



SP TRAINING

Over 20 Years of Experience in Logistics

COURSE PROSPECTUS





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ELCAS - FUNDED RESETTLEMENT TRAINING

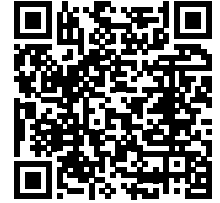


WHAT IS ELCAS?

ELCAS is the administration service used by the Ministry of Defence to help fund service leavers further training to kickstart their new career. If you have a full entitlement, the MOD will fund 80% (up to £2,000) of your new qualification, leaving only 20% to be paid for by the service leaver.

WHAT DO SP TRAINING OFFER?

As an approved ELCAS Learning Provider we offer a range of haulage & logistics based training courses, upon completion learners will have a qualification that is highly desired with the current national driver shortage.



Find out more here!

AVAILABLE COURSES

- Cat C&E (Class 1/Artic Training & Tests)
- Cat C (Class 2/Rigid Training & Tests)
- Driver CPC (Modules 2 & 4)
- ADR - Core, Packs, Tanks & 7 Classes
- Transport Manager CPC
- RTITB Lift Truck Instructor Training
- Skills for Logistics Register of LGV Instructors



Efalame Tuitakau - completed ADR Dangerous Goods training using ELCAS credits.

"I left the Army in 2015 after serving for 11 years in the 17 Port & Maritime Regiment in Marchwood, near Southampton. I have been an LGV Driver since, but I found that SP Training recently added an ADR Dangerous Goods Course that I could put my ELCAS credits towards. The only options nationally were Portsmouth and Carlisle - living in Bradford meant SP Training were the obvious choice. The ADR qualification will create a career opportunity for me. Using this training, I hope to start my training with DHL to fulfil an international contract with Formula One, transporting equipment worldwide and setting up for Grand Prix events."

HOW DO I APPLY?

You can apply for **ELCAS** through 4 steps:

- 1 Make contact with SP Training expressing your interest, we will supply dates for your chosen course which you will need for your application.
- 2 Approach your MOD representative with your dates and relevant paperwork – they will assist you in submitting your ELCAS application. Our courses are registered under System People Ltd (Provider ID 11328)
- 3 Once you have received your Claim Authorisation Note (CAN) send this to your contact at SP Training – they will take payment of your contribution and confirm your place on the course. You will receive a booking confirmation and joining instructions.
- 4 Turn up to your course, enjoy it, pass all required tests and walk away with your qualification - then start your new journey in the Haulage & Logistics industry!

WHAT ARE HGV SKILLS BOOTCAMPS?

The HGV Skills Bootcamps are part of the Government's Lifetime Skills Guarantee, helping everyone gain skills for life. HGV Bootcamps are intense training courses and are designed to quickly train individuals in the skills required to drive HGV/LGV vehicles. The courses are being rolled out to address the current HGV/LGV driver shortage that is impacting the supply lines in the UK. These Skills Bootcamps driving courses will train applicants to be 'road ready' with either a Category C (Rigid) or Category C&E (Articulated) licence, as well as upgrades to ADR Dangerous Goods.

LIFE OF A DRIVER

Working as an LGV Driver can offer you a rewarding career route. You are on the road traveling to many different locations across the UK and sometimes even further! You get to focus on your practical skills – the complete opposite of a 9-5 office job.

Once fully qualified, the average driver's salary is lucrative at approx. £30,000 per annum in the UK. If you are a keen explorer, lorry driving gives you the licence to travel. If you are operating over long-distance journeys, your job will take you all over the country, with each day providing an exciting new view.

However, the realities of working as an HGV Driver may come as a shock to some as the hours are long, and there is a lack of comfortable roadside facilities. It can be unsociable, which has contributed to many drivers leaving the industry.

These are things you should consider carefully when deciding if this is the right career route for you.

KEY COURSE FEATURES

Following your successful application, you'll be provided with all of the relevant skills, knowledge and information about training for your HGV Driver licence and what the career route and Bootcamp entails. Your journey to becoming a qualified driver will include:

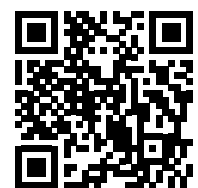
- **Application Process** You will be required to complete an online job application form, pass a medical, apply for a provisional licence, train for and successfully complete driver theory tests. Once you have passed your theory tests, you'll be eligible for the practical element of the course.
- **Practical Driver Training (1 or 2 weeks)** You will be supported by our expert driving instructors to learn the skills to pass either your Rigid (1 week) or Artic (2 weeks) practical tests.
- **Learner support throughout the programme** Your assigned Learning Advisor will be on hand throughout the duration of your learning to ensure you are road-ready and become a confident HGV Driver.
- **Job interview with employer** As a result of your participation in the Bootcamp, you are supported with gaining an interview with an employer to secure a role as soon as possible – hopefully this will lead to a job offer!

