SP TRAINING

2019 COURSE PROSPECTUS

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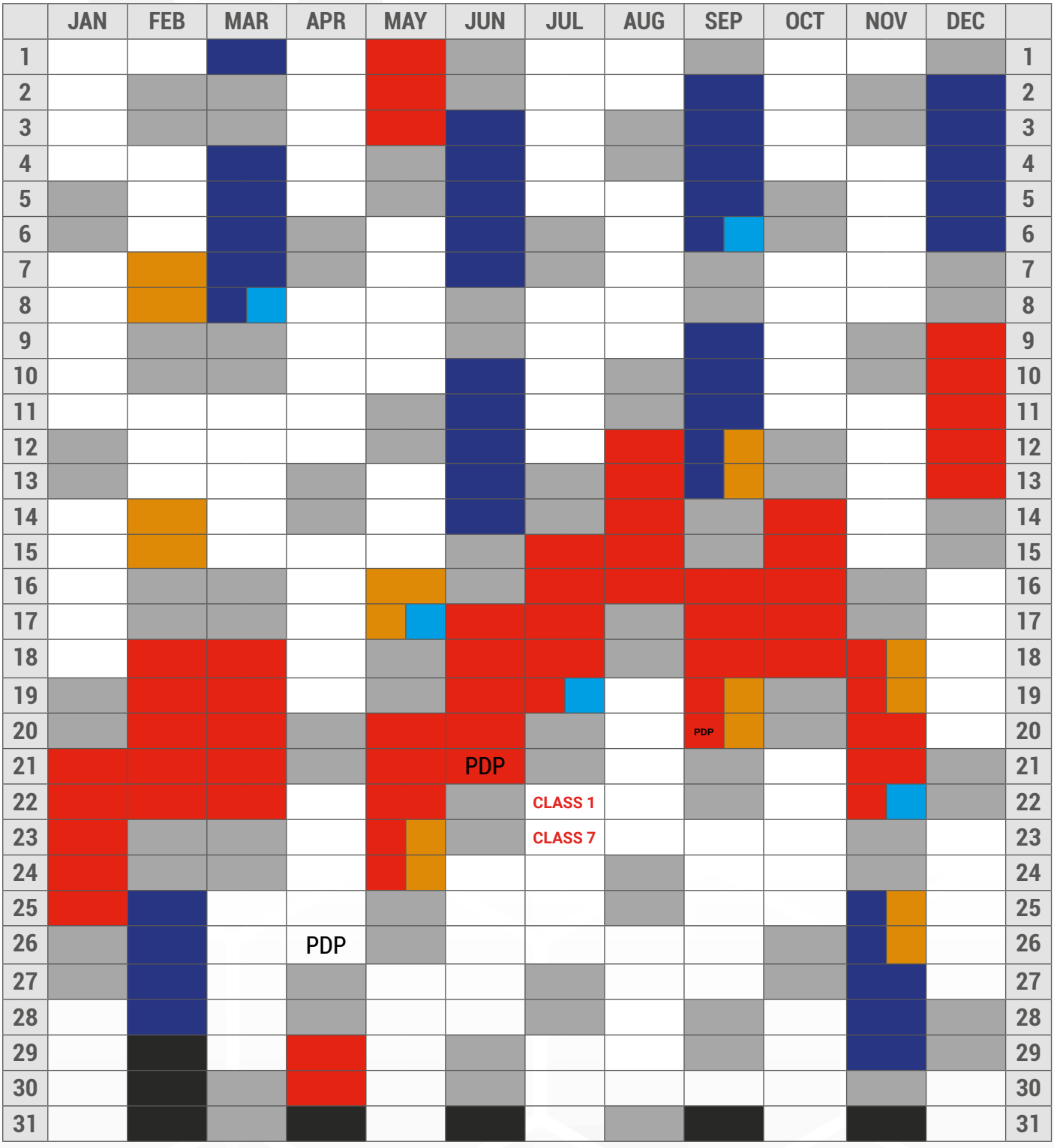
2019 COURSE CALENDAR



COURSE CALENDAR KEY

Management CPC

ADR

IOSH Managing Safely

IOSH Working Safely

TRANSPORT MANAGER CPC - ROAD HAULAGE

WHY DO I NEED A CPC?

Applicants for a Standard National or International O-licence are legally required to hold a certificate of professional competence or employ a transport manager who meets the requirements. Candidates will be considered professionally competent by passing the examination for the Certificate of Professional Competence (CPC) set by OCR Examinations on behalf of the Department for Transport.

Once you have passed the exams you will be in a position to apply for an O-licence.

COURSE CONTENT

- Business and Company Law, Industrial Relations, Health and Safety
- Financial Management, Commercial Conduct, Marketing, Organisation Charts, KPIs and Work Plans, Business Taxation
- Operator Licensing, VED, Drivers' Hours and Records, Working Time Regulations
- Planned Preventive Maintenance, Vehicle Costing, Vehicle Taxation, Transport Ancillaries and Contracts of Carriage
- Electronic Data, Weights and Dimensions of Vehicles and Loads, Safe Loading of Vehicles and Transit of Goods, Plating and Testing, Fleet Inspections and Enforcement
- Driver Licensing, Periodic Training, Traffic Regulations and Speed Limits, Traffic Accident Procedure, Insurance
- Vehicle Selection, Permits and Methods of Operating, Customs Transit System, Intercoms and Frontier Crossings, International Documentation
- Exam Preparation

COURSE OPTIONS

Block 10 Days
An intensive 10 day programme with both multi-choice and case study examinations on the final day.

Split 6 and 4 Days
For those who cannot take a block of 10 days out of the office. The first phase is the 6 day block which is intensive study with the multi-choice exam at the end. The second phase candidates attend for 4 days leading up to the case study examination dates, with the case study being sat on the last day.

COST

£1,050 + VAT + Exam Fees

Cost includes study materials and refreshments

2019 Course Dates

25th February - 8th March
Exam: 8th March

3rd - 14th June
Exam: 14th June

2nd - 13th September
Exam: 13th September

25th November - 6th December
Exam: 6th December

TRANSPORT MANAGER CPC - PASSENGER TRANSPORT

If you are interested in attending the Transport Manager CPC - Passenger Transport course please contact us to register your interest.

TRANSPORT MANAGER CPC ESSENTIALS/REFRESHER

IDEAL FOR NEW DEPOT MANAGERS OR AS A REFRESHER

This course has been developed for transport operations managers to get up to date information on recent legislative changes and operator obligations. Candidates will refresh their knowledge in the key CPC areas needed to run an effective and compliant operation. This training is recognised by the Traffic Commisioner as relevent continued professional development.

Candidates will be issued with a certificate of attendance following completion of the course which provides evidence that positive steps have been taken to demonstrate their professionalism and continued development.

