entry at national or in company (Internal Instructor) level. Post course services include a telephone / email / fax update and support service where we keep all instructors up to date with any H&S legislation and offer a help line to assist instructors throughout the five year duration of the qualification.</p> <p>National Level courses (10 Days) These courses are normally attended by prospective, or established instructors who are employed by accredited training providers, those who wish to become accredited providers, or those who work for larger companies whose policy dictates this level of instructor.</p> <p>In Company Courses (7 Days) These courses are normally attended by prospective, or established in company instructors that will only be instructing for their sponsor company</p> <p>Re Registration (4 or 3 Days) Required at 5 year intervals for all instructor courses</p>				
					
					
Notes	<p>Entry Requirements With both national and in house courses the entry requirements are the same. The candidate instructors must hold recognised accredited forklift operator certification that was issued within 12 months prior to the course commencement.</p> <p>Qualification Route The qualification is awarded when candidates can pass all nine of the course assessments, this is achieved on a continual assessment basis. There is no single end test situation which can overwhelm candidates and does not necessarily reflect an overall ability.</p>				
					
Brief Content	<p>HASAW, PUWER & LOLER Specific Legislation and Regulations, Approved Codes of Practice, Enforcement. Lesson Preparation, Instruction in logical sequence. Introduction/Link, Revision. Aim/Objective, Incentive, Stages, Use of aids. (white boards, models, Overhead projectors etc). The use of questions and answers, Confirmation, Summery, Look forward.</p>		<p>Operator competence testing & Practical assessments Marking a basic skills test Report Writing Certification and Training Records Report Content Employers Authorisation Company training records Further Training needs.</p>		
	<p>We ensure that all training is administered to the most cost effective outcome, if you have mixed requirements as regards Instructor levels etc we optimise the training time to accommodate the best possible outcome.</p>				
Notes	Forklifts Covered			Availability	On Site & In Centre
	Initial instructor courses are usually conducted on Reach or Counterbalance forklifts, once an instructor has qualified they can instruct on any of the 42 truck types providing they have completed a recognised basic operator course for that truck.			Examinations	Knowledge & Skills (8)
				Certification	HSE Standard / ITSSAR
				Duration	Variable by course type, experience levels etc
	Pallet Stackers	Straddle Carriers	Order Pickers	Course Style	Knowledge & Practical
<p>Given the complex nature of this subject, the different levels of training available, a dedicated brochure is available, please call 01536 414966 to request this brochure.</p>					
<p>Associated Forklift Instructor Courses</p> <p style="text-align: center;">Staff Induction Site Safety Awareness Forklift Tutor Training</p>					