ARE YOU ELIGIBLE?

To be eligible you must be: aged 19 or over, have the right to work in the UK. You can be employed, self-employed or unemployed and seeking for work. You must hold a full UK driving licence.

CONTACT US TODAY!

Please contact us on **01228 530 552** or email **info@sptraininguk.com** to find out what Bootcamp spaces we currently have available!

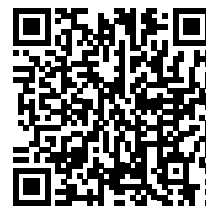


Find out more here!

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. Apprenticeships are funded by your Apprenticeship Levy! If you do not pay into the Apprenticeship levy, you are still eligible for 95% funding. If you are a Levy paying employer, you can use 100% of your Levy contributions!



Find out more here!

WHAT IS REQUIRED FROM THE EMPLOYER?

Apprenticeships work in partnership with a training provider, employer and apprentice - each with their own contribution to the programme's success.

An employer commits to ensure that the apprentice has time, space and resources to fulfill the elements of the Apprenticeship within working hours. A mentor will also be required to guide the Apprentice and represent the employer with regular reviews.

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 THE 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



TRANSPORT SUPERVISOR APPRENTICESHIP

WHAT IS A TRANSPORT SUPERVISOR APPRENTICESHIP?

This is a blended apprenticeship programme suitable for employees working in the transport industry. Learners on this program would currently be employed to lead a team and have regular engagement with customers. This would suit newly promoted Transport Supervisors, Depot Supervisors, Transport Coordinators and Traffic Planners.

With delivery via Tutor led virtual classroom sessions, group work, online learning and 1-2-1 workshops, this 12-16 month programme will cover a variety of core transport related units. The result will be the acquisition of the knowledge and skills required to operate as a highly competent, compliant and industry skilled Transport Supervisor.

COURSE DETAILS

This learning element of the course will be delivered over a 12 months, where the learner will work full time for their employer and attend theory-based lessons delivered by an expert subject Tutor.

There is then an End Point Assessment element which takes place after the 12 months of learning. This includes an improvement project in the form of a 4,000 word report so the learner must have the opportunity to carry this out. The EPA takes up to 4 months.

WHAT QUALIFICATIONS WILL BE ACHIEVED?

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

- Met the Level 3 Transport Supervisor Apprenticeship Standard
- Transport Manager CPC (Road Haulage)

WAREHOUSE SUPERVISOR APPRENTICESHIP

WHAT IS A WAREHOUSE SUPERVISOR APPRENTICESHIP?

This is a blended apprenticeship programme suitable for employees working in the warehouse and storage field. Learners on this programme would currently be employed to manage the day-to-day operations involved in supply chain. This would suit newly promoted Warehouse Supervisors to ensure the provision of a professional incoming goods, storage and dispatch service to customers.

With delivery via Tutor-led virtual classroom sessions, group work, online learning and 1-2-1 workshops, this 12 – 16 month programme will cover a variety of core warehouse & storage-related units. The result will be the acquisition of the knowledge and skills required to operate as a highly competent, compliant and industry skilled Warehouse Operations Supervisor.

WHAT QUALIFICATIONS WILL BE ACHIEVED?

Learners will meet the **Level 3 Warehouse Supervisor** Apprenticeship standard. They could also earn:

- Level 3 Leadership & Management qualification
- Managing Safely in Logistics (MSiL)

COURSE DETAILS

The learning element of the course will be delivered over a 12 months, where the learner will work full-time for their employer and attend 1 theory-based lesson a month delivered via ZOOM by an expert subject Tutor.

The learner will also complete modules of self-directed online learning on our online platform OLLIE and workplace activities set by the Tutor. These activities equate to 1 day a month off the job across the 12 months which prepares learners for the live lessons. The 2 days a month off the job make up the 20% “off the job” requirements required to complete the apprenticeship.

There is then an End Point Assessment element which takes place after the 12 months of learning. This includes an improvement project in the form of a 4,000 word report so the learner must have the opportunity to carry this out.