BENEFITS OF ATTENDING

- Provides you with the information and tools to ensure you are up-to-date with the current developments in transport legislation.
- Ensures you that you are operating legally in compliance with the latest guidance from the Traffic Commissioners.

DAY ONE

- Operator Licence System and Operator's Commitments
- EU Drivers' Hours
- Working Time Directive
- Environmental Management
- Driver Licensing and Arrangements
- Vehicle Taxation
- Health and Safety in Road Haulage

DAY TWO

- Tachographs
- Vehicle Maintenance
- Road Traffic Management and Enforcement
- Speed Limits and Traffic Regulations
- The Authorities and Public Enquiries

COST

£195 + VAT

Cost includes study materials, certification and refreshments

2019 Course Dates	
26th & 27th	February
4th & 5th	June
3rd & 4th	September
26th & 27th	November

TRANSPORT MANAGER CPC ESSENTIAL - PASSENGER TRANSPORT REFRESHER

If you are interested in attending the Transport Manager CPC Refresher - Passenger Transport course please contact us to register your interest.

DANGEROUS GOODS - ADR

An ADR Certificate is required for drivers carrying dangerous goods by road. Training is available for all classes, including specialist radioactive materials and explosives. Bespoke courses can be arranged for any specific classes as required, including in-company courses.

ADR is divided into classes, commonly known as Core, Packages, Tankers and the seven common classes.

DANGEROUS GOODS CLASSES

- **Class 1:** Explosives
- **Class 2:** Gases
- **Class 3:** Flammable Liquids
- **Class 4:** Flammable Solids
- **Class 5:** Oxidising Substances and Organic Peroxides
- **Class 6:** Toxic and Infectious Substances
- **Class 7:** Radioactive Materials
- **Class 8:** Corrosive Substances
- **Class 9:** Miscellaneous Substances

COST

Core, Packages and 7 Classes
£320 + VAT + Exam Fees

Core, Packages, Tanks and 7 Classes
£420 + VAT + Exam Fees

Cost includes study materials and refreshments. Please note JAUPT upload fees are not included in the price and will come at an additional cost.

If you wish to do a different combination than those listed please speak to us.

APPROVED DRIVER CPC

This course includes up to 28 hours of Approved Driver CPC Training modules.

2019 Course Dates	
21st - 25th	January - Carlisle
18th - 22nd	February - Carlisle
18th - 22nd	March - Workington
29th - 3rd	April/May - Carlisle
20th - 24th	May - Carlisle
17th - 21st	June - Carlisle
15th - 19th	July - Workington
12th - 16th	August - Carlisle
16th - 20th	September - Carlisle
14th - 18th	October - Carlisle
18th - 22th	November - Workington
9th - 13th	December - Carlisle

DANGEROUS GOODS - ADR CLASS 1 & 7

Class 1: Explosives and **Class 7: Radioactive Materials** are specialist one day courses. Participants will need to have already passed the Core Module.

COST

Class 1: Explosives £200 + VAT + Exam Fees

Class 7: Radioactive £200 + VAT + Exam Fees

Cost includes study materials and refreshments

2019 Course Dates	
Class 1	22nd July
Class 7	23rd July

DANGEROUS GOODS (ADR) GENERAL AWARENESS

The ADR General Awareness course allows individuals to safely dispatch, handle and receive consignments of dangerous goods in line with legal requirements. It is ideal for candidates who are office, warehouse or yard based and who deal with dangerous goods or candidates who handle limited quantities outside of scope.

'The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2011' and ADR 2015, requires that organisations engaged in transport of "in scope" Dangerous Goods by road, ensure that *all relevant staff undergo adequate training. This includes Consignors, Carriers and Consignees.*

COURSE CONTENT

The course will provide consignors and consignees of dangerous goods with relevant knowledge of **The Carriage of Dangerous Goods and ADR Regulations**, along with essential awareness of:

- Key Responsibilities
- Safe Operating Procedures
- Potential Risks in the Handling of Hazardous Materials

COST

£75 + VAT

Cost includes attendance certificate and refreshments

If you are interested in attending an ADR Awareness course please contact us to register your interest.

DANGEROUS GOODS SAFETY ADVISER & REFRESHER

There is a legal requirement for companies involved in the preparation, storage or transport of dangerous substances to appoint one or more Dangerous Goods Safety Advisors (DGSA) on a full or part time basis. The DGSA is responsible for checking that the dangerous goods rules and regulations are being adhered to within their company.

COURSE CONTENT

- Classification
- Packaging
- Labelling
- Transport Categories
- Limited and Expected Quantities
- Documentation
- Placarding and Marking of Vehicles

COST

£949 + VAT + Exam Fees

Cost includes study materials and refreshments

If you are interested in attending a Dangerous Goods Safety Adviser course please contact us to register your interest.

PETROLEUM DRIVER PASSPORT - ANNUAL REFRESHER

The Petroleum Driver Passport (PDP) scheme sets a benchmark in competency against which all road tanker drivers who are loading, transporting and off-loading petroleum fuel products in road tankers in the UK are measured. Competency is assessed using both classroom and practical techniques.

The passport is renewed on a five year cycle, but also has an annual refresher requirement.

The PDP scheme applies to drivers who load, transport and off-load the following products:

UN 1202 — Gas Oil or Diesel Fuel or Heating Oil, Light

UN 1203 — Gasoline or Petrol or Motor Spirit

UN 1223 — Kerosene

UN 1863 — Fuel, Aviation, Turbine Engines

COST

£130 + VAT

Cost includes study materials, certification and refreshments

2019 Course Dates	
26th	April
21st	June
20th	September
14th	December

PETROLEUM DRIVER PASSPORT - INITIAL CLASSROOM

COST

£130 + VAT + Exam Fee

Cost includes study materials and refreshments

If you are interested in an Initial PDP course please contact us to arrange a suitable training date.

Call **01228 530 552**
or email **info@sptraininguk.com**

DRIVERS' HOURS & RECORD KEEPING

This course covers the basic regulations for EU regulated hours, the Working Time regulations for Mobile Workers and UK domestic regulations. It also covers requirements for record keeping and the use of digital tachographs, including the process for making manual entries.