<h2 style="margin: 0;">Lorry Loader (aka HIAB) Instructor</h2> <p style="margin: 0; font-weight: normal; color: #0056b3;">Separate Full Brochure Available</p>													
Description	<p>HSCS can deliver Lorry Loader instructor approved / recognised training courses (unlike forklift trucks, there are no HSE directly accredited courses)</p> <p>The courses are fully Certificated to the recognised and Accredited levels of skill, ability and safety in handling these versatile machines.</p> <p>ALLMI (Association of Lorry Loader Manufacturers & Importers) do carry the Working in partnership HSE tick for excellence and is therefore the highest recognised instructor training course.</p> <p>In addition to ALLMI, HSCS are able to offer instructor courses at in house and national level.</p> <p>Bespoke courses are also available for multi task operations such as post auger/ post positioning and electrical cable connection via man basket etc.</p>												
Brief Content	<p>Courses Available 2 Day Instructor Refresher Course This course is designed for the 5 year instructor refresher period 4 Day Instructor Direct Entry Designed for non certificated practicing instructors who already hold recognised Instructional Techniques, Slinging and Operator certification. 7 Day In House Fully inclusive Designed for candidates with 6 months plus, operator experience. This course includes operator certification, Instructional techniques & slinging certification. This course also includes the legal requirements for operator course documentation, the paper trail, record keeping etc.</p>												
Notes	<p style="text-align: center; color: #0056b3;">We ensure that all training is administered to the most cost effective outcome, if you have mixed requirements as regards experience levels etc we optimise the training time to accommodate the best possible outcome.</p> <p>Loaders Covered</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td rowspan="5" style="width: 60%; padding: 5px; vertical-align: top;"> Training Centre instructor courses are usually conducted on standard hook configuration. On site will be the host companies equipment. Once an instructor has qualified they can instruct on any Loader type and attachment providing they have completed a recognised basic operator course for that Loader / Attachment </td> <td style="padding: 5px;">Availability</td> <td style="padding: 5px;">On Site & In Centre</td> </tr> <tr> <td style="padding: 5px;">Examinations</td> <td style="padding: 5px;">Knowledge & Skills</td> </tr> <tr> <td style="padding: 5px;">Certification</td> <td style="padding: 5px;">HSE Standard / ALLMI/ITSSAR</td> </tr> <tr> <td style="padding: 5px;">Duration</td> <td style="padding: 5px;">Variable by course type, experience levels etc</td> </tr> <tr> <td style="padding: 5px;">Course Style</td> <td style="padding: 5px;">Knowledge & Practical</td> </tr> </table> <p style="text-align: center; color: #0056b3;">Given the complex nature of this subject, the variation of machines, the different levels of training available and different operating environments etc, a dedicated brochure is available, please call 01536 414966 to request this brochure.</p>		Training Centre instructor courses are usually conducted on standard hook configuration. On site will be the host companies equipment. Once an instructor has qualified they can instruct on any Loader type and attachment providing they have completed a recognised basic operator course for that Loader / Attachment	Availability	On Site & In Centre	Examinations	Knowledge & Skills	Certification	HSE Standard / ALLMI/ITSSAR	Duration	Variable by course type, experience levels etc	Course Style	Knowledge & Practical
Training Centre instructor courses are usually conducted on standard hook configuration. On site will be the host companies equipment. Once an instructor has qualified they can instruct on any Loader type and attachment providing they have completed a recognised basic operator course for that Loader / Attachment	Availability	On Site & In Centre											
	Examinations	Knowledge & Skills											
	Certification	HSE Standard / ALLMI/ITSSAR											
	Duration	Variable by course type, experience levels etc											
	Course Style	Knowledge & Practical											
<p>Associated Lorry Loader Operator Courses Slinger Banksman – Loader Instructor - Staff Induction – Lifting Operations (Appointed Person)</p>													

