

# CDP

Training & Development  
Training and development for the real world



## Training Available 2011

[www.cdptraining.co.uk](http://www.cdptraining.co.uk)

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## Real World Training and Advice

**F**or over 15 years CDP Training have been designing and delivering practical and professional training for our customers ranging from individuals to Government departments.

Most of our work is thanks to our customers preferring a long term partnership. We are a small company which means that you only deal direct with the owners and trainers.

- Qualified Instructors with Industry hands on experience
- Interesting delivery of accredited courses
- Training that applies in the `real world`
- The latest training material and methods.
- All contact is direct with our owners and trainers
- Government UK Register of Learning Providers UKRLP
- Audited by external bodies for quality



### **Why we are different..**

Very often we hear of people attending training sessions that are not relevant to their work or forget what was included in the session as soon as they return to work, wasting both time and money.

We apply common sense and a `real world` approach to training - essential to learning new skills and using them after the training. Follow up support is always there to help with future development, after all CDP Training & Development is an accredited teacher training centre.

Training is often aimed at groups instead of *individuals* within a group, we encourage everyone attending our sessions to take part, have their say from experience, and share their views with others in the group. It's common sense, and why shouldn't training be enjoyable? even health & safety training sometimes!

*On the final page our FREE top tips to help you to select the right programme for your people*

Please call anytime for more information or to arrange a visit

**Chris Williams 07973 142130**



























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## How to Use this Brochure

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Button on each page to come back here to the index again.

The training title you need is not listed? - We can also design training and resources specific to customer needs.

# What do we do?

## Training Delivery.

- Directors / owners responsibilities Health safety and training needs.
- Managers responsibilities Health safety and training needs.
- Operations staff - training and work based skills courses and assessments.
- Adult teaching and training qualifications / instructor training for trainers.
- Trainer qualification - Preparing to Teach Life Long Learning Sector (PTLLS).



Ask about flexible distance learning with full support

## Training Course / Programme Design.

- Writing of training programmes specific to your needs.
- We Produce training support materials.
- Qualifications for your trainers and instructors to deliver training.



## Training Needs and Advice. [Click Here](#)

- We assist with training plans and the best options for your people.
- Advice about legal requirements for training your people.
- Advise on ways to reduce training costs and time.



## Health Safety & Training Consultancy and Advice. [Click Here](#)

- Health and safety audits and reporting by qualified advisors.
- Produce Health and safety policies that make sense.
- Risk assessments and related documents.
- Assistance with tender documents.
- Fixed price cost options for peace of mind.



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## Chartered Institute of Environmental Health (CIEH) Qualifications

**CDP Training & Development Ltd.** is a Chartered Institute of Environmental Health (CIEH) accredited training centre and trainer / teacher training centre. We have a range of qualifications to suitable for all levels and ability.



CIEH Qualifications are regulated by Ofqual and centres are strictly audited to ensure quality. CIEH Qualifications are nationally recognised including the following sectors;

- Construction - Qualifies for CITB grant payments.
- Civil Engineering.
- Government Departments.
- Local Authorities.
- Industrial and manufacturing.
- Education.
- Food and Agriculture.
- Retail Hotels - Events.

The following titles are offered as formal qualifications, with registration and certification issued by the CIEH.

### Here is a sample of the new qualifications available:

- Level 1 Award in Health and Safety in the Workplace. - *Foundation or induction session, i.e. new entrants.*
- Level 2 Award in Health and Safety in the Workplace. - *Operations, trades, supervisors, and sales staff.*
- Level 3 Award in Health and Safety in the Workplace. - *Operations staff, supervisors and managers.*
- Level 4 Award in Health and Safety in the Workplace. - *Senior managers / Directors, safety professionals.*

- Level 2 Award in the Principles of fire safety / marshal.
- Level 2 Award in the Principles of COSHH.
- Level 2 Award Certificate Environmental Protection.
- Level 2 Award Conflict resolution and personal safety.
- Level 2 Award in the Principles of risk assessment.
- Level 3 Award in the Principles and practice of risk assessment.
- CIEH Certificate in Stress awareness.

### Trainer Qualifications – Your people as qualified trainers.

Professional Training certificate TSP and PTTLS Teaching qualifications. - [Click here](#)



#### Structured training and qualification route

Easily progress to higher levels as your people are promoted or their work role changes.

The content of training sessions can be tailored to your business activities **AND** there is an option to customize your CIEH Qualification certificates with your company logo – ask for details.

For more CIEH course details visit [www.cdptraining.co.uk](http://www.cdptraining.co.uk)

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## Abrasive / Diamond Wheels Training (PUWER 98)

(IN ACCORDANCE WITH THE PROVISION & USE OF WORK EQUIPMENT REGULATIONS PUWER 1998)

This mandatory training is to comply with current legislation, a comprehensive course to reduce the risk of accidents caused by abrasive wheel incidents accounting for an ever increasing number of fatalities & serious injuries. Our course also includes reference to diamond wheel safety\* many other providers do not cover this important category of wheel.