COURSE AIMS

This module aims to ensure that you have a working understanding of the:

- Requirements of EU Drivers' Hours Regulations (EC561/2006) and the Road Transport (Working Time) Regulations
- Penalties and consequences of breaches of these regulations
- Requirements of Tachograph Regulations (165/2014) including penalties for failure to use and improper use

LEARNING OBJECTIVES

By the end of this module you should be able to:

- Demonstrate an understanding of the principles of drivers' hours and working time regulations
- Apply your understanding of drivers' hours regulations to practical scenarios
- Understand and comply with the recording requirements of tachograph regulations including use of analogue and digital tachographs

COURSE CONTENT

- Operator Licensing
- Drivers' Hours Regulations
- Working Time Regulations
- Domestic Rules
- Tachographs and Records

COST

£46.25 + £10 Admin & Certification Fee + VAT + £8.75 JAUPT Upload Fee

Cost includes course materials and refreshments

2019 Course Dates			
17th	January	5th	July
20th	February	24th	July
23rd	February	5th	August
13th	March	10th	August
3rd	April	22nd	August
11th	April	6th	September
13th	April	10th	October
17th	May	19th	October
31st	May	25th	October
15th	June	4th	November
19th	June	6th	December

VEHICLE CHECKS & ENFORCEMENT

This course covers safe loading and unloading, pre-start vehicle checks, vehicle compliance and roadside law enforcement. OCRS and how drivers directly affect this important compliance tool. Forces acting on a vehicle, rollover avoidance and action in the event of a collision or at the scene of an accident.

COURSE AIMS

This module aims to ensure that you have a working understanding of the:

- Importance of carrying out pre-use checks for vehicle and load
- Many legal requirements for driving heavy goods vehicles on roads used by the public
- Different types of legal documents that may be required, depending on the load
- Regulations that apply to loading, unloading and transport of loads
- Different types of load restraint and the correct procedures for securing loads
- Risks of vehicle rollover and ways in which rollover can be avoided

LEARNING OBJECTIVES

By the end of this module you should be:

- Familiar with pre-use checks required for vehicle and load
- Able to identify the areas to be checked and what to look for
- Aware of the basic legal requirements for driving heavy goods vehicles, such as speed limits and restrictions for access
- Aware of the key documents required when transporting different types of load
- Aware of the regulations that cover safe loading
- Aware of the various types of load restraint and their use
- Aware of the conditions that can lead to rollover and ways in which rollover can be avoided

COURSE CONTENT

- Vehicle Checks
- Roadside Enforcement Documents
- Traffic Law
- HASAWA
- Road Vehicles Regulations
- Load Securing Equipment
- Rollover Avoidance
- Traffic Collision Procedure

COST

£46.25 + £10 Admin & Certification Fee + VAT + £8.75 JAUPT Upload Fee

Cost includes course materials and refreshments

2019 Course Dates	
18th	January
14th	May
1st	July
8th	October
12th	December

DRIVER SAFETY AT WORK

This course cover Health and Safety in the logistics environment, Manual Handling and working at height. Slips, trips and falls.The correct use of personal protective equipment. Weights and weighbridges.

COURSE AIMS

This module aims to ensure that you have a working understanding of the:

- Health and Safety legislation in the logistics environment
- Risk assessment procedures
- Dangers of a near miss and accident reporting procedures
- Control of substances hazardous to health regulations
- Personal Protective Equipment and its correct use
- Avoiding injury when manual handling
- Fire prevention
- Dangers within the work place
- Basic knowledge of first aid
- Hazards while driving and while operating equipment

COURSE CONTENT

- Managing health and safety accidents at work
- Risk assessment procedures
- Accident and near miss philosophy
- Control of substances hazardous to health
- Workplace injuries
- Manual handling
- Work equipment
- Fire prevention
- The workplace
- First aid
- Health at work
- Display screen equipment
- Driving hazards

COST

£46.25 + £10 Admin & Certification Fee + VAT + £8.75 JAUPT Upload Fee

Cost includes course materials and refreshments

LEARNING OBJECTIVES

By the end of this module you should be able to:

- Demonstrate an understanding of health and safety legislation in the transport environment
- Understand the risk assessment process
- Understand the dangers of a near miss and the importance of reporting health and safety issues
- Demonstrate a basic knowledge of the regulations governing the handling of dangerous goods
- Understand the use of PPE
- Understand correct manual handling techniques
- Demonstrate a basic knowledge of fire prevention
- Demonstrate an understanding of the dangers in the workplace
- Demonstrate a basic knowledge of first aid
- Demonstrate an understanding of hazards when operating equipment

2019 Course Dates	
18th	February
2nd	March
20th	April
13th	May
2nd	July
6th	July
21st	August
7th	October

SAFE, FUEL EFFICIENT DRIVING & MANOEUVRING

This course focuses on the importance of looking after yourself whilst in charge of a truck or coach, the key issues affecting driver health and fitness to drive, the potential risks and how to avoid them as well as manoeuvring and banksman duties.

It also looks at the causes of accidents, the effects of drugs, drink and mobile phones on driver awareness. Building on SAFED (Safe & Fuel Efficient) defensive driving techniques to support drivers to obtain improved MPG and reduce accidents.

COURSE AIMS

This module aims to ensure that you have a working understanding of:

- Defensive and Fuel Efficient Driving
- Manoeuvring and Banksman

COURSE CONTENT

- Fitness to Drive
- Distractions and the consequences
- Defensive and safe driving techniques
- Importance of vehicle checks and maintenance
- How to optimise fuel consumption
- Dealing with vulnerable road users
- The dangers of manoeuvring
- Recognise hazards when manoeuvring
- Safe manoeuvring techniques and banksman signals

COST

£46.25 + £10 Admin & Certification Fee + VAT + £8.75 JAUPT Upload Fee

Cost includes course materials and refreshments

LEARNING OBJECTIVES

By the end of this module you should know:

- The importance of physical and mental fitness
- The effects of alcohol, drugs or other substances likely to affect behaviour
- The symptoms causes and effects of fatigue and stress
- Defensive and safe driving techniques
- Importance of vehicle checks and maintenance
- The dangers of manoeuvring
- The recommended banksman signals
- How to optimise fuel consumption
- Dealing with vulnerable road users

2019 Course Dates			
15th	January	13th	July
22nd	February	25th	July
11th	March	6th	August
16th	March	19th	August
5th	April	3rd	September
9th	April	9th	October
27th	April	21st	October
16th	May	8th	November
28th	May	5th	December
21st	June		

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DRIVERS' HOURS & CUSTOMER MANAGEMENT

This course is a refresher course for drivers and covers use of digital tachographs, EU regulated hours, Working Time Regulations and UK domestic hours. Management of delivery situations and proof of delivery are covered ensuring drivers carry out their duties professionally.

COURSE AIMS

The module aims to ensure that you have a working understanding of the:

- Requirements of EU Drivers' Hours Regulations (EC561/2006) and the Road Transport (Working Time) Regulations
- Penalties and consequences of breaching these regulations
- Ways to manage customers when making deliveries
- Use of electronic systems and proof of delivery

COURSE CONTENT

- Operator Licencing
- Drivers' Hours Regulations
- Working Time Directive
- Tachographs & records
- Management of customers
- Company documentation

COST

£46.25 + £10 Admin & Certification Fee + VAT + £8.75 JAUPT Upload Fee

Cost includes course materials and refreshments

LEARNING OBJECTIVES

By the end of this module you should be able to:

- Demonstrate an understanding of the principles of drivers' hours and working time regulations
- Apply understanding of drivers' hours regulations to practical scenarios
- Manage delivery situations positively and ensure company documentation is completed

2019 Course Dates	
30th	March
18th	May
8th	June
27th	July
24th	August
2nd	September

EMERGENCY FIRST AID AT WORK

The course covers management of an unresponsive casualty, CPR and the recovery position, dealing with bleeding and shock, as well as choking, seizures, stroke and minor injuries. The course includes practical and written exercises and learners will get hands on experience of placing someone in the recovery position and delivering CPR as well as completing an accident report form.

