

OSTAS Limited

Dear Client

I am pleased to have the opportunity to introduce the range of operator training courses OSTAS Limited will be offering this year. As part of the Ace Group companies, OSTAS Limited clients can have the confidence and knowledge that they have the support of one of the country's leading health and safety training providers. I am confident our experienced team of instructors will fulfil your requirements.

OSTAS Limited prides itself on the standard of practical training it provides both at client premises or its training centre in Digbeth Birmingham, where it has been located since in 1998.

OSTAS Limited has a broad portfolio of clients from across a wide spectrum, including manufacturing, government departments, local authorities, retail, commercial and service sectors.

The company demonstrates its commitment to quality standards having achieved ISO 9001:2008 initially in 1994. The company continues to enjoy accreditation to this standard.

OSTAS Limited are approved to run the full range of ITSSAR accredited courses, offering professional qualifications and awareness courses for directors, managers and employees.

Should you wish to discuss your requirements further, we would welcome the opportunity to talk with you.

Yours sincerely

*Ray Gibbs
Chief Executive*

THE ACE GROUP OF COMPANIES

-Leading The Way In Health & Safety -

Established in 1984, the ACE Group is one of the UK's major independent health & safety service companies working for a wide range of customers from smaller companies to large corporations, as well as Government Departments and Local Authorities.

Based in the Midlands, the Group operates throughout the UK and Europe, and is committed to providing a truly comprehensive range of specialist advisory, consultancy and training services within the health & safety field.

The Group consists of:

OSTAS Limited (Occupational Safety Training & Advisory Services)

which specialises in safety training courses within the materials handling field and has a specialist training centre in Birmingham.

OSTAS (Occupational Safety Training & Advisory Services)

which offers a complete range of health & safety services including advice, investigation, and occupational safety training.

OSTAS Limited
**OCCUPATIONAL SAFETY TRAINING AND
ADVISORY SERVICES LIMITED**

☐ The Safety Training Specialist

With over 15 years of experience, OSTAS Limited is established as the safety training specialist in the field of materials handling.

Dedicated to providing a comprehensive range of specialist training services, the company - not being linked with any specific manufacturer - is able to offer specialist, impartial advice and assistance and recommended training solutions to match specific requirements.

**☐ Recognised Standards
- ITSSAR-**

OSTAS Limited is a member of the leading training and safety associations and its professional standards are recognised and approved by these bodies.

☐ Qualified Trainers with Practical Experience

All instructors are fully qualified and have years of practical operational training experience within their specialist area. Courses range from management safety appreciation to operator training and can be held on - site at a customer's premises or at the OSTAS Limited Training Centre in Birmingham. Operating throughout the UK, OSTAS Limited is committed to providing a professional, approved, experienced and totally dedicated specialist training resource - in summary, the right training at the right price.

SPECIALIST TRAINING FACILITIES

❑ Specialist Training Centres

OSTAS Limited operates a specialist training centre in Birmingham which has been purpose-designed to offer the most effective and efficient seminar and indoor training facilities. In addition, there is a training/seminar room at the Group's Head Office in Southam.

- ❑ **Birmingham Training Centre:**
OSTAS Limited
Digbeth
Birmingham
B5 5PG
Tel: 0121 643 9034

Our centre is ideal for all types of safety and equipment training within the field of materials handling. As well as large indoor training areas, for forklift trucks and scaffolding erection, the centre also has a seminar/training room for up to 12 delegates.

OSTAS Limited runs an extensive programme of on-going "Open Courses" at these centres as well as corporate training.

Head Office:
Unit 2, The Court
Holywell Business Park
Northfield Road
Southam
Leamington Spa
Warwickshire
CV47 0FS
Tel: 01926 813356
Fax: 01926 817311