Articulated Boom Trainer				
Description	Three courses in one, Trainer, Risk Assessor and Harness inspection. This course is designed for prospective, or established in company instructors/trainers that will only be instructing for their sponsor company. The course is normally held at the client site to ensure all operating practices within the host company are covered as well as incorporating client company policies and systems. This course is designed to instruct trainers in the correct training techniques and will include tasks within their working environments. Successful candidates will also be able to issue in company certification.			
Brief Content	<input type="checkbox"/> Regulations and Legal Obligations.	<input type="checkbox"/> Question & Answer Techniques	Availability	On Site In Centre
	<input type="checkbox"/> Role of The Trainer	<input type="checkbox"/> Correct PPE selection & use	Examinations	Knowledge
	<input type="checkbox"/> HSE & Lead Body Guidelines	<input type="checkbox"/> Setting & Applying Examinations	Certification	National / In company
	<input type="checkbox"/> Safe Machine Practices	<input type="checkbox"/> Report Writing	Duration	National 5 Days In Company 3 Days
	<input type="checkbox"/> Prepare & Present Knowledge Lesson	<input type="checkbox"/> Instructional Techniques	Course Style	Knowledge & Skill
<input type="checkbox"/> Delivering a Demonstration	<input type="checkbox"/> Course Validations			
<input type="checkbox"/> Prepare & Present Practical Lesson	<input type="checkbox"/> Issuing Certification			
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.		Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.	
Manual Handling Trainer				
Description	Two courses in one, this course is designed to instruct potential trainers in the correct and safe methods of manual handling and assess manual handling tasks within their working environments. Successful candidates will be able to risk assess manual handling operations within their host company working environment and issue in company manual handling training certification.			
Brief Content	<input type="checkbox"/> Regulations and Legal Obligations.	<input type="checkbox"/> Report Writing	Availability	On Site
	<input type="checkbox"/> Assessing & Avoiding Manual Handling	<input type="checkbox"/> Instructional Techniques	Examinations	Knowledge & Skills
	<input type="checkbox"/> Prepare & Present Knowledge Lesson	<input type="checkbox"/> Course Validations	Certification	National / In company
	<input type="checkbox"/> Prepare & Present Practical Lesson	<input type="checkbox"/> Issuing Certification	Duration	National 5 Days In Company 3 Days
	<input type="checkbox"/> Correct PPE selection & use	<input type="checkbox"/> Incorporation of company systems in training	Course Style	Knowledge & Skill
<input type="checkbox"/> Applying Examinations	<input type="checkbox"/> Course Validations			
<input type="checkbox"/> Issuing Certification				
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.		Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.	
Mobile Tower Trainer				
Description	AKA Towers, Scaffold Towers, Alloy towers etc, three courses in one, Trainer, Risk Assessor and Harness inspection. This course is designed for prospective, or established in company instructors/trainers that will only be instructing for their sponsor company. The in house course is normally held at the client site to ensure all operating practices within the host company are covered as well as incorporating client company policies and systems.			
Brief Content	<input type="checkbox"/> Regulations and Legal Obligations.	<input type="checkbox"/> Question & Answer Techniques	Availability	On Site
	<input type="checkbox"/> Role of The Trainer	<input type="checkbox"/> Correct PPE selection & use	Examinations	Knowledge
	<input type="checkbox"/> HSE Acop & Lead Body Guidelines	<input type="checkbox"/> Setting & Applying Examinations	Certification	HSE Regulations
	<input type="checkbox"/> Safe Machine Practices	<input type="checkbox"/> Report Writing	Duration	National 5 Days In Company 3 Days
	<input type="checkbox"/> Prepare & Present Knowledge Lesson	<input type="checkbox"/> Instructional Techniques	Course Style	Knowledge/Skill
<input type="checkbox"/> Delivering a Demonstration	<input type="checkbox"/> Course Validations			
<input type="checkbox"/> Prepare & Present Practical Lesson	<input type="checkbox"/> Issuing Certification			
Notes	In Company courses will be tailored to the working environment A Training area and equipment will be required.		Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.	
Vehicle Banksman Trainer				
Description	This course is designed to train delegates to deliver banksman training and instruct candidates in the correct and safe methods of reversing vehicles and shunting type manoeuvres / operations as an appointed person in charge of vehicle movements within a companies operating environment. Delegates will be able to issue in company / national certification.			
Brief Content	<input type="checkbox"/> Accidents - causes and prevention.	<input type="checkbox"/> Risk assessing the manoeuvre Lesson	Availability	On Site
	<input type="checkbox"/> Acts and Regulations.	Preparation, Instruction in logical sequence.	Examinations	Knowledge
	<input type="checkbox"/> Understand the limitations or otherwise of equipment available.	Introduction/Link, Revision. Aim/Objective, Incentive, Stages, Use of aids. The use of questions and answers, Confirmation & Summery, Operator competence testing & Practical assessments Certification and Training Records Report Content	Certification	HSE
	<input type="checkbox"/> Understand correct procedures in manoeuvring vehicles.		Duration	National 5 Days In Company 3 Days
	<input type="checkbox"/> Banksman responsibilities.		Course Style	Knowledge & Skill
<input type="checkbox"/> PPE, Safe Systems Of Work				
<input type="checkbox"/> Recognised signals.				
Notes	A Training area and equipment suitable for the number of delegates will be required.		Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.	