COURSE AIMS

This module aims to ensure that you have a working understanding of the:

- Workplace first aid issues
- How to respond to a first aid emergency
- How to administer first aid

COURSE CONTENT

- Dealing with a casualty
- Arriving at the scene
- Assessing the scene
- Dealing with an unconscious casualty who isn't breathing
- CPR
- How to deal with a casualty who is choking
- Asthma symptoms and treatment
- Dealing with bleeding
- Epilepsy and seizures symptoms
- Dealing with minor injuries
- Foreign objects in nose, ears and eyes
- Fractures, dislocations and sprains
- Head injuries
- Nose bleeds and amputations
- Spinal injuries

COST

£51.25 + £10 Admin Fee + £10 Certification Fee + VAT + £8.75 JAUPT Upload Fee

Cost includes course materials and refreshments

Non-Driver CPC £80 + VAT

Cost includes course materials, certification and refreshments

LEARNING OBJECTIVES

By the end of this module you should have an understanding of:

- The legal responsibilities and regulations related to health and safety and first aid in the workplace
- Casualty assessment and basic life support techniques
- Treatment of common injuries and conditions including cuts, burns, asthma, epilepsy, choking and shock
- First aid stations and kits

2019 Course Dates			
16th	January	26th	July
19th	February	7th	August
14th	March	20th	August
2nd	April	5th	September
10th	April	11th	October
30th	May	23rd	October
18th	June	5th	November
4th	July	4th	December

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TRAFFIC LAW

This course covers parking and loading restrictions, road signs, alcohol and drugs, licensing, legal myths and facts, corporate manslaughter, port security and immigration as well as dealing with incidents, road works and congestion.

COURSE AIMS

This module aims to ensure that you have a working understanding of the:

- Relevant aspects of traffic law to help you to use the road in a safe and legal manner

COURSE CONTENT

- Highway Code
- Road signs and road markings
- Access restrictions on parking, loading/unloading, setting down and collection of passengers
- Pedestrian crossings types and methods of operating
- Junctions
- Driving licences
- Incidents, road works and congestion
- Mobile phones and seat belts, alcohol and drugs
- Corporate manslaughter
- Port security and illegal immigration

COST

£46.25 + £10 Admin & Certification Fee + VAT + £8.75 JAUPT Upload Fee

Cost includes course materials and refreshments

LEARNING OBJECTIVES

By the end of this module you should be able to:

- Demonstrate that you understand the legal definition of a road
- Recall the national speed limits for different types of roads and vehicles
- Describe the main types of road sign shape and colour and their generic meanings
- Demonstrate that you know the meaning of road signs and markings
- Explain why particular parking scenarios are hazardous and illegal
- Identify different types of pedestrian crossing and the driving rules associated with these

2019 Course Dates			
14th	January	22nd	July
16th	February	3rd	August
21st	February	8th	August
12th	March	17th	August
1st	April	23rd	August
6th	April	7th	September
12th	April	24th	October
15th	May	6th	November
17th	June	23rd	November
3rd	July	2nd	December

VULNERABLE ROAD USERS

With vulnerable road user accidents a major cause for concern this course outlines how and why urban streetscapes are changing. Identifying road users who are vulnerable and why.

It highlights a driver's responsibilities helping them to gain knowledge and experience of the issues faced by vulnerable road users (VRU).

Promotion of techniques and technology to improve road safety is covered and we review driver attitudes through reflection and critique to improve good driving practices.

COURSE AIMS

This module aims to ensure that you have a working understanding of:

- How and why urban streetscapes are changing
- Who are vulnerable road users and why
- A driver's responsibility

COURSE CONTENT

- The changing streetscape and urban driving and walking
- Cycle Lanes and London's Cycle Superhighways
- City Cycle Hire and Cycle Safety
- Pedestrians
- Motorised Two Wheelers
- Cyclists, Blind Spots, Sharing the road, Cyclist Safety
- Road Traffic Collisions
- Defensive Driving, Perception, Speed, Mobile Phones

COST

£46.25 + £10 Admin & Certification Fee + VAT + £8.75 JAUPT Upload Fee

Cost includes course materials and refreshments

LEARNING OBJECTIVES

By the end of this module you should:

- Understand the issues faced by vulnerable road users
- Promote techniques and technology to improve road safety
- Understand driver attitudes through reflection and critique to improve driving practices

2019 Course Dates	
26th	January
15th	March
23rd	March
4th	April
8th	April
29th	May
1st	June
20th	June
20th	July
23rd	July
9th	August
4th	September
22nd	October
7th	November
3rd	December

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ALL DRIVER CPC DATES - 2019

JANUARY

Monday 14th	Traffic Law
Tuesday 15th	Safe, Fuel Efficient Driving and Manoeuvring
Wednesday 16th	Emergency First Aid at Work
Thursday 17th	Drivers Hours and Record Keeping
Friday 18th	Vehicle Checks and Enforcement
Saturday 26th	Vulnerable Road User

FEBRUARY

Saturday 16th	Traffic Law
Monday 18th	Driver Safety at Work
Tuesday 19th	Emergency First Aid at Work
Wednesday 20th	Drivers' Hours and Record Keeping
Thursday 21st	Traffic Law
Friday 22nd	Safe, Fuel Efficient Driving and Manoeuvring
Saturday 23rd	Drivers' Hours and Record Keeping

MARCH

Saturday 2nd	Driver Safety at Work
Monday 11th	Safe, Fuel Efficient Driving and Manoeuvring
Tuesday 12th	Traffic Law
Wednesday 13th	Drivers' Hours and Record Keeping
Thursday 14th	Emergency First Aid at Work
Friday 15th	Vulnerable Road Users
Saturday 16th	Safe, Fuel Efficient Driving and Manoeuvring
Saturday 23rd	Vulnerable Road Users
Saturday 30th	Drivers' Hours & Customer Management