### Content - the session will cover the following topics:

- What Is Required By Law.
- Duties Of Employees / Duties Of Employers.
- Selection of correct wheels and machines.
- The Purpose Of The Regulations.
- Mounting Wheels Correctly (Type 41/42/27/DTW).
- Personal Protective Equipment (PPE).
- Safe Use Of Work Equipment (practical for persons without experience).
- Safe selection and use of diamond wheels included.\*
- Assessment paper.
- Certificate for each candidate.



**Instructor  
training  
available for  
this course**

### Who would benefit from attending this session?

All operators of cutting and grinding machines, service engineers, workshop personnel, safety or sales demonstrators, representatives, supervisors and managers responsible for Health and Safety issues. Training material can be used in NVQ training portfolios. This is important training with good response and feedback even from the most experienced users of equipment.

**Duration:** Half-Day (Maximum 10 candidates)



## Asbestos Risk Awareness Course

(IN ACCORDANCE WITH THE CONTROL OF ASBESTOS AT WORK REGULATIONS (2002))

### Introduction and aims of the session:

Asbestos is responsible for a increasing number of deaths and permanent ill health training for operatives is essential [HSE] This training is for the prevention of asbestos disturbance; and to take the necessary precautions before works commence and to stop work if there is doubt about any material found within the work area.

### Content - the session will cover the following:

- What is asbestos?
- Why is it dangerous?
- Who is at risk?
- What are the risks?
- What the law requires.
- The duty to manage
- What we have to do?
- Identifying hazards- How to recognise them.
- Where might you find it?
- Asbestos Containing Materials [ACM]
- Soft Asbestos.
- Internal surfaces.
- Miscellaneous uses.
- Practical steps to manage hazards.
- Assessment – Multi-choice question session.
- Certificate of attendance.



**Asbestos risk management for supervisors and managers available**



### Who would benefit from attending this session?

Any persons who may, potentially, be exposed to asbestos containing materials (ACMs) and needs to understand their responsibilities under current legislation, how an effective and practical asbestos management can safeguard them and where and how to identify asbestos products in the work place.

**Duration:** One-Day (Maximum 12 candidates).

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## Banksman / Slinger - Signaler Safety Course

### Introduction and aims of the session:

Essential training on how to reduce the risk of accidents where lifting equipment is used. The course includes the safe direction of lifting operations with reference to LOLER, HSAWA, and PUWER regulations. The vehicle marshal version covers the safe control of vehicles and the European standard signals.

### Content - the session will cover the following topics:

- The law - PUWER / LOLER / HSAWA.
- Working at height and on vehicles.
- Hazards and controls.
- Inspection and testing.
- Planning a lift / movement.
- Stability of loads and machines.
- Radio / Hand signals if applicable.
- Checking Equipment.
- Risk assessment.
- Assessment of basic operating skills (practical).
- Written assessment.
- Certificate / card of attendance.



### Versions Available....

#### Lifting

Slinger / Signaler

#### Vehicle Movement Only

Vehicle Banksman / marshal



### Who would benefit from attending this session?

Any person involved with the operation of lifting equipment, direction of site vehicles or working at height hazards. The course consists of a classroom session followed by practical tasks in groups.

**Duration:** One - Day (Maximum 6 candidates).



## Cable Avoidance Tool [CAT & Genny]

### Introduction and aims of the session:

Covers the current guidelines on how to reduce the risk of accidents where lifting equipment is used. The course includes the safe direction of lifting operations with reference to LOLER, HSAWA, and PUWER regulations. The vehicle marshal version covers the safe control of vehicles and signals.

### Content - the session will cover the following topics:

#### Part 1.

- Underground Services - Identification drawings.
- Detecting and tracing underground services.
- Reasons for using avoidance tools / locators.
- Hazards arising from services location tasks.

#### Part 2.

- Limitations of CAT and Signal Generators.
- Inspection required for detection equipment.
- Methods of locating /avoiding services.
- Practical - assessed in basic avoidance techniques.



### Who would benefit from attending this session?

Any operatives needing to work on or around underground services, the use of detection equipment although not a replacement for site specific surveys, test holes by hand, and use of current drawings can reduce the risk of contact with buried services the session includes safe working practice and a practical assessment of basic avoidance using the equipment available. See HSE Guidance HSG 47 [www.hse.gov.uk](http://www.hse.gov.uk)

**Duration:** One-Day (Maximum 8 candidates).



## Cartridge / Nail Gun Safety Course (Operator)

A course essential for all users of powder / gas activated fixing tools, which can be dangerous to the untrained operator and others in the work area - Learn the correct selection and operation of machines and how to carry out a misfire procedure.

### Content - the session will cover the following topics:

- The law [PUWER] 1998.
- Personal protective equipment.
- Pre-start checks.
- Hazards.
- Miss fire procedure and drill.
- Safe operation (loading to discharge) practical.
- Types of fixing.
- Storage and disposal of cartridges.
- Question & answer.
- Registration and photo ID card.



### Who would benefit from attending this session?

Persons needing to operate cartridge and compressed gas fixing tools at work attending this training will reduce the risk of accidents and improve productivity.