Overhead Crane Trainer				
Description	This course is designed for prospective, or established in company instructors/trainers that will be instructing for their sponsor company. This course will instruct prospective trainers in the correct training techniques and approaches, programme structure, records of training etc. Successful candidates will also be able to issue certification and carry out relevant risk assessments and equipment inspections.			
Brief Content	<input type="checkbox"/> Regulations and Legal Obligations. <input type="checkbox"/> Role of The Trainer <input type="checkbox"/> HSE & 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	Availability Examinations Certification Duration Course Style	On Site In Centre Knowledge National / In company National 5 Days In Company 3 Days Knowledge & Skill
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.		Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.	
Power / Handtools Trainer				
Description	This course is designed to meet regulations and in particular the Provision and Use of Work Equipment Regulations 1998 and the requirement for adequate information training and instruction instructing. To train delegates in instructional techniques for training staff in the correct selection, checking, safe practices, procedures, recording and reporting of power and hand tools.			
Brief Content	<input type="checkbox"/> Regulations and Legal Obligations. <input type="checkbox"/> Assessing & Avoiding Manual Handling <input type="checkbox"/> Prepare & Present Knowledge Lesson <input type="checkbox"/> Prepare & Present Practical Lesson <input type="checkbox"/> Correct PPE selection & use <input type="checkbox"/> Applying Examinations	<input type="checkbox"/> Instructional Techniques <input type="checkbox"/> Course Validations <input type="checkbox"/> Applying Examinations <input type="checkbox"/> Report Writing <input type="checkbox"/> Instructional Techniques <input type="checkbox"/> Course Validations <input type="checkbox"/> Issuing Certification	Availability Examinations Certification Duration Course Style	On Site Knowledge & Skills National / In company National 5 Days In Company 3 Days Knowledge & Skill
Notes	In Company courses will be tailored to the working environment Company systems/policies can be included within this course.		Reduced rates are available for multi-site or multi-course bookings. A Training room and equipment will be required.	
Scissor Lift Trainer				
Description	These courses are designed for prospective, or established in company instructors/trainers that will only be instructing for their sponsor company The courses held at the client site will ensure all operating practices within the host company are covered as well as incorporating client company policies and systems. This course is designed to instruct trainers in the correct training techniques and methods. Successful candidates will also be able to issue certification.			
Brief Content	<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	Availability Examinations Certification Duration Course Style	On Site Knowledge HSE Regulations National 5 Days In Company 3 Days Knowledge/Skill
Notes	In Company courses will be tailored to the working environment A Training area and equipment will be required.		Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.	
Slinger Signaller Trainer (AKA Slinger Banksman)				
Description	This course is designed to train delegates to deliver Slinger training and instruct candidates in the correct and safe methods of Slings operations as an appointed person within lifting operations environments. Delegates will be able to issue certification, inspect lifting equipment and risk assess slinging operations.			
Brief Content	<input type="checkbox"/> Regulations and Legal Obligations. <input type="checkbox"/> Role of The Trainer <input type="checkbox"/> HSE Acop & Lead Body Guidelines Safe Slings Practices <input type="checkbox"/> Prepare & Present Knowledge Lesson <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	Availability Examinations Certification Duration Course Style	On Site Knowledge HSE National 5 Days In Company 3 Days Knowledge & Skill
Notes	A Training area and equipment suitable for the number of delegates will be required.		Individual company systems & policies can be included within this course Reduced rates are available for multi-site or multi-course bookings.	