A Selection of Group Clients

3 M Health Care Ltd	Jungheinrich
Abex Ltd	Kantar Operations
Adams Childrenswear	Kraft Foods
AGI Media	Land Rover
Agrivert	Lockheed Martin UK INSYS Ltd
Allied Bakeries	McLemans
Alpha Flight Services	Mellville Logistics
Anglian Water	NSI Group Ltd
Apex Stainless Fasteners	Pelcombe Training Ltd
Arden Woodshavings Ltd	Pertemps People Development Group
Aston Villa Football Club	Peugeot Ltd
AYS Couriers	Pilkington Ply Glass
Ball Packaging	Pianoforte
Birmingham International Airport	Premier Foods
British Bakeries	RoSPA
Cadbury Limited	Secure IT
Cegelec Ltd	Sodexo
CHEP UK Limited	Tyco Fire Integrated
Compton Buildings	Unipart Yachiyo Technology Limited
Converteam	Veolia Environmental Services
Cosworth Ltd	Visteon UK Ltd
Depaul Trust	W T Parker
Dunlop Aircraft Tyres	Walkers Chocolates
Ford Motor Company	Weir Engineering
Fork Lift Training	Whitworth Brothers
Furmanite	Wild Manufacturing Ltd
Goodrich Actuation Systems Ltd	Working Links
H M Prison Services	Worldwide Magazine Distribution Ltd
ICI Packaging Coatings Ltd	Wyckham Blackwell
Jephson Housing Association	WYKO Logistics
Jex Engineering	

INTRODUCTION

Fees

Fees quoted are correct at time of going to press but OSTAS Limited reserves the right to alter fees without notice in line with current situations. All prices will be confirmed at time of booking.

VAT

Course fees are subject to Value Added Tax at the current rate where applicable in the UK and dependent on the rulings of H M Customs and Excise departments with reference to training and re-training for any specific trade or profession.

Cancellation Arrangements

Notice of Cancellation (in writing)

	Fee payable	Transferred to later date
No show	FULL	N/A
5 days or less	FULL	75%
6 – 10 days	75%	50%
11 – 15 days	50%	25%
16 – 20 days	25%	10%

Telephone cancellations will be accepted but must be confirmed in writing within 7 days. Substitution of delegates will incur no extra charge.

Grants

Certain courses run by OSTAS Limited may be eligible for grants or financial help from certain training boards or agencies.

Examinations

All OSTAS Limited examinations are monitored by external assessors and all decisions made by OSTAS Limited are considered binding in connection with examinations. All relevant Industrial Training boards are informed of courses and examinations.

Courses

The courses are offered on a national basis throughout the UK designed to allow companies to comply with current safety legislation. All courses are controlled in size to ensure that numbers are not too great to stop individual delegate participation and similarly not too small to make interaction impossible.

Further Information/Booking

For further information of any services offered by OSTAS Limited please contact Samantha Harding or Craig Gibbs or telephone the Booking Office (01926 813356) Fax (01926 817311). Bookings will be accepted by telephone but must be confirmed in writing within seven days.

SUMMARY OF COURSES

□ FORK LIFT TRUCK	Page Number
10 Day Instructor/Examiner	8-9
4 Day Instructor/Examiner Re-Registration	10
5,3,2 or 1 Day Basic Fork Truck Operator	11
5,3,2 or 1 Day Basic Rough Terrain Operator	12
1 Day Rough Terrain Supervisor	13
2 Day Powered Pedestrian Fork Truck Safety	14
1 Day Familiarisation for change of Type/Model	15
1 Day Safety Representative	16
Telescopic Materials Handler	17
□ CRANES	
10 Day Instructor/Examiner	18
5 Day Novice Operator	19
5 Day Jacking and Winching	20
3 Day Operator	21
Lorry Loader	22
1 Day Safety Appreciation for Supervisors/Management	23
1 Day Familiarisation For Change of Type/Model	24
□ HUMAN KINETICS	
10 Day Instructor	26
5 Day Instructor	27
1 Day Manual Handling	28
□ TRACTOR	
Tow Tractor Operator	29
Tailored Courses/Tow Tractor	30

SUMMARY OF COURSES

<input type="checkbox"/> SIDE-LOADERS	Page Number
5,3,2, and 1 Day Basic Side-loader	31
<input type="checkbox"/> STRADDLE EQUIPMENT	
10 Day Instructor	32
5,3,2 and 1 Day Basic Straddle	33
<input type="checkbox"/> SCAFFOLDING	
Inspection Appreciation	34
<input type="checkbox"/> FIRE	
1 Day Fire Prevention Course	35
<input type="checkbox"/> CONSTRUCTION/PLANT OPERATORS	
Site Safety Achievement	36
Rear Dump Truck	37
Excavators (J.C.B.)	37
Powered Work Platform	37
Loading Shovels (Wheeled and Tracked)	37

FORK LIFT TRUCK COURSES
10 DAY FORK LIFT
INSTRUCTOR/EXAMINER COURSE

Designed for:

Nominated delegates for this course must have been tested to basic operator standard within twelve months of course commencement. They should be motivated, medically fit and be able to communicate with other employees.