The EPA can take up to 4 months.

TEAM LEADER APPRENTICESHIP

WHAT IS A TEAM LEADER APPRENTICESHIP?

The Level 3 Team Leader Apprenticeship is for newly appointed or promoted Team Leaders looking to develop the essential foundation skills and knowledge required to effectively lead a team. Team Leaders shoulder various key responsibilities, which encompass supporting and developing team members, overseeing and effectively managing projects and planning and monitoring workloads. Job titles can include Team Leaders, Line Managers, Supervisors, Project Officers, Shift Supervisors, Forepersons, and Shift Managers.

This Apprenticeship is delivered through a combination of engaging methods including virtual tutor-led classroom sessions and personalised 1-2-1 workshops, this apprenticeship encompasses a diverse range of core supervisory modules.

WHAT QUALIFICATIONS WILL BE ACHIEVED?

At the end of the apprenticeship, learners will have met the **Level 3 Team Leader** Apprenticeship standard. There is also the option to earn the **Level 3 Leadership & Management** qualification.

COURSE DETAILS

The Team Leader course's learning component spans 12 months, allowing flexibility for learners to complete online modules at their convenience, accommodating both the learner and employer commitments. Following this, there will be a 3-hour live, tutor-led session on Zoom.

Additionally, learners will benefit from one-on-one sessions with the tutor after each module, lasting approximately one hour. These sessions aim to ensure comprehension of the content and its practical application in the workplace.

Throughout the course, learners will construct two distinct portfolios: one aligned with apprenticeship standards and the other focused on the CMI qualification. The latter portfolio involves the creation of essay-based reports and assignments, some of which may be up to 2,000 words.



OPERATIONS/DEPARTMENT MANAGER APPRENTICESHIP

WHAT IS AN OPERATIONS/DEPARTMENT MANAGER (ODM) APPRENTICESHIP?

This Operations/Department Manager Apprenticeship programme caters to both current Operational/Departmental Managers and individuals aspiring to enter this role. It accommodates those at the outset of their careers as well as experienced managers seeking to enhance their expertise.

Training is delivered through a combination of engaging methods including self-directed online learning, virtual tutor-led classroom sessions and personalised 1-2-1 workshops. This apprenticeship encompasses a diverse range of core management modules.

WHAT QUALIFICATIONS WILL BE ACHIEVED?

At the end of the apprenticeship, learners will have met the **Level 5 Operations/Department Manager** Apprenticeship standard. There is also the option to earn the **Level 5 Diploma in Management and Leadership**.

COURSE DETAILS

The Operations/Department Manager Apprenticeship takes place over 24-30 months. It will impart a diverse set of practical managerial expertise and abilities, equipping the learner with the necessary resources to advance in their managerial career. With the online self-study modules, our learning allows accommodations for both the learner and the employer commitments.

Following this, there will be a 3-hour live, tutor-led session on Zoom every month, allowing for questions and expanded learning. Learners will benefit from one-on-one sessions with the tutor after each module, lasting approximately 1 hour.

Throughout the course, learners will construct two distinct portfolios: one aligned with apprenticeship standards and the other focused on the CMI qualification. The latter portfolio involves the creation of essay-based reports and assignments, some of which may extend up to 2,500 words.

PCV (BUS & COACH) DRIVER APPRENTICESHIP

WHAT IS A PCV (BUS & COACH) DRIVER APPRENTICESHIP?

Our PCV (Coach and Bus) Driver Apprenticeship is a Level 2 qualification that places emphasis on obtaining a Category D licence, specifically to tackle the shortage of skilled bus and coach drivers in the industry!

We take a holistic approach, aimed at developing well-rounded skills that extend beyond driving. The latter part of the apprenticeship focuses on enhancing industry knowledge through our Driver CPC sessions. This could potentially lead to learners attaining 10 years of driver CPC certification by the programme's end.



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COURSE DETAILS

Nationally there is an urgent growing need for Category D bus drivers. With limited funding available, this Level 2 apprenticeship standard allows business to use a minimum 95% funding. To ensure drivers are on the road promptly, the initial four months are dedicated to licence acquisition.

From the employer's perspective, a contract of a minimum of 30 hours per week for the apprentice is necessary, with 20% of their time allocated to 'off the job hours' during the apprenticeship. Notably, our learning model is "front-loaded", with 12 weeks devoted to theory, hazard perception, and Module 2 CPC Case study, practice, and test. This, combined with practical training over 5 consecutive days, significantly reduces 'off-the-job hours' after that.