APRIL

Monday 1st	Traffic Law
Tuesday 2nd	Emergency First Aid at Work

APRIL

Wednesday 3rd	Drivers' Hours and Record Keeping
Thursday 4th	Vulnerable Road Users
Friday 5th	Safe, Fuel Efficient Driving and Manoeuvring
Saturday 6th	Traffic Law
Saturday 6th	Traffic Law
Monday 8th	Vulnerable Road Users
Tuesday 9th	Safe, Fuel Efficient Driving and Manoeuvring
Wednesday 10th	Emergency First Aid at Work
Thursday 11th	Driver Hours and Record Keeping
Friday 12th	Traffic Law
Saturday 13th	Drivers' Hours and Record Keeping
Saturday 13th	Drivers' Hours and Record Keeping
Saturday 20th	Driver Safety at Work
Saturday 20th	Driver Safety at Work
Saturday 27th	Safe, Fuel Efficient Driving and Manoeuvring
Saturday 27th	Safe, Fuel Efficient Driving and Manoeuvring

MAY

Monday 13th	Driver Safety at Work
Tuesday 14th	Vehicle Checks and Enforcement
Wednesday 15th	Traffic Law
Thursday 16th	Safe, Fuel Efficient Driving and Manoeuvring
Friday 17th	Drivers' Hours and Record Keeping
Saturday 18th	Drivers' Hours & Customer Management
Saturday 18th	Drivers' Hours & Customer Management
Tuesday 28th	Safe, Fuel Efficient Driving and Manoeuvring
Wednesday 29th	Vulnerable Road Users
Thursday 30th	Emergency First Aid at Work
Friday 31st	Drivers' Hours and Record Keeping

ALL DRIVER CPC DATES - 2019

JUNE

Saturday 1st	Vulnerable Road Users
Saturday 1st	Vulnerable Road Users
Saturday 8th	Drivers' Hours & Customer Management
Saturday 8th	Drivers' Hours & Customer Management
Saturday 15th	Drivers' Hours and Record Keeping
Saturday 15th	Drivers' Hours and Record Keeping
Monday 17th	Traffic Law
Tuesday 18th	Emergency First Aid at Work
Wednesday 19th	Drivers' Hours and Record Keeping
Thursday 20th	Vulnerable Road Users
Friday 21st	Safe, Fuel Efficient Driving and Manoeuvring

JULY

Monday 1st	Vehicle Checks and Enforcement
Tuesday 2nd	Driver Safety at Work
Wednesday 3rd	Traffic law
Thursday 4th	Emergency First Aid at Work
Friday 5th	Drivers' Hours and Record Keeping
Saturday 6th	Driver Safety at Work
Saturday 6th	Driver Safety at Work
Saturday 13th	Safe, Fuel Efficient Driving and Manoeuvring
Saturday 13th	Safe, Fuel Efficient Driving and Manoeuvring
Saturday 20th	Vulnerable Road Users
Saturday 20th	Vulnerable Road Users
Monday 22nd	Traffic Law
Tuesday 23rd	Vulnerable Road Users
Wednesday 24th	Drivers' Hours and Record Keeping
Thursday 25th	Safe, Fuel Efficient Driving and Manoeuvring
Friday 26th	Emergency First Aid at Work

JULY

Saturday 27th	Drivers' Hours & Customer Management
Saturday 27th	Drivers' Hours & Customer Management

AUGUST

Saturday 3rd	Traffic Law
Saturday 3rd	Traffic Law
Monday 5th	Drivers' Hours and Record Keeping
Tuesday 6th	Safe, Fuel Efficient Driving and Manoeuvring
Wednesday 7th	Emergency First Aid at Work
Thursday 8th	Traffic Law
Friday 9th	Vulnerable Road Users
Saturday 10th	Safe, Fuel Efficient Driving and Manoeuvring
Saturday 10th	Safe, Fuel Efficient Driving and Manoeuvring
Saturday 17th	Traffic Law
Saturday 17th	Traffic Law
Monday 19th	Safe, Fuel Efficient Driving and Manoeuvring
Monday 19th	Safe, Fuel Efficient Driving and Manoeuvring
Tuesday 20th	Emergency First Aid at Work
Tuesday 20th	Emergency First Aid at Work
Wednesday 21st	Driver Safety at Work
Wednesday 21st	Driver Safety at Work
Thursday 22nd	Drivers' Hours and Record Keeping
Thursday 22nd	Drivers' Hours and Record Keeping
Friday 23rd	Traffic Law
Friday 23rd	Traffic Law
Saturday 24th	Drivers' Hours & Customer Management
Saturday 24th	Drivers' Hours & Customer Management

ALL DRIVER CPC DATES - 2019

SEPTEMBER

Monday 2nd	Drivers' Hours & Customer Management
Monday 2nd	Drivers' Hours & Customer Management
Tuesday 3rd	Safe, Fuel Efficient Driving and Manoeuvring
Tuesday 3rd	Safe, Fuel Efficient Driving and Manoeuvring
Wednesday 4th	Vulnerable Road Users
Wednesday 4th	Vulnerable Road Users
Thursday 5th	Emergency First Aid at Work
Thursday 5th	Emergency First Aid at Work
Friday 6th	Drivers' Hours and Record Keeping
Friday 6th	Drivers' Hours and Record Keeping
Saturday 7th	Traffic Law
Saturday 7th	Traffic Law

OCTOBER

Monday 7th	Driver Safety at Work
Tuesday 8th	Vehicle Checks and Enforcement
Wednesday 9th	Safe, Fuel Efficient Driving and Manoeuvring
Thursday 10th	Drivers' Hours and Record Keeping
Friday 11th	Emergency First Aid at Work
Saturday 19th	Drivers' Hours and Record Keeping
Monday 21st	Safe, Fuel Efficient Driving and Manoeuvring
Tuesday 22nd	Vulnerable Road Users
Wednesday 23rd	Emergency First Aid at Work
Thursday 24th	Traffic Law
Friday 25th	Drivers' Hours and Record Keeping

NOVEMBER

Monday 4th	Drivers' Hours and Record Keeping
Tuesday 5th	Emergency First Aid at Work

NOVEMBER

Wednesday 6th	Traffic Law
Thursday 7th	Vulnerable Road Users
Friday 8th	Safe, Fuel Efficient Driving and Manoeuvring
Saturday 23rd	Traffic Law

DECEMBER

Monday 2nd	Traffic Law
Tuesday 3rd	Vulnerable Road Users
Wednesday 4th	Emergency First Aid at Work
Thursday 5th	Safe, Fuel Efficient Driving and Manoeuvring
Friday 6th	Drivers' Hours and Record Keeping
Thursday 12th	Vehicle Checks and Enforcement

COURSE KEY

Carlisle

Workington

IOSH WORKING SAFELY

Everyone at work should have an understanding of why they must 'work safely'.

Working Safely is a one-day course for people at any level, in any sector, that need a grounding in health and safety.

Ideal for introducing staff to why health and safety is important, Working Safely shows how everyone can make a difference to their own well-being and that of others through everyday behaviours. Fun and interactive, the course focuses on best practice rather than legislation.