The Course:

The first of two modules of this course concerns machine familiarisation, job safety knowledge and practical operating skills. This module takes about two days and during this time delegates must demonstrate a reasonable amount of competence to continue the course. The second module includes preparation and presentation of lessons and assessment of fork truck operators.

After certification and registration a successful candidate will be required to be examined and re-registered every five years.

Module One:

Job Safety Knowledge and Practical Operating Skill Ability
Course Registration, Induction and Outline
Statutory Requirements
Engineering Principles, Rated Capacities and Stability
Operating Safety Code
Pre-shift Checks, Battery Charging and Refuelling
Introduction to the Machine
Control Familiarisation
Correct Steering Procedures
Correct Stacking Procedures
Battery Care and Simple Maintenance
Multiple Choice Theoretical Test
Practical Skill Test

**FORK LIFT TRUCK COURSES
10 DAY FORK LIFT
INSTRUCTOR/EXAMINER COURSE**

Module Two:

Instructional Techniques and Methods
Introduction and Outline of Module Two
Selection and Basic Training of FLT Operators
HSE Booklet "Safety in the Use of Lift Trucks"
HSE Code of Practice "Lift Truck Training"
The Role of the Instructor
Learning (Incentives and Methods)
Principles of Instruction
Simple Job Analysis
Job Description
Lesson Types and Structure
Presentation of Lessons
Lesson Plans
Demonstration and Practical Periods
Safety and the Role of the Instructor
Classroom Lessons
Training Aids
Hints on Speaking
Course Syllabuses and Programmes
Assessment, Testing and Reporting Progress
ITSSAR Practical Skill Testing Methods
Demonstration Lessons
Introduction to Training Assessment
Guided Preparation of Practice Lessons
Presentation and Critiques of Practice Lessons
Course Feedback and Closure

FORK LIFT TRUCK COURSES

5 DAY INSTRUCTOR/EXAMINER RE-REGISTRATION/DIRECT ENTRY

Objective:

The objective of this course is to prepare previously registered Instructors for the re-registration examination. The delegate must be a registered Fork Lift Truck Instructor and be prepared to undertake intensive evening preparations for re-assessment by ITSSAR examiners.

The Course:

Upon conclusion successful delegates are re-certificated and re-enrolled on the National Register of approved Fork Lift Truck Instructors, valid for a further period of five years.

Course Content:

Truck Familiarisation
The Demonstration
Practical Period, Staff Guided
Delegate Practical Periods
Licensing and Legislation
Building Competence Tests
Trainability Assessments

FORK LIFT TRUCK COURSES

5 DAY BASIC FORK TRUCK OPERATOR

This course is designed to enable the novice operator to acquire the basic skills required to operate the machine and gain experience in accordance with the Approved Code of Practice. It will give him/her the essential knowledge necessary for safe and efficient operation of his machine. Upon successful completion the delegate is awarded a recognised certificate and licence of competence.

3 DAY BASIC FORK TRUCK OPERATOR

This course is designed to enable the operator with 12 months experience or more who requires further tuition to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence.

2 DAY BASIC FORK TRUCK OPERATOR

This course is designed to enable the operator with experience to comply with the Code of Practice and successfully complete the competence test. This course is designed for the experienced operator who requires some training (other than just test and certification) but does not require a full 3 days.

1 DAY BASIC FORK TRUCK OPERATOR

This course is designed for experienced operators with previously recognised certification to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence.

**Delegate
Ratio:
Course
Content:**

The maximum number of delegates per course per instructor is three.

(Duration of subject dependent on course length)

Introduction to the Machine

Safety Factors

The Fork Truck on Site

Hydraulics

Recognising Hazards

Take over Routine

Operator's Responsibilities

Driving and Operating Techniques

Rating

Estimating Loads

Transporting

Site Safety

Loading Towers

Scaffolds

Refuelling and Recharging

Practical Test

Written Test

FORK LIFT TRUCK COURSES

5 DAY ROUGH TERRAIN BASIC OPERATOR

This course is designed to enable the novice operator to acquire the basic skills required to operate the machine and gain experience in accordance with the Approved Code of Practice. It will give him/her the essential knowledge necessary for safe and efficient operation of his machine. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

3 DAY ROUGH TERRAIN BASIC OPERATOR

This course is designed to enable the operator with 12 months experience or more who requires further tuition to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

2 DAY ROUGH TERRAIN BASIC OPERATOR

This course is designed to enable the operator with experience to comply with the Code of Practice and successfully complete the competence test. This course is designed for the experienced operator who requires some training (other than just test and certification) but does not require a full 3 days.