A mentor or buddy within your business is required, as 'off-the-job hours' encompass various activities beyond bus driving, such as early-stage outings with a driver, customer interaction training, and familiarisation with routes. It's a holistic approach aimed at developing well-rounded skills that extend beyond driving.

The latter part of the apprenticeship focuses on enhancing industry knowledge through our Driver CPC sessions. This could potentially lead to learners attaining 10 years of driver CPC certification by the programme's end.

WHAT QUALIFICATIONS WILL BE ACHIEVED?

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

- Met the Level 2 PCV Driver Apprenticeship standard
- Cat D PCV Licence
- 35 hours of DVSA accredited CPC Hours*

*There is also the opportunity to add an additional 5 days worth of Driver CPC for a small additional admin upload fee to DVSA Optional employer specific qualifications such as First Aid, Health & Safety at an additional cost.

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 Licencing, 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

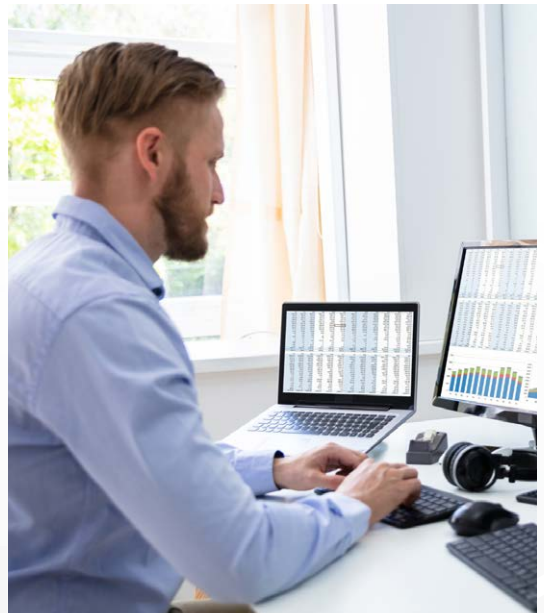
Virtual Delivery

This course can be taken over 5 days, with an additional day for the management CPC exams. Candidates will be required to complete 60 hours of online learning modules prior to attending the course

On-site - 10 days

This will be delivered in a physical classroom environment. The 10 day course will conclude with the management CPC exams.

This course can include 7 hours towards the learner's Driver CPC.



Use your ELCAS credits with this course!

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 Commissioner as relevant 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

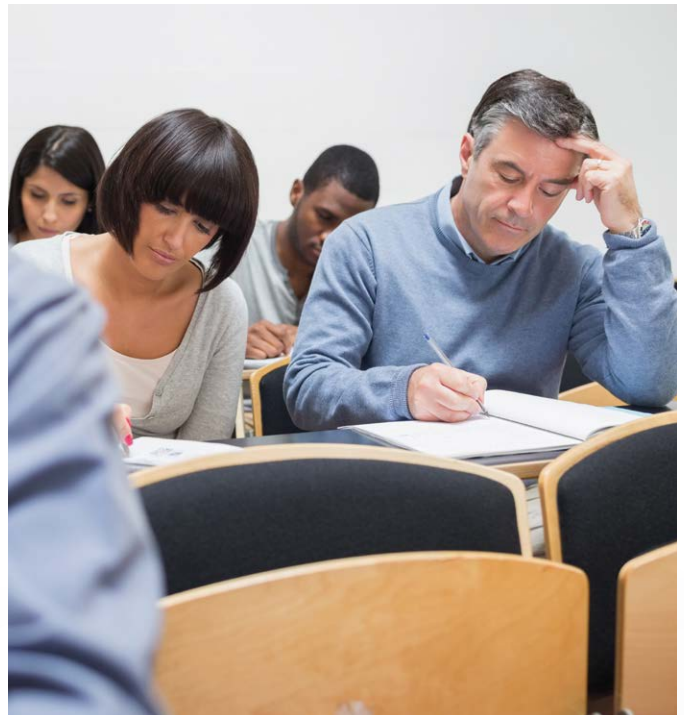
- Provides you with the information and tools to ensure you are up-to-date with the current developments in transport legislation.
- Ensures you that you are operating legally in compliance with the latest guidance from the Traffic Commissioners.

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



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.

Use your ELCAS credits with this course!



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

APPROVED DRIVER CPC

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

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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.