COURSE CONTENT

The course is arranged in four modules:

1. Introduction to working safely
2. Defining hazard and risk
3. Identifying common hazards
4. Improving safety performance

ASSESSMENT

- Delegates are evaluated using a multi-format question paper and a multiple choice hazard spotting exercise
- When you pass, you can choose to receive the IOSH Working Safely certificate as proof of your qualification

BUSINESS BENEFITS

- Recognised by CSCS as equivalent to Level 1 Award in health and safety in a construction environment, enabling delegates to apply for a CSCS green card once they have passed the CITB Health, Safety and Environment Operators Test
- Greater productivity as fewer hours are lost due to sickness and accidents
- Improved company-wide safety awareness culture and appreciation for safety measures
- Active staff involvement to improve the workplace
- Nationally recognised and respected certification
- Enhanced reputation within the supply chain

2019 Course Dates	
8th	March
17th	May
19th	July
6th	September
22nd	November

COST

£139 + VAT

Cost includes course materials, exam fees and refreshments

IOSH MANAGING SAFELY

Every manager should have an understanding of their responsibilities when it comes to health and safety.

This flexible course is ideal for getting managers up-to-speed on the skills they need to tackle safety and health issues in the workplace.

A practical programme, full of step-by-step guidance, Managing Safely has a sharp business focus. The hands on, jargon-free format engages and inspires, and has helped a huge range of businesses to raise standards of safety and health.

COURSE CONTENT

The course is arranged in seven modules:

1. Introducing managing safely
2. Assessing risks
3. Controlling risks
4. Understanding your responsibilities
5. Identifying hazards
6. Investigating accidents and incidents
7. Measuring performance

ASSESSMENT

- A 25 question, multiple format assessment paper
- A risk assessment based project
- When you pass, you'll be awarded an IOSH Managing Safely certificate

COST

£449 + VAT

Cost includes course materials, exam fees and refreshments

LEARNING OBJECTIVES

On completion of the course delegates should be able to:

- Identify their responsibilities for health and safety
- Explain the reasons for preventing workplace accidents and occupational ill health
- Define 'hazard', 'risk' and 'risk assessment'
- Identify common hazards including those associated with entrances and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise, housekeeping and the working environment, slips, trips and falls, working at height, computers and manual handling
- Carry out a risk assessment
- Identify the best techniques to control key risks
- Identify the demands of the law and how the legal system works
- Describe a health and safety management system
- Identify why and how accidents should be investigated
- Outline basic performance indicators for monitoring activities
- Outline the requirements for the control of waste and pollution

2019 Course Dates	
7th - 8th & 14th - 15th	February
16th - 17th & 23rd - 24th	May
12th - 13th & 19th - 20th	September
18th - 19th & 25th - 26th	November

IOSH MANAGING SAFELY REFRESHER

A practical and engaging one-day course that keeps employees' Managing Safely training up to date.

COURSE CONTENT

- Thinking back
- Refreshing your knowledge
- Building on what you know
- Putting Managing Safely into practice
- Applying the management system
- Theory Test

BUSINESS BENEFITS

- Greater productivity as fewer hours are lost due to sickness and accidents
- Improved company-wide safety awareness culture and appreciation for safety measures
- Active staff involvement to improve the workplace
- Nationally recognised and respected certification for managers and supervisors
- Enhanced reputation within the supply chain

COST

£139 + VAT

Cost includes course materials, exam fees and refreshments

If you are interested in an IOSH Managing Safely Refresher please contact us.

Call **01228 530 552** or email **info@sptraininguk.com**

SPA PASSPORT – FOOD & DRINK

Aimed at contractors, employees or casual workers who work in food and drink manufacturing, the SPA Passport food and drink training programme focuses on hygiene and food safety, specific environmental issues as well as health and safety practices.

Module 1 – Food Protection

Delegates will get an understanding of the potential sources and types of food contamination, effects of contamination, safe working practices to eliminate or reduce risk, the importance of protective clothing and good personal hygiene.

Module 2 – Environmental Protection

This module will give delegates an understanding of current and future environmental requirements, the impact of environmental damage, anti-pollution controls and proper waste disposal.

Module 3 – Health and Safety

This module provides an awareness and understanding of the hazards to health and safety particularly relevant to the food and drink sector and the control measures necessary to such risks to continually reduce levels.

COST

Renewal: £90 + VAT • Initial: £140 + VAT

Cost includes course materials, test fees and refreshments

COURSE AIMS

- To provide information and training relevant to the food and drink industry sector in respect of food hygiene, environmental concerns and health and safety.
- To understand the implications for cost, business, job security and risk of injury if concerns for hygiene, environment and health and safety are not properly considered.

LEARNING OUTCOMES

- Compare injury incident rates across some industry sectors.
- Understand the importance of training, awareness and good personal behaviour in reducing potential for harm.
- Recognise the implications for cost, job security and risk of injury if areas of concern are not addressed and controlled
- Understand the three main areas of concern as food damage, environmental damage and people damage.

FORKLIFT TRUCK TRAINING

SP Training are an accredited provider of RTITB Forklift Truck (FLT) operator training.
Courses are offered for all levels of experience and for a range of Mechanical Handling Equipment (MHE).

On completion of these courses candidates will gain a RTITB photo ID and certificate, these are valid for 3 years.

We are constantly adding to our MHE portfolio so if you are needing training for a piece of equipment not listed please contact us, as we may still be able to help.

EXPERIENCE LEVELS

Novice: Designed for those with no previous experience of operating a FLT.

Experienced: For someone who is an experienced FLT operator but does not have a certificate (or can't provide proof they held one).

Refresher: For existing operators who require periodic refresher training (proof of previous training must be provided).

Conversion: For candidates who already hold certification on one type of FLT and would like to qualify in the operation of another type.

EQUIPMENT

- Counterbalance
- Reach
- Sideloader
- Vehicle-Mounted Lift Truck
- Very Narrow-Aisle (Man-Up)
- Rough Terrain Telescopic Handler
- Vehicle Mounted Hydraulic Loader
- Lorry Loader Crane (HIAB)
- Pedestrian Pallet Stacker
- Multi-Directional Lift Truck
- Pivot Steer Truck

ASSESSMENT METHOD

Learners will be assessed in three parts:

- Theory Test
- Pre-Use Inspection Test
- Practical Test of Basic Operating Skills

COST

Refresher: £160 + VAT
Experienced: £350 + VAT
Novice: £495 + VAT
Conversion: £255 + VAT
Cost includes course materials, exam fees and refreshments

TRAINING NEEDED

- **Refresher** - 1 day
- **Experienced** - 3 days
- **Novice** - 5 days
- **Conversion** - 1 day

Please note these timings can change due to course numbers or piece of equipment.

IPAF

SP Training are an approved IPAF Training Centre and deliver a range of powered access training courses. You can train on one or more pieces of equipment with each having its own qualification category. Those who need to use only one category of powered access equipment should attend the Single Category course and those who need to use two categories of powered access equipment should attend the Dual Categories course.