1 DAY ROUGH TERRAIN BASIC OPERATOR

This course is designed for experienced operators with previously recognised certification to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

Delegate Ratio:

The maximum number of delegates per course per instructor is three.

Course Content:

(Duration of subject dependent on course length)
 Introduction to the Machine
 Safety Factors
 The Fork Truck on Site
 Hydraulics
 Recognising Hazards
 Take over Routine
 Operator's Responsibilities
 Driving and Operating Techniques
 Rating
 Estimating Loads
 Transporting
 Site Safety
 Loading Towers
 Scaffolds
 Refuelling and Recharging
 Practical Test
 Written Test

FORK LIFT TRUCK COURSES

1 DAY ROUGH TERRAIN SUPERVISOR

This one day course is designed to give the supervisor the essential knowledge, for him/her to competently supervise the operator of the rough terrain fork lift truck on the construction site.

Course Content:

- The Supervisors Responsibilities
- The Operators Responsibilities
- Site Safety
- The Law
- Fork Truck Principles
- Basic Hydraulic Systems
- Daily Take Over Routines
- Operational Safety Codes
- The Use of Loading Towers and Scaffold
- Open House Discussion

Venue:

The course can be taken on site or at our Training Centre. Participants are awarded a certificate of attendance which is accepted by HM Factories Inspectorate as proof that the delegate has been informed and instructed in accordance with the requirements of the law. Although this course is designed as being for supervision it has been found to be particularly suitable to the requirements for safety representatives and unions.

FORK LIFT TRUCK COURSES

2 DAY POWERED PEDESTRIAN FORK TRUCK SAFETY

This course will teach all the safety and skill knowledge necessary for safe and efficient operation of various pedestrian controlled fork lift and pallet trucks. This course meets statutory requirements of the employer concerning safety at work.

Delegate Ratio:

The maximum number of delegates per course per instructor is three.

Course Content:

Introduction to the Machine
Engineering Principles
Rated Capacities
Operational Safety Code
Daily Safety Checks
Practice in Stacking
Load Safety Requirements
Written Test
Practical Test

FORK LIFT TRUCK COURSES

1 DAY FAMILIARISATION FOR CHANGE OF TYPE/COURSE

This course is designed to meet the requirements of the code of practice for training existing competent operators in the use of other models of machines introduced into the workplace.

Course Content:

Capabilities and Limitations of the Machine

Introduction to the Controls

Practical Operating Exercises

Written Test

Competence Test

Successful delegates are awarded a certificate of competence to operate the machine in question and the employer is given a report as to the suitability of the individual.

FORK LIFT TRUCK COURSES

1 DAY SAFETY REPRESENTATIVE

This course allows a representative to gain essential knowledge to convey information on legal constraints and safety measures to their place of work.

Course Content:

Fork Lift Truck Safety Principles
Responsibilities of Supervisors
Responsibilities of Operators
Daily Checks
Operational Safety Code
The Fork Lift Truck as a Safety Platform
Hydraulics
Safety Video
Open Discussion
Written Test

**Trainability
Assessment:**

This service is aimed at helping the employer to avoid the costly waste of submitting unsuitable trainees to expensive but fruitless periods of training.

Our instructors are qualified and skilled in the selection of potential operators and by the use of recognised techniques can rapidly ascertain the possible delegates. By the use of this service many employers have already saved large amounts of money by eliminating from their programme those would-be delegates who would not be able to satisfactorily complete a course of training.

TELESCOPIC MATERIALS HANDLER

To teach the basic operating skills and job related safety knowledge necessary for the safe operation of the Telescope Handler

Course Duration:

Dependant on delegates previous operating experience.

Course Location:

Customer premises only, or other suitable venue.

Course Certification:

Certificate of basic operating skills upon successful completion.

Course Contents:

Theoretical
Statutory Requirements
Rated Capacities
Stability - Instability
Site Safety Rules where applicable
Theory Test (multiple choice)

PRACTICAL CONTENTS:

Introduction to machine.
Control identification/familiarisation.
Daily pre-op checks.
Steering unladen/laden.
Rated capacities.
Stacking/destacking loads.
Vehicle loading/unloading.
Fitting various attachments where applicable.
Practical test.