If you are interested in attending a Class 1 or Class 7 course please contact us to register your interest.

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

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



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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

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



PETROLEUM DRIVER PASSPORT - INITIAL CLASSROOM

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

DRIVER CPC CONSORTIUM

SP Training offer intelligently applied Driver CPC solutions that give logistics businesses and training organisations real value for money and quality leading edge training products.

SP TRAINING OFFER

Consortium members can access a number of different products to suit their particular needs and can choose from our extensive menu of courses covering a wide range of subjects. Membership of the SP Training Consortium saves money in comparison to developing your own offer.

BENEFITS

- Costs effective
- High quality course materials
- Updated regularly
- Train the trainer
- Full support and mentoring
- Easy administration process and DVSA upload
- Bespoke design option

For more information please contact us.
Call **01228 530 552** or email info@sptraininguk.com

TRAIN THE TRAINER

Consortium members have the ability to take control of their Driver CPC courses by up-skilling their own employees to independently deliver training. This can be one of our many DVSA approved catalogue courses or a course that is tailored to the business, creating an efficient way of fulfilling CPC hours whilst solving common in-house issues.

BESPOKE DESIGN OPTION

Bespoke design is available to develop specific courses or adapt existing courses to meet your specific needs and gain significant business impact. SP Training have always been at the forefront of course production with innovative, leading edge thinking, design and expertise.

Find out more here!



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

- 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

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

- 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

COURSE CONTENT

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

LEARNING OBJECTIVES

- 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

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

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

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 Driving) 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

LEARNING OBJECTIVES

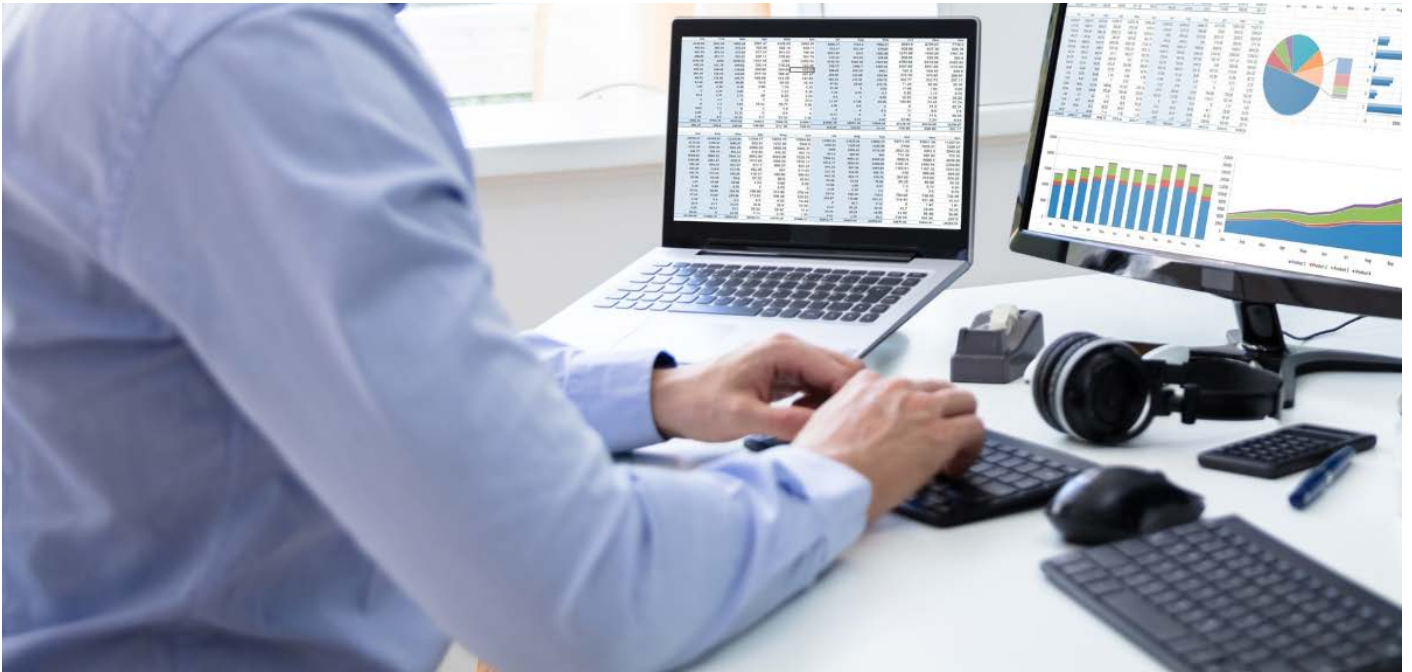
By the end of this module you should know:

- 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



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

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

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

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

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



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.