Training should be undertaken by those who use, supervise or manage the use of powered access, including scissor lifts, self-propelled boom lifts, trailer mounted boom lifts and aerial work platforms.

WHO NEEDS A IPAF PAL CARD

If you need to work at height and use access equipment (MEWPs):

- IPAF believes that you should receive basic training
- In addition to your main job, e.g. electrician, painter, decorator, cleaner, you will acquire a new skill
- Platforms are designed to be easy to use and offer a safe way to work at height, but with basic training you will use the equipment more effectively and safely

If you are an employer:

- You can be sure that legal requirements have been fulfilled if your platform operators have the PAL card
- Most legislation, covering Health and Safety obligations, accident prevention and work at height regulations, requires you to provide employees with proper and adequate training in the use of work equipment
- IPAF training to the highest standard means that your platform operators will also work more efficiently and productively

COURSE CONTENT

- Introduction and pre-course theory test
- MEWP categories
- Structural parts
- Regulations - ISO 18878, European, HASAWA
- Regulations - PUWER, LOLER, MHSW, WAHR, RIDDOR
- Pre-use inspection/handovers
- Safe operating methods and hazards
- Theory test
- Practical training
- Practical assessment

COST

Single Category (1b or 3a or 3b): £155 + VAT
Dual Categories (3a and 3b): £195 + VAT
Harness Course: £75 + VAT
MEWPS for Managers: £165 + VAT
Cost includes course materials, test fees and refreshments
IPAF pal card fee and certification additional £26

EQUIPMENT

- Static Boom (1b)
- Self Propelled Scissor Lift (3a)
- Self Propelled Boom (3b)
- MEWPS for Managers
- Push Along Vertical
- Harness Course

IPAF Approved Training Centre

DRIVER TRAINER ASSESSOR

This course focuses on the practical aspects of driver assessment and corrective training and can prove an extremely cost-effective way of providing training throughout a company.

Subsequent in-house training ensures drivers are taught about driving safely and responsibly, with consideration of their fuel economy and other road users. The course will train candidates to carry out driving assessments and provide corrective training for HGV drivers.

COURSE CONTENT

- Licence, eyesight and vehicle checks
- Assessment routes
- An awareness of driving assessment reports
- How to mark assessments
- Practical driving techniques
- Commentary driving
- Instructional techniques
- Dealing with negative driver skills and behaviours
- Communicating safety performance and implementing improvements
- Safe driving
- Fuel efficient driving

BENEFITS OF THE COURSE

- Demonstrable safety and environmental benefits
- Train the Trainer format is a cost-effective way to cascade training across a driving team
- Identification of unsafe and inefficient driving practices in order to develop driver-centred remedial actions
- An increased understanding of the technical and psychological aspects of driver assessment
- Assessors will be better equipped to provide positive/ constructive feedback to drivers

This course is only available on an in-company basis. For more information please contact us.

Call **01228 530 552** or email **info@sptraininguk.com**

SAFED INSTRUCTOR

SP Training SAFED Instructor course is suitable for experienced trainers who wish to deliver Safe and Fuel Efficient Driver (SAFED) training that will lower fuel use and vehicle accidents, whilst reducing environmental impact.

Developed for large vehicles this course is now available for all types of vehicles. The SAFED training course equips learners with the skills and expertise required to improve fuel use, reduce costs, improve road safety, reduce driver fatigue and reduce the occupational road risk.

COURSE CONTENT

- Introduction to SAFED
- SAFED Theory
- Pre-Start Vehicle Checks
- Formative Driving Assessment
- Vehicle and Road Craft Instruction
- Driver Validation Exercise
- Underpinning Knowledge Exercise
- Assessment

BENEFITS OF THE COURSE

- Highly trained, knowledgeable workforce
- Significantly reduce your fuel spend
- Improve the residual value of your vehicles
- Reduce vehicle downtime and costs
- Potentially reduce insurance premiums
- Reduce environmental pollution

For more information please contact us.

Call **01228 530 553** or email **info@sptraininguk.com**

DRIVER CPC TRAINER

The Driver CPC Trainer course develops new and existing trainers' skills to deliver high quality classroom based training courses. You will learn how to deliver training that complies with JAUPT requirements in a dynamic and effective manner using multimedia and modern teaching techniques.

WHO SHOULD ATTEND?

Commercial trainers, new and existing in-house trainers, driver trainer assessors (DTA's), fuel champions, or anyone who wishes to develop knowledge of instructional techniques and lesson planning.

COURSE CONTENT

- Introduction to driver CPC
- Driver CPC syllabus, subject selection and training needs analysis
- Instructional techniques, qualities of an instructor, basic principles, subject analysis, preparation and planning, motivation, conformation, and evaluation question technique
- Course structure and lesson planning
- Training aids
- Micro-teach sessions
- Centre processes for JAUPT compliance
- JAUPT compliance, course and instructor approval
- Evaluation and feedback record keeping
- Teaching competency assessment
- Course review and Q&A

COURSE DURATION

- **Inexperienced Instructors** - 5 days
- **Experienced Instructors/Refresher** - 2 days

This course is only available on an in-company basis. For more information please contact us.

Call **01228 530 552** or email **info@sptraininguk.com**

NATIONAL REGISTER OF LGV INSTRUCTORS COURSE

This modular course focuses on the theoretical and practical aspects of qualifying for the National Register of LGV Instructors (NRI).

The course covers the skills and knowledge required to train new drivers wishing to pass all Modules of the DVSA LGV tests and also assessment and training of newly qualified and experienced drivers helping them to develop their careers. Delegates who successfully complete the course will be able to apply to the NRI for membership. Training is available to support lapsed DVSA LGV Register of Instructors to refresh their skills to apply to the NRI.

COURSE CONTENT

- Theory training
- Licence, eyesight and vehicle checks
- Driving assessment and test reports
- DVSA marking criteria, fault identification and categorisation
- Driving techniques
- Instructional techniques and coaching skills
- Dealing with driver behaviours
- Interpersonal and communication skills
- Module 1, 2, 3 and 4 tests
- Safe driving
- Fuel efficient driving

BENEFITS OF THE COURSE

- Ability to effectively train novice drivers to pass all DVSA Modular tests
- Ability to train and develop newly qualified and experienced drivers
- Cost-effectively cascade company specific training to drivers
- Be able to identify unsafe and inefficient driving practices
- An increased understanding of the technical and psychological aspects of driver assessment
- Able to risk asses to a recognised standard and provide positive/constructive feedback

Courses are modular and designed to take into account candidates experience and existing skills and qualifications. Enquire now to discuss your specific requirements.