Timber / Woodmachines Trainer				
Description	This course is designed to train delegates in methods of instructing and training for staff within their workplace in respect of the PUWER regulations as applied to woodworking machines, and lead bodies, the Timber Trades Association etc. Successful candidates will be able to train and examine company staff to basic safety and maintenance levels, and carry out risk assessments within their working environment.			
Brief Content	Have an understanding of the Regulations and Legal Obligations Demonstrate knowledge and practical application Prepare & Present Knowledge Lesson Prepare & Present Practical Lesson	Correct PPE selection & use Applying Examinations Report Writing Instructional Techniques Course Validations Issuing Certification	Availability	On Site In Centre
			Examinations	Knowledge
	Certification	National / In company		
	Duration	National 5 Days In Company Variable		
	Course Style	Knowledge & Skill		
Notes	<p><i>Candidates must complete a recognised Timber Machine operator course</i></p> <p>In Company courses will be tailored to the working environment</p> <p>A Training room suitable for the number of delegates will be required, as will access to woodmachines as appropriate.</p> <p>Reduced rates are available for multi-site or multi-course bookings.</p> <p>Delegates should attend a refresher course every 5 years</p>			
Instructional Techniques (Train the Trainer) Generic / Bespoke				
Description	This course is designed to instruct delegates in methods of instructing and training staff within their workplace. Incorporating both knowledge (Classroom) and practical applications, this course can be undertaken as a stand alone generic instructional techniques course, or it can be tailored to encompass a particular subject or company activity with certification being issued on completion.			
Brief Content	The role of the trainer. Principles of instruction. Task Analysis Lesson planning/formulation. Preparation of lessons Presenting courses with multiple aids. Undertaking Demonstrations Question and Answer techniques.	Setting of examinations/feedback papers. Developing training programmes for diverse groups. Knowledge and application of appropriate training programmes. Report Writing Course Validations	Availability	On Site
			Examinations	Knowledge & Skills
	Certification	National / In company		
	Duration	National 5 Days In Company Variable		
	Course Style	Knowledge & Skill		
Notes	<p>In Company courses will be tailored to the working environment</p> <p>Company systems/policies can be included within this course.</p> <p>Reduced rates are available for multi-site or multi-course bookings.</p> <p>A Training room and equipment will be required.</p>			
Presentation Skills				
Description	This course is designed for potential presenters. The course includes the use of all visual aids and includes the planning and preparation of information as well as the differing delivery methods. It can be undertaken as a generic stand alone course, or can be specific to a chosen presentation subject.			
Brief Content	Understanding the role of the presenter Presentation types Visual Aids & Props Preparing the presentation Delivery methods	Applying Examinations Report Writing Course Validations Issuing Certification	Availability	On Site
			Examinations	Knowledge
	Certification	HSE Regulations		
	Duration	National 5 Days In Company 3 Days		
	Course Style	Knowledge/Skill		
Notes	<p>In Company courses will be tailored to the working environment</p> <p>A Training area and equipment will be required.</p> <p>Individual company systems & policies can be included within this course</p> <p>Reduced rates are available for multi-site or multi-course bookings.</p>			
Harness Trainer				
Description	The wearing of harnesses across many different industry sectors is now well established under HASAWA, MHSAWA, Working At Heights Regulations etc etc. This course will enable trainers to train on the safe use, wearing and inspection of harnesses as well as ancillary equipment such as lanyards, karabiners etc.			
Brief Content	Have an understanding of the Regulations and Legal Obligations Designing Courses and Programmes Demonstrate knowledge and practical application Prepare & Present Knowledge Lesson Prepare & Present Practical Lesson	Applying Examinations Report Writing Course Validations Issuing Certification Report writing Documentation for training	Availability	On Site
			Examinations	Knowledge
	Certification	HSE		
	Duration	National 5 Days In Company 3 Days		
	Course Style	Knowledge & Skill		
Notes	<p>A Training area and equipment suitable for the number of delegates will be required.</p> <p>Individual company systems & policies can be included within this course</p> <p>Reduced rates are available for multi-site or multi-course bookings.</p>			