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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

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

DRIVER SAFETY & WELL-BEING

Looking after our own and our colleagues' mental health is becoming increasingly important in the workplace!

This course explores the importance of a driver's general health and well-being within the Logistics Industry. Delegates will learn how to improve their own general health, alongside how to provide support to colleagues. Delegates will also gain an understanding of the impact that stigma and prejudice can have on mental health and well-being.

COURSE AIM

This module aims to explore and consider key aspects of driver safety, including mental health and wellbeing within the logistics industry.

COURSE CONTENT

- Fitness to drive
- Driver's general health
- Mental health and stress in the workplace
- Eyesight, alcohol and drugs
- Distractions
- Driving for work
- Dealing with an incident
- Safe route planning

LEARNING OBJECTIVES

By the end of this module, you will:

- Be able to explain what the terms "Mental Health" and "Well-being" mean
- Understand the benefits of a positive work-life balance and the effects of medical conditions and tiredness on driving
- Understand the effect of diet, sleep and exercise in general well-being
- Have explored stigma and prejudice in relation to mental health
- Understand the law in relation to alcohol and drugs, along with the consequences
- Know how to limit distractions whilst driving
- Understand the responsibilities of driving for work, including correct use of speed and driving styles
- Know how to deal with an incident in the UK & EU
- Understand how to safely plan a route



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

- 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



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

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

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

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

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

SKILLS FOR LOGISTICS MANAGING SAFELY IN LOGISTICS

Managing Safely in Logistics is focused on managing and operating safely within transport, warehousing, logistics, supply chain and manufacturing industries. This course covers logistics industry risks and operations, including compliance, logistics health and safety, as well as transport regulations. Maintaining a safe workplace is a key part of an operator's licence ('O' Licence), which is critical to business survival in a competitive industry.

COURSE AIMS

To give managers and supervisors an understanding of everyone's health and safety responsibilities in the workplace.

To enable managers and supervisors to recognise how they can influence, control and monitor risk to improve health and safety issues in the workplace.

Initial Course - 3 days

Refresher - 1 day

LEARNING OUTCOMES

- Describe the key reasons to manage health and safety in the workplace.
- Define the key terms relating to health and safety.
- List the areas and benefits of compliance.
- Identify how the law can have an impact on health and safety in the workplace.
- Describe how to assess, reduce and control risk in the workplace.
- Identify workplace hazards and risks, their impact and how to manage them.
- Identify how to evaluate and respond to an incident.
- List the benefits and characteristics of an effective health and safety management system.
- Describe the principles that underpin good health and safety performance.

WHY TAKE THIS COURSE?

Improve health and safety along with compliance in your workplace. This course ensures managers and supervisors are equipped with the knowledge and skills to manage safely in a logistics operation.

Activate your staff involvement with this recognised safety certification, which will enhance your reputation within the logistics and supply chain industry.



RTITB 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

Regular counterbalance training held on site - please get in touch today for availability today!

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

TRAINING DURATION

- 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.



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.