**Duration:** Half-Day (Maximum 6 candidates).

## Chainsaw / Strimmer Operator Safety

This course is designed for operators of chainsaws who work at ground level for construction or clearance work there is CSCS card option available for qualifying candidates - ask for details - **Note** for chainsaw work in trees further training to national standards apply. *See HSE INDG 317 for guidance*

### Content - the session will cover the following topics:

- Health and safety law [PUWER] 1998.
- Specialist PPE required by law.
- Pre-start safety checks.
- Work material and area checks.
- Safe operation and adjustment [practical].
- Question & Assessment / Test Material.



### Who would benefit from attending this session?

Persons needing to operate chainsaws or strimmers at work there is training will reduce the risk of accidents and improve productivity.

**Duration:** - Chainsaws One or Two Days (Maximum 4 candidates).

**Duration:** - Strimmer Brush cutter One - Day (Maximum 8 candidates).



## CDM -Construction Design and Management Regulations 2007 revised

A one-day session for persons who need a practical working knowledge of the CDM Regulations and the 2007 amendments

### Introduction and aims of the session:

Work on possible CDM projects. Where notifiable under CDM has changed learn how to work with these important regulations Managers Q.S. Staff Designers,sub contractors , clients of contractors , will all benefit from attending ,The course explains how working with the regulations can improve day to day safety, welfare, safe access, security and communication on construction projects..

### Content - the session will cover the following topics:

- What are the CDM regulations?
- Who needs to be aware of them?
- Duties of the client and designer.
- Duties of the CDM Co-ordinator (CDMC).
- Duties of the principal and sub-contractors.
- Competence evidence requirements.
- Pre-tender health and safety information.
- The construction phase health and safety plan.
- CDM regulations day to day - how to comply.
- Risk assessment - who is responsible.
- The health and safety file, how it is used.
- CITB Construction Skills / HSE CDM 2007.
- Question & answer assessment.
- CDM Attendance certificate.



### Who would benefit from attending this session?

Any person who will need to work on possible CDM projects. Managers Q.S. Staff Designers,sub contractors , clients of contractors , will all benefit from attending ,The course explains how working with the regulations can improve day to day safety, welfare and communication on construction projects..

**Duration:** One-Day (Maximum 10 candidates).

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## Carriage of Dangerous Goods - Vehicles up to 3000 kg

The control of dangerous goods is important authorities are increasingly carry out roadside checks on drivers and vehicles carrying dangerous goods i.e. Gas in cylinders, petrol, fuel oils etc. Drivers must produce correct documents and information and equipment if the goods carried are above the limit set by the HSE.

### Content - the session will cover the following topics:

- HSE legal maximum carriage limits.
- Emergency procedure and Trem cards.
- How to class dangerous goods.
- Class 2 Dangerous goods LPG/Petrol/ Gasses.
- Class 3 Dangerous goods Diesel /Oils/ Empty containers.
- Documentation required.
- Certificate on completion.



### Who would benefit from attending this session?

Any driver of vehicles needing to transport hazardous goods i.e. petrol, diesel, gasses etc. Practical advice to safety carry out their duties and produce the required documentation and safety information in the event of an incident or roadside checks.

**Duration One - Day** (Maximum 10 candidates).

## COSHH - Safety

### Control of Substances Hazardous to Health Regulations 2002

Reduce risks of exposure to hazardous substances comply with the legal requirements of current regulations and manage substances at work all are included on our half day course, there is an option to gain a CIEH accredited qualification at level 2 [Ofqual approved]

### Content - the session will cover the following topics:

- The current legislation.
- Identify Hazardous substances.
- Health problems from exposure.
- Controlling hazardous substances.
- COSHH assessments and records.
- COSHH Certificate on completion.



### Who would benefit from attending this session?

Any driver of vehicles needing to transport hazardous goods i.e. petrol, diesel, gasses etc. Practical advice to safety carry out their duties and produce the required documentation and safety information in the event of an incident or roadside checks.

**Duration: One - Day** (Maximum 10 candidates).

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## Diamond Tools - Safety and Efficient Use.

### Introduction and aims of the session:

Learn how to save up to 200% on your diamond tool use through correct selection and operating techniques, we will show how to check diamond tools for safe use and how to comply with legal requirements. Candidates will be shown how to avoid common problems causing hazards and excessive wear.

### Content - the session will cover the following topics:

- Types of equipment available.
- Correct selection, bond types and configurations.
- Safe / Profitable use of diamond tools.
- Regional variations / aggregate types.
- Current legislative requirements.
- Risk assessment.
- Problem solving troubleshooting.
- Guide to types and usage for each candidate.
- Certificate of attendance.

Diamond core drilling



Diamond Blades



### Who would benefit from attending this session?

Operators, supervisors, hire company staff and sales staff. An excellent session which will reduce operating costs and increase revenue, our course feedback shows that candidates are more confident when specifying equipment and tools.

**Duration:** Half - Day (Maximum 10 candidates).

## New Emergency First Aid at Work (EFAW)

### The Law:

The Health and Safety (First-Aid) Regulations 1981 require employers to provide suitable first-aid equipment, facilities and personnel to enable immediate assistance to be given to employees if they are injured or become ill at work.