Call **01228 530 552** or email **info@sptraininguk.com**

RTITB FLT INSTRUCTOR

The SP Training RTITB Lift Truck Instructor course will provide candidates with the skills required to prepare and examine operators for the working environment of lift trucks. Candidates will be equipped to understand how to do this in accordance with agreed best practice.

Successful completion of the course will require candidates to pass an examination that covers basic operating skills, associated knowledge and practical instructional ability. Courses are available for inexperienced instructors, instructors converting from ITSSAR, AITT or NPORS as well as re-registration.

COURSE CONTENT

- Health and safety
- Relevant regulations
- Approved code of practice (ACOP)
- The role of the instructor and qualities
- Basic principles of instruction
- Skills and task analysis
- Lesson structure (practical and theory)
- Report writing
- Lift truck test

COURSE DURATION

- **Novice** - 10 days
- **Conversion** - 5 days
- **Re-Registration** - 5 days

RTITB ACCREDITED
SETTING THE STANDARD

COST

Novice: £1,245 + VAT
Conversion: £645 + VAT
Re-Registration: £645 + VAT

The course concludes with an examination, which you must successfully complete in order to qualify as an RTITB Lift Truck Instructor. Successful candidates are eligible to register on the RTITB Register of Professional Instructors.

Entry Requirement: Must hold a current RTITB FLT certificate.

APPRENTICESHIPS

BENEFITS OF APPRENTICESHIPS

Businesses across the UK offer apprenticeship places because they recognise their effectiveness at increasing productivity, improving business performance and ensuring a committed and competent workforce.

WHAT IS REQUIRED FROM THE EMPLOYER?

For the majority of apprenticeships, the employer is required to allow the apprentice time to study and take assessments. We will advise in advance as much as possible to facilitate work planning.

The employer is also asked to facilitate visits from SP Training staff to both deliver training and monitor training performance and competence.

Please note that before joining an apprenticeship programme, all applicants will need to be assessed to determine their level of English and maths and an Eligibility Check will also need to be carried out.

LARGE GOODS VEHICLE DRIVER APPRENTICESHIP

WHAT IS A LARGE GOODS VEHICLE (LGV) DRIVER APPRENTICESHIP?

An apprenticeship is a training programme that is completed whilst also working and getting paid. In the case of the LGV apprenticeship this will be working as a Large Goods Vehicle (LGV) driver but may also include other duties i.e. in the warehouse.

The programme covers the driver training and tests. LGV apprentices need to pass either Category C (rigid) or Category C+E (artic) in order to legally drive LGVs on the road for work. They also need training to achieve the following competencies:

- Driving, Loading & Unloading
- Customer Care
- Legislation
- Safe and Fuel Efficient Driving
- Environmental Issues

WHAT QUALIFICATIONS WILL BE ACHIEVED?

At the end of the apprenticeship the following training and qualifications will have been achieved:

- Category C (Rigid) driving licence or Category C+E (Artic) driving licence
- Initial Driver Certificate of Professional Competence (Driver CPC)
- 35 hours of ongoing Driver Certificate of Professional Competence (Driver CPC)
- Maths and English level 1 and/or 2 Functional Skills
- The Apprentice may also achieve employer specific qualifications: i.e. First Aid, Health and Safety, Fork Lift Truck

SUPPLY CHAIN WAREHOUSE OPERATIVE APPRENTICESHIP

WHAT IS A WAREHOUSE OPERATIVE APPRENTICESHIP?

In the case of the warehouse operative apprenticeship the role will include working as a warehouse operative and may include other duties such as moving equipment in a logistics environment, packing and distributing goods, relevant legislation within the industry, customer service , risk assessments and basic first aid.

This programme covers practical training and testing to National Standards. The apprentice will also cover other knowledge and training sessions to include:

- Basics of Health and Safety
- Basics of Risk Assessment
- Basics of First Aid
- Customer Service

WHAT QUALIFICATIONS WILL BE ACHIEVED?

At the end of the apprenticeship the following training and qualifications will have been achieved:

- RTITB Forklift Truck Licence
- Risk Assessment Level 2
- Customer Care Level 2
- First Aid in the Workplace
- Functional Skills Level 1 (minimum) or Functional Skills Level 2
- Supply Chain Warehouse Operative Apprenticeship

SUPPLY CHAIN TRAFFIC OFFICE APPRENTICESHIP

WHAT IS A TRAFFIC OFFICE APPRENTICESHIP?

In the case of the traffic office apprenticeship the role will include working in the traffic office and may include other duties such as vehicle planning, vehicle maintenance, driver holidays, relevant legislation, customer service, risk assessments and basic first aid.

This programme covers practical training and testing to National Standards. The apprentice will also cover other knowledge and training sessions to include:

- Legislation regarding the use of commercial vehicles
- Transport Planning
- Basics of Health & Safety
- Basics of Risk Assessment
- Basics of First Aid
- Customer Service

WHAT QUALIFICATIONS WILL BE ACHIEVED?

At the end of the apprenticeship the following training and qualifications will have been achieved:

- Transport Manager CPC
- Risk Assessment Level 2
- Customer Care Level 2
- First Aid in the Workplace
- Functional Skills Level 1 and/or Level 2
- Supply Chain Traffic Office Apprenticeship

CUMBRIA TRANSPORT GROUP

The Cumbria Transport Group (CTG) is a group of local transport businesses who have come together for a common purpose. Representing freight and passenger transport industry views, the group is made up of a range of Cumbrian based businesses and local government representatives.

CORE THEMES OF THE GROUP ARE:

EMPLOYMENT OPPORTUNITIES

The industry nationally has a shortage of skilled people, particularly drivers. Cumbria is in the same position and the skill shortage is having a detrimental effect on the local economy. The CTG membership has opportunities for individuals who wish to work in the transport industry.

CAREER AND SKILLS DEVELOPMENT

The industry has an age demographic that is aging and as such young people need to be recruited into the industry to bring fresh ideas and energy. CTG support Apprenticeship recruitment and career paths for young people. CTG members invest in their employees through training and development ensuring they have the skills to operate in the modern transport industry.

INFLUENCING POLICY

The CTG is made up of strong local businesses and as a group are able to influence policy and 'have a say'. The group representatives have years of experience and understand transport issues. CTG are a strong transport lobby group with parliament and Government bodies and fight for local interests.

UNDERPINNING THE CUMBRIAN ECONOMY

CTG are significant employers in their own right representing around 1,000+ employees. The transport industry locally underpins virtually every business activity in the county. A strong transport infrastructure allows the county to flex and grow when required. With huge plans for infrastructure improvements and nuclear development in the future for Cumbria, CTG will play a significant part in supporting these plans.

WANT TO JOIN CTG?

CTG members are constantly looking for employees particularly drivers. If you are working in logistics and are looking for a job in Cumbria contact Tony Higgins.

Call **01228 530 552** or email **info@sptraininguk.com**

CTG
CUMBRIA TRANSPORT GROUP

SP TRAINING

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