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

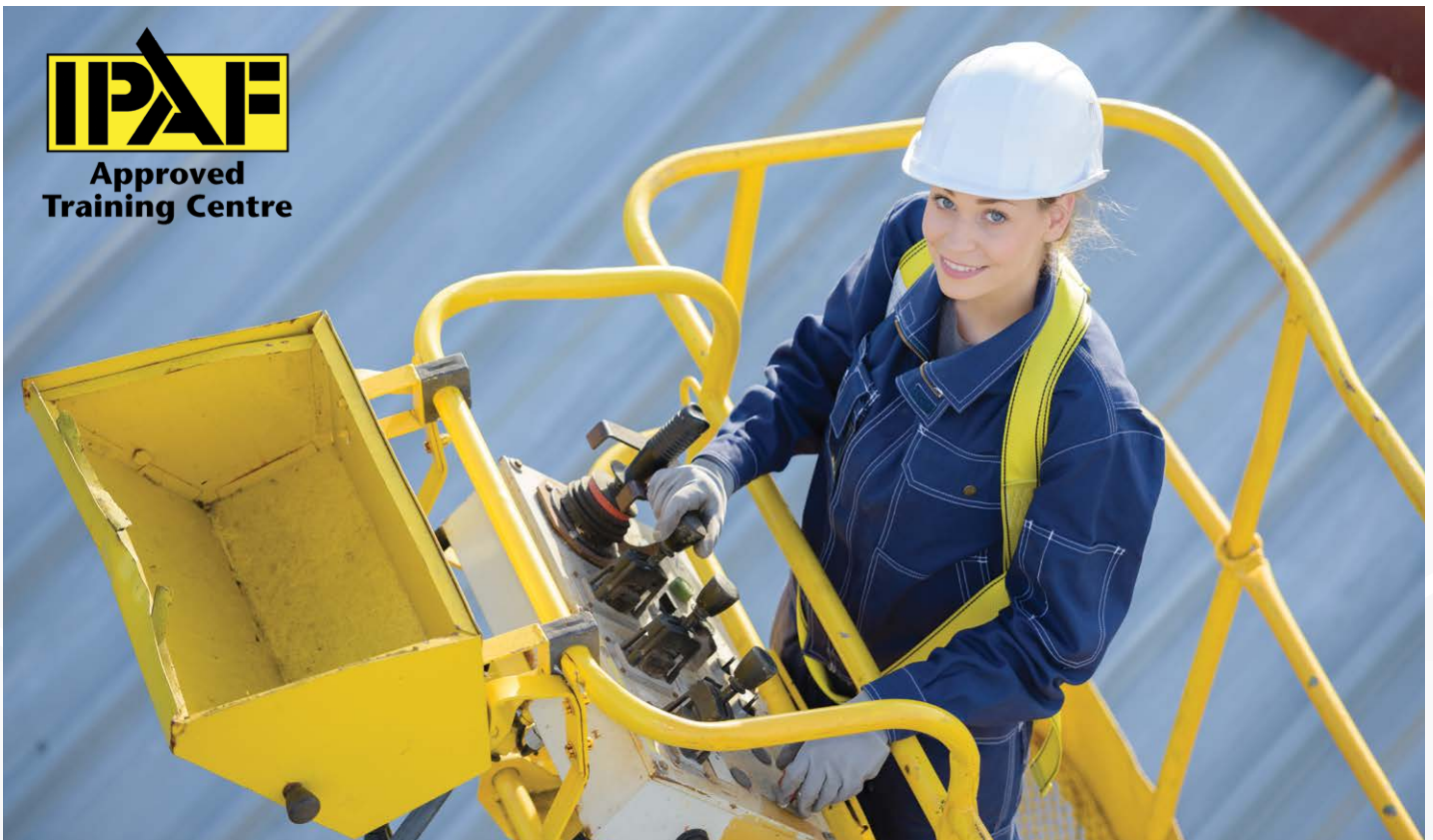
EQUIPMENT

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

For course availability contact us.

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

Half day dual category course (3a & 3b), available morning and afternoon each day.



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

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 530 552** 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 DVSA 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 DVSA compliance
- DVSA 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**



SKILLS FOR LOGISTICS REGISTER OF LGV INSTRUCTORS

This modular course focuses on the theoretical and practical aspects of qualifying for the Skills for Logistics Register of LGV Instructors.

The course covers the skills and knowledge required to train new drivers and also carry out assessment and training of newly qualified and experienced drivers helping them to develop their careers. Delegates who successfully complete the course and pass all three examinations will be able to apply to Skills For Logistics for membership.

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

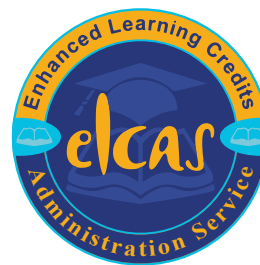


Courses are modular and designed to take into account candidates experience and existing skills and qualifications. Enquire now to discuss your specific requirements.

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

BENEFITS OF THE COURSE

- Ability to effectively train novice drivers to pass all Skills For Logistics 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 assess to a recognised standard and provide positive/constructive feedback



Use your ELCAS credits with this course!



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

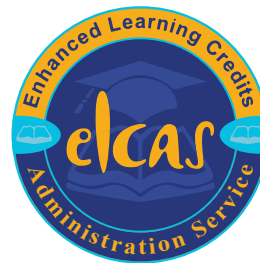
- Health and safety
- Relevant regulations
- Approved code of practice (ACOP)
- The role of the instructor and qualities
- Basic principles of instruction
- Skills and task analysis
- Lesson structure (practical and theory)
- Report writing
- Lift truck test

COURSE DURATION

Novice - 10 days

Conversion - 5 days

Re-Registration - 5 days



Use your ELCAS credits with this course!

