

# 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](mailto:info@hscsltd.co.uk) WEB [www.hscsltd.co.uk](http://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

## In Company Vehicle Banksman Instructor / Examiner Training & Certification



**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](mailto:info@hscsltd.co.uk)



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## Vehicle Banksman In House Instructor Training & Certification



This course is designed to train delegates to deliver vehicle 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. The trainer course is delivered by simulated application of the Staff Course, thereby enabling practice of the delivery and application of the standard course to in company staff.

### Objectives

By the end of this course the delegates will be able to:

- Have an understanding of the role of the trainer
- Demonstrate knowledge and application in the formulation of appropriate training programmes.
- Analyse Vehicle Manoeuvring Tasks (Risk Assess)
- Present courses with multiple aids.
- Set appropriate course examinations
- Formulate and issue in company certification.

### Key Areas (In delivering Banksman Course)

- The role of the trainer.
- Principles of instruction.
- Lesson planning/formulation.
- Presentation techniques.
- Question and Answer techniques.
- Identification & analysis of tasks.
- Setting of examinations/feedback papers.
- Developing training programmes for diverse groups.

### Duration

The course will be of 3 days minimum duration for 1 or 2 Delegates.

3 or 4 delegates 4 Days

5 Delegates 5 Days.

Candidates must have attended a recognised Accredited and certificated Vehicle Banksman course within the 12 months prior to the course. The above durations can be extended by 1 day to accommodate this on day 1 of the extended course. Course durations may be less for partially qualified or experienced but non certificated delegates.

### Instructor Qualities

A good Instructor will need to adopt an enthusiastic approach to every training session, will thoroughly research the subject matter, simplify the difficult areas to be taught and set a good example by a confident attitude and a fair, firm, but friendly approach to the trainee operators and will always endeavour to see each problem through the eyes of the individual members of the course. This should be borne in mind when selecting potential instructors.

Discounts are available for multi bookings of 2 or more courses. Course fees are subject to vat and fully inclusive of all course materials, manuals, examination fees, registrations, certification and full course reports. On site course fees include all travel and expenses.

## Vehicle Banksman In House Instructor Course Content

The following brief course content description covers all course types.

### IN COMPANY VEHICLE BANKSMAN INSTRUCTOR TRAINING COURSES

#### In Company Course Content

The following brief course content description covers the 3 day new entrant course. 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. The assessments are applied with the prospective trainers delivering the Banksman course.

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.

- 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: age, medical condition, previous experience, Training of operators: Types of courses, Basic Training, Specific Training, Refresher Courses etc.
- 3 Instructional Techniques:** The role of the instructor, Learning (Incentives and Methods), Principles of Instruction, Simple job analysis, Preparation of lesson plans, specific to the subject.
- 4 Practical Ability:** Undertake and mark operators practical examinations / assessments / tests.
- 5 Classroom Lessons:** Preparation, Instruction in logical sequence, Introduction/Link, Revision, Aim/Objective, Reason why, Incentive, Stages, Use of aids (white boards, models, overhead projectors etc), The use of questions and answers, Confirmation, Summary, Look forward.
- 6 Practical Demonstrations:** Conducting demonstrations related to practical Banksman operations.
- 7 Practical Lessons** conducting practical lessons with trainee corrections on subjects related to Vehicle Banksman operations.
- 8 Basic Skills Test:** constructing a test area, conduct & mark a basic skills test to the required standards, complete relevant paperwork and documentation.
- 9 Report writing,** Certification and Training Records, Report Content, Certificate of basic training, Employers Authorisation, Company training records, Further Training needs.

Assessment on all the above elements is carried out throughout the course. Failure to achieve an acceptable standard on any of these elements will necessitate further training and retesting on that assessment/s. Registration cannot be applied for until all nine elements have been passed. Registration is for a 5 year period.

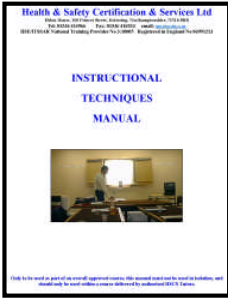
On successful completion of the course, the in house instructor will be qualified to train Vehicle Banksman, issue certification, organise and administer competence tests, and issue employers certification / permits to operate etc.

#### COURSE DOCUMENTATION

All Instructor courses offered and undertaken by HSCS include any and all course manuals, training aids, documentation and course registration documents for the trainer course. 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.

# COURSE DOCUMENTATION

## Instructional Techniques Manual



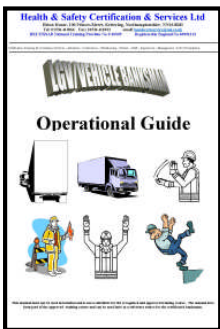
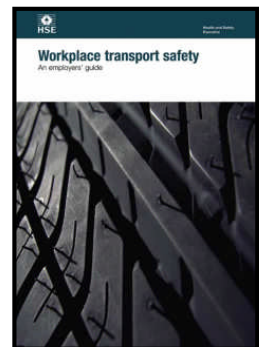
Used throughout the courses, and the main resource document, this covers all the information and explanations as to completing the course and the achievement of the assessments. It includes sections on - qualities of the instructor, The role of the instructor, learning incentives and methods, principles 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.

## HSG 136 Workplace Transport Safety

In addition to general advice, eg risk management and exploring broader subject matter, such as basic safety standards required of sites, vehicles and drivers, the guidance also reflects the spectrum of pertinent considerations in detail. Accordingly, relevant issues including reversing, parking, coupling/uncoupling, loading/unloading, load safety, trimming, sheeting, netting, tipping and preventing vehicles from overturning are among those examined.

This includes sections on legislation, Obligation to provide training, training areas and facilities, training structure and content, testing, records, basic specific and familiarisation training, authorisation, monitoring of training courses, training records etc etc.



## Banksman Operator Guide

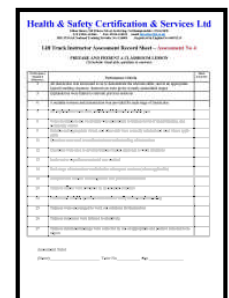
This guidance is the basis of the Bankaman course that prospective trainers will deliver. It covers all Banksman activities including:-

- Accidents - causes and prevention.
- Limitations of Vehicles.
- Banksman responsibilities.
- Safe Systems Of Work.
- Risk assessing the manoeuvre.
- Practical applications of undertaking bandsman's operations.
- Acts and Regulations.
- Correct procedures in manoeuvring vehicles.
- Operating PPE.
- Recognised signals.
- Planning the manoeuvre.

## Instructor Assessment Record Sheets

Of the 9 assessments that candidates undertake the first is the demonstration of skills to instructor standard, the next 3 are theory based 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 42 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

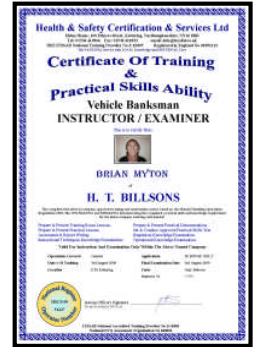
This document records the final assessments of candidates and is forwarded with the end of course documentation. This record is a major end of course document detailing the candidates achievement levels and is evidence of the training and achievement.

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 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 plant 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.



## 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.

## 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 national levels. 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. Also for in house, or in company training packs, we can incorporate company logos, associated company systems and policies and include company operational procedures.

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