CRANES AND LIFTING GEAR COURSES

10 DAY CRANE AND LIFTING GEAR COURSES

Nominated delegates for this course must have a sound background in cranes and lifting gear. Delegates need to be articulate, numerate and show instructor potential. Upon successful completion the delegate is awarded a recognised certificate of competence and the employer is given an assessment of their performance.

Course Content:

Principles of Instruction
Job Analysis
Preparation of Programme
Use of Training Aids
Lecturing Techniques
Lesson Techniques
Demonstration Techniques
Testing and Assessing
Report Writing
Course Preparation
Lifting Gear
Inspection of Lifting Gear and Machines
Written Test
Practical Test

**CRANES AND LIFTING GEAR COURSES
5 DAY COURSE FOR THE NOVICE OPERATOR**

This course is designed for delegates with no or little experience of cranes or lifting gear. Upon successful completion of the course the trainee will be awarded a certificate of training, which is recognised by the Health and Safety Executive, and the employer will be given an assessment of his/her performance.

Delegate Ratio:

This course is designed to be held on site.

The maximum number of delegates per course per instructor is three

Course Content:

Slinging Safely
Legal Requirements
Operator's Responsibilities
Daily Safety Checks
Recognising Danger Situations
Choosing Tackle
Operator Slinger/Banksman Duties
Care of Tackle and Machines
Practical Exercises
Written Test
Practical Test

CRANES AND LIFTING GEAR COURSES

5 DAY JACKING AND WINCHING

This course deals with aspects of lifting and winching not covered in conventional crane courses. The training is aimed at people who have a certain amount of experience with cranes and gear but lack the knowledge and expertise to confidently undertake winching and jacking operations as well. Upon successful completion the delegate is awarded a recognised certificate of competence and the employer is given an assessment.

Delegate Ratio:

The maximum number of delegates per course per instructor is three.

Course Content:

Control and Care of Lifting Tackle

Operational Safety Code

Legal Requirements

Care of Jacking Equipment

Winching and Pulling Gear

Examination and Selection of Gear

Stresses

Written Test

Practical Test

CRANES AND LIFTING GEAR COURSES

3 DAY OPERATOR

This course is designed for the operator or supervisor who has a certain amount of experience in the use of cranes and lifting gear but lacks the necessary detail knowledge to be able to operate the machine or choose this tackle with complete confidence. Upon successful completion the delegate is awarded a recognised certificate of competence and the employer is given an assessment.

Delegate Ratio:

The maximum number of delegates per course per instructor is three.

Course Content:

Control and Care of Lifting Tackle
Operational Safety Code
Legal Requirements
Recognising Danger Situations
Weight Estimation
Methods of Load Security
Examining Tackle
Operator Slinger/Banksman Duties
Practical Exercises
Written Test
Practical Test

CRANES AND LIFTING GEAR COURSES**HYDRAULIC LORRY LOADER
(BLOCK SYLLABUS)****Delegate Ratio:**

Maximum of two delegates per instructor, with two days duration for novice and one day for experienced.

Course Content:

- Health and Safety at Work Etc Act 1974
- Lorry Loader Component Parts
- Operator Responsibilities
- Lorry Loader Safety Films
- Environmental Hazards
- Operation of Power Take Off
- Hydraulic Controls
- Correct Use of Stabilisers
- Unfolding/Folding of Loader Where Applicable
- Rated Capacities
- Slings/Lifting of Loads
- Attachment Familiarisation Where Applicable
- Practical/Theoretical Tests

This course aims to teach the basic skills and job related safe knowledge required for the safe and efficient operation of the hydraulic lorry loader.

**CRANES AND LIFTING GEAR COURSES
1 DAY SAFETY APPRECIATION FOR
SUPERVISORS AND MANAGEMENT**

This one day seminar is aimed at management as well as shop floor personnel and is intended to fill a gap in existing knowledge concerning safety in the use of tackle and the operation of cranes in common use in industry today.

Course Content:	Slinging Safely Legal Requirements Operational Safety Code Operator's Responsibilities Supervisor's Responsibilities Slinger/Banksman Responsibilities Daily Safety Checks Examining Gear Methods of Load Security Recognising Danger Situations The seminar can be conducted either on site or at our training centre.
------------------------	---

**CRANES AND LIFTING GEAR COURSES
1 DAY FAMILIARISATION FOR CHANGE OF
TYPE/MODEL**

This course is designed to meet the requirements of the Code of Practice for training existing competent operators in the use of other models of machines introduced into the workplace.