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 ABA accredited operator's licence within 3 years of expiry. Must have completed eTruck Theory test & Advanced Operator Competency test to instructor standard prior to the course.



CUMBRIA TRANSPORT GROUP

Cumbria Transport Group (CTG) is a group of local businesses that have come together to support each other, share knowledge and create a local Cumbrian voice to be heard across the wider transport industry. The group represents local industry views and is built up of Cumbrian businesses and government representatives.

Due to the pandemic the opportunity for our popular meetings has been non-existent however with the removal of restrictions we are keen to revitalise the group and grow our following – ensuring sharing knowledge and opportunity is at the forefront of our activities.

WHAT ARE CTG'S CORE VALUES?

EMPLOYMENT OPPORTUNITIES

With the national driver shortage demand for Category C, C+E & D licence holders is higher than ever, Cumbria is in the same position and the skill shortage is having a detrimental effect on the local economy. If you are looking to get into the industry or you are a logistics company in need of drivers CTG may be able to help, contact CTG@sptraininguk.com

CAREER AND SKILLS DEVELOPMENT

The industry has an aging demographic 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, teaching the core skills, knowledge and behaviors to excel in the industry – CTG members share these values and invest in their employees through training and development.

INFLUENCING POLICY

The CTG is made up of strong local businesses and as a group is able to influence policy and create a voice nationally. The group representatives have decades of experience and understand the issues affecting the industry. CTG are a strong transport lobby group and will fight for local interests on behalf of its members.

UNDERPINNING THE CUMBRIAN ECONOMY

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

WANT TO JOIN CTG?

To enquire about or to join CTG contact James Spark on **01228 530 552** or email CTG@sptraininguk.com. Membership is free and gives you access to our brand new social media pages, newsletter and invitations to our member meetings.



TESTIMONIALS

"SP Training have responded brilliantly to our business training needs. They were professional and flexible and understood our needs exactly. The pass rate for our drivers for lorry tests has been outstanding which was due to the high standard and quality of training that SP Training deliver. Carlisle City Council are using SP Training to deliver CPC training for our workforce and they have delivered focused training using proven behavioural change methods which will be followed up annually with relevant bespoke training. I would highly recommend SP Training as a training provider."



Marie Crabb, Skills Development Co-ordinator – Cumberland Council

"We find the team at SP Training to be highly experienced, knowledgeable and a pleasure to deal with. Their understanding of our training needs and the logistics sector in general is second to none. With an innovative and flexible approach to our requirements this makes them an ideal business partner and our training provider of choice."

Neil Robinson, Director – Tyson H. Burridge



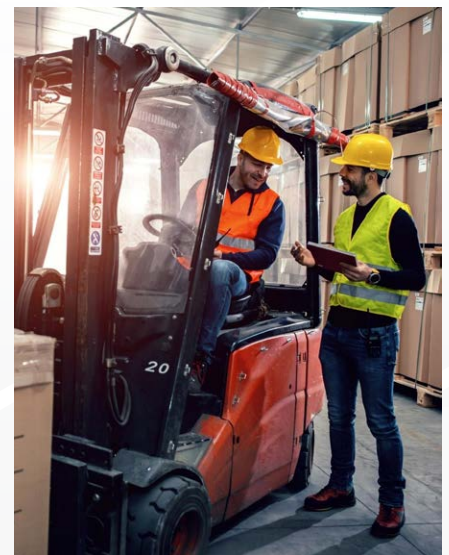
"Since partnering with SP Training in November 2021 we have been able to deliver a Driver Academy across three of our fuels businesses within Grantham, Carnforth and Peterlee areas.

SP Training have provided our Academy Drivers with the knowledge and tools and support to successfully pass their theory and practical driving elements of the Large Good Vehicle Level 2 Apprenticeship Programme. This has meant that we have been able to bring in and retain talent within an industry that is experiencing a driver shortage.

We are looking forward to continuing our partnership with SP Training as we continue to roll out Driver Academies across other locations within our fuels businesses."

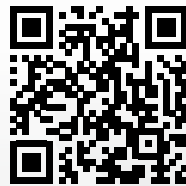


Danielle Casbon, People & Culture Partner - WCF LTD





SP TRAINING



Go straight to our
website here!



SP Training, Carlisle Airport Business Park, Carlisle CA6 4NW

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