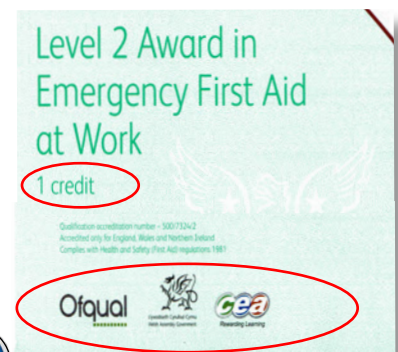
### Correct First Aid provision will help your company to:

- Comply with the law and HSE requirements.
- Reduce the effect of accidents at work.
- Reduce insurance costs and claims.
- Qualify your staff to national standards.
- Gain business from safety conscious clients.
- The importance of assessing an incident.
- Show a commitment to the welfare of your people.



### The EFAW training and assessment will cover the following topics:

- Roles and responsibilities of a first aider.
- Assessment and management of first-aid incidents.
- Management of an unconscious casualty.
- Management of a casualty not breathing normally.
- Management of a choking casualty.
- Management of a casualty who is bleeding.
- Management of a casualty in shock.
- Treatment of minor injuries.



Look for First aid certificates that display the Ofqual approved logo and credit award units. The mark of a genuine qualification.

### What this means for candidates - Assessment method.

Practical assessment plus an examination consisting of 15 multiple choice questions Qualification by The Chartered Institute of Environmental Health [CIEH] Awarding body.

**Course duration:** One-day programme. Max 10 candidates.

## Three Days New First Aid at Work HSE Approved Certificate

Health and safety regulations state that first aid provision must be available by qualified persons to ensure the safety and welfare of employees at work. HSE approved course.

### Correct First Aid provision will help your company to:

- Comply with the law and HSE requirements.
- Reduce the effect of accidents at work.
- Reduce insurance costs and claims.
- Qualify your staff to national standards.
- Gain business from safety conscious clients.
- The importance of assessing an incident.
- Show a commitment to the welfare of your people.

### The EFAW training and assessment will cover the following topics:

- Cardio - Pulmonary Resuscitation.
- Recovery Position.
- Recognition and Treatment of shock.
- Examination and Care of the Unconscious Casualty.
- Bleeding - Control and Treatment of Blood Loss.
- Treatment of Injuries.
- Treatment of Burns and Scalds (including clothing on fire).
- Recognition of Illness and Necessary Treatment.
- Dressings and Bandages.
- Eye Injuries and their Treatment (including Eye Irrigation).
- Poisoning - Causes and Treatment.
- Contents of First Aid Box.
- Record Keeping.
- Communications in an Emergency.
- Special Precautions for First-Aiders (Personal Hygiene).



### Who would benefit from attending this session?

See HSE guidance for first aid provision - a nominated person to administer 1st aid will be required their duty is to take control of an emergency situation coordinate emergency service attendance and prevent a casualty's condition from deteriorating further.

Assessment is with a written examination and a practical demonstration of skills learned.

**Duration:** 3-Days (Maximum 10 candidates).

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## Safety Harness Training Course

### Introduction and aims of the session:

The working at height regulations 2005 require that all persons needing to work at height including from mobile elevated work platforms are provided with suitable equipment and training, safety harness use is a 'last resort' measure when falls can not be prevented or limited so the correct selection inspection and fitting

### The training and assessment will cover the following topics:

- Health & Safety Legislation.
- Fall protection equipment and working at heights.
- Safety inspection of harness & lanyard prior to use.
- Correct fitting / adjusting of a harness - [practical].
- Identifying correct anchor points.
- Hazards & precautions.
- Hazard analysis & risk assessment.
- Question paper assessment.
- Feedback and questions answered.
- CITB Approved Course available.



IPAF or CITB / grant approved option.



### Who would benefit from attending this session?

Any workers needing to work at height with harness protection- i.e. MEWPS operators and users of safety lines. This course is designed to show candidates how to select, inspect, and wear harnesses correctly when using elevated work platforms or when working at height cannot be avoided and safer working platforms are not an option.

**Duration:** Half-Day (Maximum 10 candidates).

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## Safety Awareness or CIEH Level 2 Award Health & Safety in The Workplace

### Introduction and aims of the session:

This session will increase awareness at work to reduce accidents and harm, other benefits include reduced insurance costs, candidates gaining a valuable nationally recognised qualification CIEH / Ofqual at level 2 [if the Accredited option is selected] evidence of commitment to your peoples' safety and skills.

### Content - the session will cover the following topics:

- Health & safety at work legal responsibilities.
- Provision & Use of Work Equipment Regulations 1998 (P.U.W.E.R.)
- Vehicle / plant safety.
- Work at height / Working near excavations.
- Manual handling.
- Hazard / Risk awareness and control.
- Reporting of accidents (RIDDOR).
- Risk assessments / Safe systems of work.
- Inter-active DVD safety essentials.
- Question & answer assessment or CIEH examination at Level 2.
- Certificate of attendance / skills card or Oqual /CIEH Level 2 award.