<p>Course Content:</p> <p>Theoretical content:</p>	<p>Capabilities and Limitations of the Machine</p> <p>Introduction to the Controls</p> <p>Practical Operations Exercises</p> <p>Written Test</p> <p>Competence Test</p> <p>Successful delegates are awarded a certificate of competence to operate the machine in question and the employer is given a report as to the suitability of the individual.</p> <p>Statutory Requirements:</p> <p>H.A.S.W.A 1974</p> <p>Section 2 (Employers Duties)</p> <p>Section 7 & 8 (Employees Duties)</p> <p>Factories Act 1961</p> <p>Section 26 (Lifting Tackle)</p> <p>Section 27 (Lifting Appliances)</p> <p>B.S. 7121 - 1989 (Hand Signals)</p> <p>Component parts of Crane:</p> <p>Gantry Track</p> <p>Stop Blocks</p> <p>Power Source</p> <p>Cab/Pendent Controls</p> <p>Cable Drums</p> <p>Main/Aux Blocks</p> <p>Limit Switches</p> <p>Lifting tackle safety:</p> <p>Identification</p> <p>(Steel - Chain - Natural/Artificial Fibres - Eye Bolts - Shackles - etc).</p> <p>Inspections - Correct uses - Storage.</p> <p>Multi Choice Test.</p>
---	---

CRANES AND LIFTING GEAR COURSES

1 DAY FAMILIARISATION FOR CHANGE OF TYPE/MODEL

Practical Content:

Component parts of Crane:

Gantry Track
Stop Blocks
Power Source
Cab/Pendent Controls
Cable Drums
Main/Aux Blocks
Limit Switches

Crane operating controls (unladen)

Long travel
Cross Travel
Raise/Lower of Block/s
Block/s control (correction of swing)

Slinging Signals: W/A

B. S. 7121 (1989)
(Hand Signals)

Operators Daily Inspection

To ensure the lifting appliance is in a safe and efficient condition to be operated, an inspection of the appliance must take place at the beginning of each shift, consisting of a visual. operational inspection.

Any defects found must be recorded.

Operating Practice (Laden)

Subsequent lifting and transporting of various loads within the machines rated capacity, using long/cross travel motions.

HUMAN KINETICS COURSE

5 DAY INSTRUCTOR

The first half of this course deals with instructional techniques with a bias towards Human Kinetics. The second half is occupied in setting up and conducting courses, putting to use the techniques previously learned. At the end of the training the successful delegate will be capable of conducting a meaningful training session with all levels of personnel.

Course Content:

- Principles of Instruction Job Analysis
- Preparation of Programme
- Use of Audio Visual Aids
- Lecture Techniques
- Lesson Techniques
- Demonstration Techniques
- Report Writing
- Basic Principles of Human Kinetics
- Methods of Stimulating Interest in Human Kinetics
- Presenting Practical Experiments and Demonstrations
- Application of Principles to Specifics
- Key Factors in Movements
- Dexterity in Handling Tools and Instruments

This course is designed to help employers equip themselves in their own environment with the ability to instruct in the correct principles of manual handling. It is available either on site or at our training centre.

HUMAN KINETICS COURSE 3 DAY INSTRUCTOR

This course is designed for delegates who have completed a previous course in instructional techniques and who consequently do not need the first five days of our course.

Course Content:

Revision of Instructional Techniques
Basic Principles of Human Kinetics
Methods of Stimulating Interest in Human Kinetics
Presenting Practical Experiments and Demonstrations
Application of Principles to Specifics
Key Factors in Movements
Dexterity in Handling Tools and Instruments

At the conclusion of the training the successful delegate will be capable of presenting a convincing training session in Human Kinetics to personnel of all levels.

The course is available either on our site or at our training centre.

HUMAN KINETICS COURSE

Course Content:

Basic Principles of Human Kinetics
Key Factors in Movements
Practical Demonstrations
Practising Lifting and Handling
Practising Hand Dexterity with Tools and Instruments

The course is available on site or at our training centre and basically takes the form of theoretical instruction and demonstration in the morning, with trainees participating in practical handling exercises after lunch. The course can be held as a ½ day or a 1 day programme. Delegates are awarded a recognised certificate of attendance.