Abrasive Wheels Trainer				
Description	This course is designed to train delegates in methods of instructing and training for staff within their workplace in respect of the of the Supply of Machinery (Safety) Regulations 1992 as amended and the Provision and Use of Work Equipment Regulations 1998 Successful candidates will be able to train and examine company staff to basic safety and maintenance levels, for the selection and use of abrasive wheels, and carry out risk assessments relating to AW within their working environment.			
Brief Content	Have an understanding of the Regulations Knowledge and practical application Principles of instruction. Task Analysis Lesson planning/formulation. Preparation of lessons	Presenting with multiple aids Undertaking Demonstrations Question and Answer techniques Setting & Marking examinations Report Writing Course Validations	Availability	On Site
			Examinations	Knowledge
			Certification	National / In company
			Duration	National 5 Days In Company Variable
			Course Style	Knowledge & Skill
Notes	<p><i>Candidates must have complete a recognised Abrasive Wheels operator course prior to this course</i></p> <p>In Company courses will be tailored to the working environment</p> <p>A Training room suitable for the number of delegates will be required, as will access to equipment as appropriate.</p> <p>Reduced rates are available for multi-site or multi-course bookings.</p>			
Hand & Powertools Trainer				
Description	This course is designed to instruct delegates in methods of instructing and training staff within their workplace. Incorporating both knowledge (Classroom) and practical applications, this course can be undertaken as a stand alone generic course, or it can be tailored to encompass a particular range of hand and power tools.			
Brief Content	The role of the trainer. Principles of instruction. Task Analysis Lesson planning/formulation. Preparation of lessons Presenting courses with multiple aids. Undertaking Demonstrations Question and Answer techniques.	Setting of examinations/feedback papers. Developing training programmes for diverse groups. Knowledge and application of appropriate training programmes. Report Writing Course Validations	Availability	On Site
			Examinations	Knowledge & Skills
			Certification	National / In company
			Duration	National 5 Days In Company Variable
			Course Style	Knowledge & Skill
Notes	<p>In Company courses will be tailored to the working environment</p> <p>Company systems/policies can be included within this course.</p> <p>Reduced rates are available for multi-site or multi-course bookings.</p> <p>A Training room and equipment will be required.</p>			
Ladder & Lightweight Staging Trainer				
Description	This course is designed for potential trainers to comply with the legislative requirements of persons involved in the safe use and care of Ladders, Stepladders or Lightweight Staging within a working environment. This course complies with the Working at Heights regulations .The course includes the use of all visual aids and includes the planning and preparation of information as well as the differing delivery methods. The course can be delivered generically or bespoke to an individual company's equipment.			
Brief Content	Have an understanding of the Regulations and Legal Obligations Demonstrate knowledge and practical application Prepare & Present Knowledge Lesson Prepare & Present Practical Lesson	Correct PPE selection & use Applying Examinations Report Writing Instructional Techniques Course Validations Issuing Certification	availability	On Site
			Examinations	Knowledge
			Certification	HSE Regulations
			Duration	National 5 Days In Company 3 Days
			Course Style	Knowledge/Skill
Notes	<p>In Company courses will be tailored to the working environment</p> <p>A Training area and equipment will be required.</p> <p>Individual company systems & policies can be included within this course</p> <p>Reduced rates are available for multi-site or multi-course bookings.</p>			
Plant & Equipment (Generic & Bespoke)				
Description	With the myriad of differing plant and equipment it is difficult to find the exact course needed for a potential trainer. HSCS can modify and redesign existing recognised courses and create the appropriate course for your environment. Additionally once the trainer has completed and passed the assessments they will be able to add to their portfolio by simply undertaking the recognised subject at standard (operator) level.			
Brief Content	Have an understanding of appropriate Regulations and Legal Obligations Designing Courses and Programmes Demonstrate knowledge and practical application Prepare & Present Knowledge Lesson Prepare & Present Practical Lesson	Applying Examinations Report Writing Course Validations Issuing Certification Report writing Documentation for training Specific to Environment	Availability	On Site
			Examinations	Knowledge
			Certification	HSE
			Duration	National Variable In Company Variable
			Course Style	Knowledge & Skill
Notes	<p>A Training area and equipment suitable for the number of delegates will be required.</p> <p>Individual company systems & policies can be included within this course</p> <p>Reduced rates are available for multi-site or multi-course bookings.</p>			