### Versions available

- Construction
- Civil Engineering / utility
- Industrial / warehouse
- Offices

### Who would benefit from attending this session?

All work related operatives; even the most experienced employees benefit from this session. This is a practical group involved session and an essential addition to your training plan with the option of gaining a nationally recognised qualification at CIEH Level 2.

**Duration:** One-Day (Maximum 10 candidates).



## Induction / Toolbox Talk Course Leader

How to deliver effective tool box talks or induction sessions

### Introduction and aims of the session:

Your own people delivering inductions or short duration training and instruction is very cost effective and makes sense, this session candidates will learn how to plan write and deliver short sessions that will engage and motivate their groups. Many candidates go on to full trainer training after this foundation course.

### Content - the session will cover the following topics:

- How to prepare for the training session.
- Candidates with learning difficulty.
- Content selection relevant to work tasks.
- How to re-enforce important points.
- Create interest in your subject matter.
- Control of the group for effective learning.
- How to encourage / promote group discussion.
- Practical delivery of short training sessions.
- Certificate of attendance.



### Now available - save time and money!

- Design and supply of course leader's notes and handouts Power point, (CD ROM).
- Supply of video / DVD support material.
- Custom design of training material with your company logo and details.
- Hire of video / DVD material with supply of course leader's notes and handouts.

### Who would benefit from attending this session?

Persons responsible for the safety and induction of others at work, needing the skills and confidence to effectively deliver interesting inductions, short duration talks and on going support to employees, suppliers, or even customers. Delivery method Inter-active training in working groups. An interactive session very popular with candidates.

**Duration:** One-Day (Maximum 10 candidates).

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## Manager / Supervisor Health & Safety or CIEH Level 3/4 Award Health & Safety at Work

### Introduction and aims of the session:

The benefits of attending this course include learning how to effectively manage Health Safety and Welfare at work and the work of others, gaining a full level 3 or 4 qualification before considering training with other awarding bodies check that it is Ofqual approved as a qualification many are not. Save money on outside consultant costs in many cases and qualify your people to national standards.

### Content - the session will cover the following topics:

- Relevant health & safety Law.
- Accident prevention & reporting / health & hygiene.
- Risk assessment requirements.
- Method statements / safe systems of work.
- Fire prevention - emergency procedures.
- First aid / manual handling.
- Control of substances hazardous to health regulations (C.O.S.H.H.).
- Provision & use of work equipment regulations (P.U.W.E.R.).
- Cranes & lifting equipment (L.O.L.E.R.) regulations.
- Working at height regulations and controls.
- Office safety.
- Health & safety management.
- Certificate of attendance / skills card or Oqual CIEH Level 3/4 award.



### Who would benefit from attending this session?

Managers, Supervisors, business owners and Safety Professionals - responsible for implementing Health & Safety policy, the focus is on employer /employee responsibilities while showing how day to day tasks can be changed to manage and maintain health, safety and welfare more effectively with the option of gaining a nationally recognised qualification at Level 3/4.

**Duration:** – 3-Days at **Level 3** and 5-Days at **Level 4** (Maximum 10 candidates) *Plus work based assignments*



## Manual Handling Safety Course

### Introduction and aims of the session:

All persons handling and moving materials in the work place, the course helps to reduce the risk of injury to workers and personal injury claims. Handling injuries account for the majority of reported long term injuries at work, also the option of gaining a nationally recognised Ofqual CIEH qualification at Level 2

### Content - the session will cover the following topics:

- Injuries caused - The true cost to people and business.
- Duties of employers / Duties of employees.
- How practical changes can reduce health risks.
- Alternative methods of lifting and handling.
- Manual handling video / discussion.
- Safe lifting guidance / Risk assessment.
- Avoiding future problems.
- Safer lifting / Handling techniques.
- Certificate of attendance / Qualification Level 2.



### Choice of course content please specify

- Construction.
- Civil Engineering / Utility works.
- Industrial / Warehouse.
- Offices.
- Chartered Institute of Environmental Health (CIEH) Level 2 Award.



### Who would benefit from attending this session?

All persons handling and moving materials in the work place, the course helps to reduce the risk of injury to workers and personal injury claims. Handling injuries account for the majority of reported long term injuries at work, also the option of gaining a nationally recognised Ofqual CIEH qualification at Level 2.

**Duration:** Half-day (Maximum 10 candidates).

## Fire Warden / Safety Principles CIEH Level 2 Award

### Introduction and aims of the session:

Under current legislation fire risk assessments need to identify competent persons to coordinate the emergency procedure in the event of a fire other benefits include; Reducing the risk of fire, increased hazard awareness, save on insurance costs employees gaining a recognised qualification at level 2.

### Content - the session will cover the following topics:

#### Understanding Fire Risks and Controls

- Understanding fire risk and controls.
- How fires are caused in the workplace.
- Identify the hazards during or after a fire.
- Methods of fire detection and raising the alarm.
- The safe use of portable fire-fighting equipment.

#### The Role Of The Fire Warden

- The duties of nominated fire wardens.
- The role and function of fire wardens at work.
- Raising the alarm and contact emergency services.
- Protect themselves and people in the area.
- Provide an induction briefing for new people.