INDUSTRIAL AND AGRICULTURAL TRACTOR COURSES TOW TRACTOR SAFETY

This course is designed for delegates with no or little operational experience. It teaches the basic skill requirements and job safety knowledge necessary for the safe and efficient operation of the tow tractor

Course Content:	Course Induction Statutory Requirements Pre-Shift Checks Correct Driving Procedures Towing and Use of Attachments Route Identification Battery Care and Safety Re-Fuelling Operating Safety Code Practical Skill Test The maximum number of delegates per instructor is two.
------------------------	--

**INDUSTRIAL AND AGRICULTURAL
TRACTOR COURSES
TAILORED COURSES**

This course is tailored to suit the particular type of machine in use. It varies in duration from 3 to 5 days depending on the number and type of attachments or accessories the trainee is required to have knowledge of. At the end of the basic 3 days driving course the successful trainee will be competent to safely operate the tractor. The delegate will be able to manoeuvre the tractor and trailers in confined areas. They will have been tested to ensure they have achieved an acceptable level of competence and will be aware of its capabilities and limitations

Course Content:

BASIC 3 DAY

Introduction and Reason for Training

Operational Safety Code

Operator's Responsibility

Daily Take-over Checks

Battery Care and Maintenance

Simple Driving

Trailers and Towing

Theoretical test

Practical Competence test

Extra training in the fitting, use and care of ranges of attachments and accessories can be added to the basic course at the instigation of the employer.

SIDELoader COURSES

5 DAY BASIC SIDELOADER OPERATOR

This course is designed to enable the novice operator to acquire the basic skills required to operate the machine and gain experience in accordance with the Approved Code of Practice. It will give him the essential knowledge necessary for safe and efficient operation of his machine. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

3 DAY BASIC SIDELOADER OPERATOR

This course is designed to enable the operator with 12 months experience or more who requires further tuition to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

2 DAY BASIC SIDELOADER OPERATOR

This course is designed to enable the operator with experience to comply with the Code of Practice and successfully complete the competence test. This course is designed for the experienced operator who requires some training (other than just test and certification) but does not require a full 3 days.

1 DAY BASIC SIDELOADER OPERATOR

This course is designed for experienced operators with previously recognised certification to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

Delegate Ratio:

The maximum number of delegates per course per instructor is three.

Course content:

Course Induction
Introduction to the Sideloader and its Components
Statutory Requirements
Engineering Principles
Rated Capacities
Stability
Pre-Shift Checks
Battery Care and Safety
Re-Fuelling
Simple/Advanced Steering Techniques
Stacking
Safety Films
Operating Safety Code
Theoretical test
Practical Test

This syllabus is applicable to electric and engine powered sideloaders.

STRADDLE EQUIPMENT COURSES

10 DAY INSTRUCTOR

Some employers prefer to have their own instructor to carry out training in their own time. This course teaches instructional techniques and results in a competent instructor with a meaningful training course set up to our standards, which satisfy H M Factories Inspectorate.

The delegates are required to be competent straddle carrier operators, literate, numerate and with the ability to communicate.

Course Content:

The Principles of Instruction

Job Analysis

Preparation of Programmes

Use of Audio Visual Aids

Straddle Carrier Operation

Instructional Techniques

Lesson Techniques

Demonstration Techniques

Testing and Assessing

Report Writing

Site Safety

The Law

Written Test

Practical Test on Setting up Courses.

At the end of this course the successful delegate is awarded a certificate of training and the employer is furnished with an assessment of his/her potential as an instructor. It is emphasised that the instructional abilities learned are transferable to other fields, as long as the trainee has a sound basic knowledge of the subject he/she will be teaching.

The training is designed to take place on site.

STRADDLE EQUIPMENT COURSES

{ 5 DAY BASIC STRADDLE OPERATOR

This course is designed to enable the novice operator to acquire the basic skills required to operate the machine and gain experience in accordance with the Approved Code of Practice. It will give him/her the essential knowledge necessary for safe and efficient operation of his/her machine. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

{ 3 DAY BASIC STRADDLE OPERATOR

This course is designed to enable the operator with 12 months experience or more who requires further tuition to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

{ 2 DAY BASIC STRADDLE OPERATOR

This course is designed to enable the operator with experience to comply with the Code of Practice and successfully complete the competence test. This course is designed for the experienced operator who requires some training (other than just test and certification) but does not require a full 3 days.