Train the Trainer

Our courses are designed to establish, develop or refresh the professional trainer's ability to run interesting and effective training programmes. Not surprisingly, training professionals spend a substantial proportion of their time training others and will often need to undertake the delivery of training around their established role within the company.

When established trainers themselves receive training/ re-registration it is usually aimed at re establishing the training assessments and familiarising them with the specifics of new, revised and updated course and legislative content by affected modules or across the programme.

We tailor train the trainer programmes to your specific training needs. We always include material which will enhance the trainer's ability, confidence and motivation by developing and refreshing essential training skills.

HSCS are able to supply post course trainer packs for the subjects covered. These will generally include Audio/Visual presentation, Powerpoint presentations, template course report sheets, delegate report sheets, knowledge test handouts and answer sheets, practical examination sheets, and template certificates.

Train The Trainer Course Assessments

All Trainer courses will be based on the accredited course content and HSE recognised assessments of trainer ability, specific to the subject 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, 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, Aim/Objective, Reason why, Incentive, Stages, Use of aids (Powerpoints, White boards, models, Overhead projectors etc), Questions and answer techniques, Confirmation, Summery, 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 and issue certification to staff, organise and administer operator competence tests, issue in house certificates and in most cases (dependant upon subject) undertake associated risk assessments.

Whats Included

All course quotations / charges include, as appropriate, delegates course materials, examination fees, delegate registrations, certification, ID Cards, delegate reports, course reports, examination results and full course documentation.

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.

On Site

Training and certification courses carried out at your designated mainland UK site/s includes 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.



In Centre

Training courses held at our training locations include all the above, refreshments, light lunch and supply and use of all required equipment. Delegates will need to bring their own PPE with them (if Appropriate), this will be detailed in course joining instructions along with a location map, start and finish times, the trainers name and any special requirements. Delegates wishing to bring their own specific equipment to be included within courses may do so.



Post Course

HSCS 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 our services and training courses. We also offer an email based free Health & Safety update / notification service. We are here to help YOU conduct a compliant and safe business for the benefit of your company, its employees, and your customers, on a cost effective basis.

Services - Audit / Review / Advisory

HSCS offer a wide and varied range of courses and services. Our services include audits, where we can audit compliance, training requirements, operating environments, complete locations / sites, systems, company policies etc. In addition we can review all these areas, or advise on equipment selection, setting up any of the above, writing company safe systems and policies even formulating company specific training programmes and materials.



Bespoke

HSCS recognise that all working environments and sites are not the same, clients do not have the same systems and approaches. We therefore also recognise that different clients will have different needs, we pride ourselves in offering tailor made trainer courses that meet the legal and Health & Safety requirements **AND** a clients own systems and requirements.

We will work with clients to ensure the most cost effective outcome to their needs and requirements, linking courses, accommodating weekend and shift based training, adjusting courses to include client systems and procedures etc.

Contact

To discuss the bespoke service, contact John on

01536 414966
or email John at-

js@hscsltd.co.uk

Trainer / Instructor Course Materials.

Trainer courses are fully certificated to national application levels or can be in company only. In addition support materials are available 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. For in house, or in company training materials, we can incorporate company logos, associated company procedures and if required include company operational procedures.

For further information, or to discuss your trainer requirements, contact John Steel, on 01536 414966

Health & Safety Certification & Services Ltd
Eldon House, 100 Princes Street, Kettering, Northamptonshire, NN16 8RR
Tel: 01536 414966 Fax: 01536 416933 email: info@hscsltd.co.uk
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