#### Principles of Fire Safety

- Legislation for the management of fire safety.
- The legal duties of employer and employees.
- The stages involved in a fire risk assessment.
- inspection of their workplace.
- where the fire exits and key fire safety features.



### Who would benefit from attending this session?

Persons appointed under Health and Safety and fire legislation to coordinate fire safety in the event of an emergency with the option of achieving a nationally recognised Ofqual CIEH qualification at Level 2.

**Duration:** One-Day (Maximum 10 candidates).



## Plant Assessment and Training Quick Guide

### **Forklift Truck / Tele-handler operator's courses/Assessments.**

Please state category of machine and certificate required .i.e. RTITB / NPORS / In company card

### **Forward Tipping Dumper - to 9 tonnes assessment.**

Training and assessment required for each category of machine.

### **Excavator 360 - to 9 tonnes assessment.**

Please state category of machine and certificate required. i.e. RTITB / NPORS / In company card.

### **Dumper - 9 tonnes / Excavator - 9 tonnes / assessment.**

Please state category of machine and certificate required. i.e. RTITB / NPORS / In company card.

### **Vehicle mounted loader or grab course (HIAB).**

Please state category of machine and certificate required. i.e. RTITB / NPORS / In company card.

### **Mobile Elevated Work Platform MEWP [IPAF].**

Operator International Powered Access Federation IPAF accredited scissor or boom category PAL card.

### **Safe Load/Unload Secure To Vehicle Training.**

For drivers of vehicles delivering / collecting plant, safe load / unload and securing methods - practical workshop. One day (experienced operatives) Two / Three days (novice).

*All plant operator candidates must hold a current safety awareness certificate or CSCS card prior to training or assessment. If working on construction sites see below for details.*

*If a CPCS card is required for your work contact construction skills at [www.cskills.org](http://www.cskills.org) for advice and route to gaining a card and the required S/NVQ.*



### **Who would benefit from attending these sessions?**

Any person needing to operate plant items as listed above needing a certificate of basic operating skills to carry out their duties.

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## Forklift Operator Training and Assessment

### Introduction and aims of the sessions:

Persons operating forklift trucks at work need to be both competent and authorized to operate them. Forklift testing can reduce the risk of injury to operators and others operators also need to be medically fit before operating this type of machine.

### Content - the sessions will cover the following:

- Health & safety at work Act 1974.
- PUWER regulations 1998.
- Hazard awareness and controls.
- Pre start checks and records.
- Safe operating techniques.
- Load types load centres, and effects.
- Assessment of basic operating skills.
- Certificate or photo ID card.



#### Please select the category of forklift required

- Industrial straight mast truck to 5 tonne.
- Industrial straight mast truck over 5 tonne.
- Industrial reach truck.
- All terrain straight mast truck.
- Telescopic handler.



Duration of Training Guide	
Novice operators	3-5 days training inc. Assessment
Limited experience	2-3 days training inc. Assessment
Experienced (2 yrs +)	1-2 days training inc. Assessment
Existing card Holders	1 days review inc. Assessment

### Who Needs To Attend Plant Operation / Transport Sessions?

Any person needing to operate forklift trucks as listed above needing a certificate of basic operating skills to carry out their duties.

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## Risk Assessment CIEH Level 2 or 3

### Introduction and aims of the sessions:

Risk assessment is often described as the key to a safer workplace. The correct use and understanding of the risk assessment process is essential to highlight safety issues directly affecting your staff, enable your company to comply with current legislation and implement new ideas to improve safety and efficiency for everybody.

### Content - the sessions will cover the following:

- What are risk assessments and why are they necessary?
- Legislation.
- Where to start with risk assessments.
- When to use generic and task specific risk assessments.
- How to use a formula to evaluate risk.
- Practical control measures to reduce risks.
- Where to implement method statements or safe systems of work (SSOW).
- Recording your findings and actions.
- Review periods.
- Practical exercises and question assessment or Ofqual / CIEH exam.
- Certificate of attendance or Ofqual CIEH Level 3/4 award.



*Also available risk assessment checklist and sample documents.*

### Who would benefit from attending this session?

Managers, supervisors, or any person required to work with risk assessments needing to understand the requirements of the process and take controlling action to improve safety and efficiency. Practical examples and work in groups helps to easily gain a full understanding of the process.

**Duration:** One-Day Level 2 (Maximum 10 candidates).

**Duration:** Two-Days Level 3 (Maximum 10 candidates).



## Safety Sells! / CIEH Level 2 Award

### What can be gained from the workshop?

Our unique one or two-day workshop is designed to not only introduce your sales teams to relevant health and safety law and gain the Chartered Institute of Environmental Health Level 2 award in health and safety in the workplace, (an Ofqual approved nationally recognised qualification) but will also show how to increase your profits using safety as a rarely used yet *powerful* selling tool.

Due to new legislation there is now ever-increasing responsibility for employers and providers of products in the work place to reduce risk to people and the environment.