{ 1 DAY BASIC STRADDLE OPERATOR

This course is designed for experienced operators with previously recognised certification to comply with the Approved Code of Practice and successfully complete the competence test. Upon successful completion the delegate is awarded a recognised certificate and licence of competence and the employer is given an assessment.

Delegate Ratio:

The maximum number of delegates per course per instructor is three.

Course content:

Individual Training Assessment
Principles and Uses of the Straddle Carrier
Introduction to Trucks
Driving – Laden and Unladen
Daily Safety Checks
The Law
The Operator's Responsibilities
Safe Lorry Loading
Stacking
Written Test and Practical Competence Test

SCAFFOLDING COURSE**SCAFFOLDING INSPECTION**

This course gives a basic awareness in the inspection of scaffolding. It will acquaint delegates with scaffolding types and components. The course is in compliance with the Codes of Practice and Construction Regulations.

Course Content:	Statutory Requirements: Health & Safety at Work Act Identifying and Naming Components Types of Scaffolding Inspection of Scaffold and Working Platforms Working on Roofs and at Heights Use of Ladders
------------------------	---

<p style="text-align: center;">FIRE PREVENTION COURSE</p> <p style="text-align: center;">1 DAY APPRECIATION</p>

This course is designed for the employer who requires a person with the knowledge to identify the types and causes of fires and who knows the action to take in the event of a fire.

Course Content:

- Causes and Types of Fires
- Identifying the Causes
- How to Prevent Fires
- Types and Uses of Basic Fire Fighting Equipment
- Action in the Event of a Fire
- Recording of Checks and Equipment

Successful candidates will be awarded a certificate of attendance and the employer is given a report on the individual's understanding and approach to the subject.

SITE SAFETY AWARENESS

1 DAY SAFETY ACHIEVEMENT COURSE

This course is designed for all plant operators and other personnel who may have to work on construction sites. It involves the education to practice safe systems of work and highlights statutory obligations. The course fulfils the requirements when used alongside operating licences and CITB members are eligible for a grant when training for the course is carried out by OSTAS Limited.

Course Content:

The Health & Safety at Work Act 1974
Regulations
Codes of Practice
Self Employed and Contractors Responsibilities
Installers/Erectors
H M Factory Inspectorate
Accident Prevention
Accident Control
Hazards on Site
Young People on Site
Personal Protection -
 Harmful Substances
 Industrial Dermatitis
 Protective Equipment
Mechanical Plant and Equipment
Lifting Equipment
The Construction Regulations 1961
The Construction Health, Safety and Welfare Regulations 1996

REAR DUMP TRUCKS, EXCAVATORS (JCB) POWERED PLATFORMS & LOADING SHOVELS (WHEELED OR TRACKED)

N.B. Rear dump trucks have two clear categories - up to 10 tonnes - above 10 tonnes
Excavators either 360⁰ or 180⁰

- { **5 DAY BASIC OPERATOR**

This course is designed to enable the novice operator to acquire the basic competence skill to operate the machine. Upon successful completion the certificate, when coupled with the site safety certificate, leads to the CITB plant operators licence.
- { **3 DAY BASIC OPERATOR**

This course is designed to enable the operator with 12 months experience or more who requires further tuition before successfully completing the competence test. Upon successful completion in association with the site safety certificate the operator will be issued with a CITB operators licence.
- { **2 DAY BASIC OPERATOR**

This course is designed to enable the operator with experience to comply with legislation and successfully complete the competence test. This course is designed for the experienced operator who requires some training (other than just test and certification) but does not require a full 3 days.
- { **1 DAY BASIC OPERATOR**

This course is designed for the experienced operator possibly with previous certification who requires test and certification. An assessment is given to the employer.

<p>Delegate Ratio:</p> <p>Course content:</p>	<p>The maximum number of delegates per course per instructor is three.</p> <p>(dependent on length of course)</p> <p>Introduction to the Machine</p> <p>Safety Factors</p> <p>The Machine on Site</p> <p>Hydraulics</p> <p>Recognising Hazards</p> <p>Take over Routine</p> <p>Operators Responsibilities</p> <p>Driving/Operating Techniques</p> <p>Capacity Rating</p> <p>Estimating Loads</p> <p>Transporting</p> <p>Site Safety</p> <p>Refuelling</p> <p>Practical Test</p>
--	---