### Outline content and benefits:

- Current legislation, important legal implications for customers and suppliers.
- Gain sales opportunities through your knowledge of current legislation.
- Using an organisation's own safety policy to sell your products or service.
- Identify the true cost of your products / service and sell the difference in price.
- How to convert Health & safety issues into real sales benefits.
- Learn how to incorporate Health & Safety benefits into every sales call.
- Increase your customer base with new contacts.
- Action plan to monitor outcome of the training.
- Certificate of attendance or Ofqual CIEH Level 2 Award [if 2 days].



### Who would benefit from attending this session?

Manufacturers, distributors, hirers of equipment & consumable products, the session is designed to directly benefit sales and marketing staff looking for alternative ways of introducing, demonstrating, and selling their products.

**Duration:** - 1-2 Days interactive workshop with group work, and tasks. (Maximum 10 candidates).



## Mobile Access Tower Safety Training

### Introduction and aims of the sessions:

This course is essential for persons working with mobile access towers needing to identify hazards and understand the correct and safe procedure for the inspection, erection, and dismantling of tower systems. The course refers to the working at height regulations 2005, safe assembly techniques and working practice.

### Content - the sessions will cover the following:

- Employer / employee responsibilities.
- Health and Safety law.
- Selecting the correct equipment.
- Pre-start inspection.
- Hazards at height and ground level.
- Safe working practice.
- Practical session assemble / dismantle.
- Question & answer assessment.
- Certificate or Photo I.D. card or PASMA card.



### Related courses available:

- Fixed scaffold pre use inspection.
- Safe use of Ladders and steps.
- Mobile elevated work platform operator [IPAF].
- Work at height Awareness.



### Versions available

- In company
- PASMA

### Who would benefit from attending this session?

All persons involved with work at height using mobile tower systems to comply with the working at height regulations 2005. A theory session followed by a practical assessment of tower build and dismantle in groups.

**Duration:** One-Day (Maximum 12 candidates).

## Train the Trainer - Teacher Training Section

### **The Training and Teaching Reform Regulations 2007.**

The Government regulations and Trainer / Teacher reform now place legal duties on persons training adults (post 16) to be qualified to national standards set out by Life long learning UK (LLUK) if their teaching, instruction or training work is partly or fully funded, delivered through Train to Gain, carried out in the public sector, i.e. local authorities, or delivered by assessors and verifiers. Many awarding bodies and organizations are insisting on Life Long Learning Qualified trainers.

### **Train the Trainer in Company.**

Train the Trainer in Company this option is for companies or organisations who need to train their people to deliver in house training only. It can be linked to specific subjects that the trainer will deliver.

### **Training Skills and Practice Level 3 Award (TSP).**

This will be the minimum requirement for trainers needing to deliver CIEH qualifications or to teach / train in the workplace. It replaces The (CIEH) Professional Trainer Certificate (PTC) the qualification forms **part 1** of PTLLS Preparing to Teach the Life long learning Sector (National threshold licence to teach). Successful candidates can convert the qualification to PTLLS level 3 by attending a further session and successfully complete assignment work. (3 days course duration)

### **CIEH Level 3 Award- Preparing to Teach in the Life Long Learning Sector.**

This qualification will enable registered trainers to comply with the Government 2007 regulations for qualified trainers / Instructors, essential for delivery of adult (post 16) training in educational establishments i.e. (colleges, specialist centres) Government / Local authority training, community training, prison service offender training, or training where LSIS and public funding applies.(The course is up to 5 days duration plus assignment work after the course). Candidates can apply to join the Institute For Learning IFL to declare CPD.

### **What Happens if I have the old CIEH Professional Trainer Certificate (PTC)?**

You will still be able to deliver CIEH qualifications in their qualified subject and train in the workplace. Trainers who want to gain PTLLS can convert their Professional Trainer Certificate with conversion training and work based assignments to fulfil the requirements of the PTLLS and gain the CIEH Level 3 Award PTLLS. Please ask for details.

See the following pages for: [PTLLS Teacher Training](#) [Go](#)  
[Training Skills](#) [Go](#)  
[Presentation Skills](#) [Go](#)  
[Induction Toolbox talk trainer](#) [Go](#)

Contact us and we can talk you through the options suitable for you and the type of training you need to deliver.



**Visit [www.cdptraining.co.uk](http://www.cdptraining.co.uk) for more information**

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## Professional Presentation Skills Certificate

### Introduction and aims of the sessions:

This course is ideal for people who need to present to groups either in a business, sales or a training role learn it is designed to build confidence and teach candidates how to write, prepare and deliver interesting sessions that will engage their audience and encourage participation.

### Content - the session will cover the following:

- Preparing /designing content for delivery.
- Create an environment for the best outcome.
- Communication skills for effective presentation / learning.
- Overcome barriers to delivering presentations.
- How to deliver demonstrations effectively.
- Instruction techniques for effective presentations.
- (NLP) - Accelerated learning / communication.
- Assessment and review techniques.



### Now available - save time and money!

- Design and supply of course leader's notes and handouts Power point, (CD ROM).
- Supply of video / DVD support material.
- Custom design of training material with your company logo and details.
- Hire of video / DVD material with supply of course leader's notes and handouts.

### Who would benefit from attending this session?

People new to presentation / training.  
Existing people in a role needing new ideas and techniques.  
People who will need to induct or train employees at work.  
People who need to design and deliver presentations / Demonstrations.

**Duration:** 2-Days (Maximum 10). candidates).

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## Training Skills and Practice (TSP) CIEH Level 3 Award

### Introduction and aims of the sessions:

This qualification is a nationally recognised qualification and is the starting point to deliver CIEH courses and provide valuable evidence of your training skills. NLP (Neuro Linguistic Programming) accelerated learning skills are also included. This excellent and popular course will show how to create the right environment needed to learn new skills, how to design and deliver your training in a professional and enjoyable manner, while gaining your nationally recognised qualification.

### Content - the sessions will cover the following:

- Create a learning environment.
- Preparing and designing course content for delivery.
- Learning styles and overcoming barriers to learning.
- Communication skills for effective learning.
- Instruction techniques / effective training.
- NLP in training and learning.
- Candidate assessment techniques.
- The route to CIEH PTLLS Level 3 Award.
- Preparing a lesson plan and delivery (Practical).



Chartered  
Institute of  
Environmental  
Health

CIEH Registered Trainer

### Who would benefit from attending this session?

People new to training.

Existing trainers needing new ideas and techniques, Trainers needing to deliver CIEH accredited training\*.

People who induct train employees at work.

Persons who need to design and deliver presentations / Demonstrations HR or Training Professionals.

needing to evaluate / assess training delivery.

\* To teach CIEH Qualifications subject experience and qualifications may apply

## CIEH Level 3/4 Award Preparing To Teach in the Life Long Learning Sector (PTLLS)

### Introduction and aims of the sessions:

The course newly required 'threshold license to teach' (Government 2007 regulations) for all new teachers and trainers in the Further Education (FE), public, or community Sectors, or where funded training is delivered. The Award comprises 6 unit credits, made-up of five sections, entitled 'Preparing to teach in the Lifelong Learning Sector' (PTLLS), which is based on the established teaching / learning cycle.

### Content - will cover the following sections:

#### *The five sections cover candidates' understanding of:*

- The teachers' role, responsibilities and boundaries.
- Appropriate teaching and learning approaches in your specialist area.
- Session planning and demonstration of the skills.
- How to deliver creative, inclusive sessions to motivate learners.
- The use of different assessment methods and the need for record keeping.



It consists of 30 contact and 30 non-contact hours (formerly guided learning hours), which is assessed by candidates completing two assignments, one theory and one practical, both of which are broken down into smaller, assignment tasks. An assignment pack will need to be prepared for assessment by the awarding body verifiers. Your tutor will be available to guide and support you throughout the process however long it takes giving you the reassurance that you are on the 'right track'.

Conversion session to PTLLS for CIEH professional trainer certificate holders ask for details.

Visit [www.cdptraining.co.uk](http://www.cdptraining.co.uk) for more information

### Who would benefit from attending this session?

New and existing trainers needing to work in public or community sectors, further education (FE) establishments, armed forces, prison / probation service any grant funded projects. Assessors and verifiers who's work involves training will also require PTLLS.

**Duration:** Up to 5-Days plus coursework (Maximum 10 candidates)



## Safe Load / Secure of Mobile Plant

How to load and secure plant to delivery vehicles

### Introduction and aims of the sessions:

Reduce the risk of accidents and damage and insurance costs, demonstrate to your customers your company's commitment to professional and safe working practices on their sites. Candidates attending gain confidence and an industry specific training certificate / card.

### Content - the sessions will cover the following topics:

- Health and safety awareness depot and site.
- Safe movement of mobile plant.
- Plant checks prior to loading.
- Risk assessment in the load area.
- Correct load / unload procedure.
- Selection and inspection of securing devices.
- Department of transport guidance.
- Secure to vehicle / Trailer for transport - practical.
- Question & Answer Session and Test material.



### Related courses available:

- Safe loading of trailers.
- Banksman vehicle Marshal.
- Plant operator Training.

### Who would benefit from attending this session?

Drivers of delivery vehicles and service fitters, needing to transport or oversee the loading of plant on and off site safely. Managers needing updated information to carry out risk assessments on their fleet movement.

**Duration:** One-Day Experienced operatives (2 years) (Maximum 6 candidates).  
Two-Days for less experienced existing operatives (Maximum 6 candidates).



## Working at Height Awareness Course

### Introduction and aims of the sessions:

Essential information for all persons involved with height work which accounts for a third of all fatalities and serious injuries. The course explains the importance of height work planning, risk assessment, and selection of the correct equipment.

### Content - the sessions will cover the following

- Employer / employee responsibilities.
- Health and safety law.
- Understanding height risk assessments.
- Pre-shift safety inspections.
- Electricity hazards emergency procedures.
- Hazards at height and ground level.
- Safe working practice with ladders and access systems.
- Practical session and assessment (if full day).
- Question & answer assessment.
- Certificate or photo I.D. Card.



### Related courses available:

- Fixed scaffold pre use inspection.
- Safe use of Ladders and steps.
- Mobile elevated work platform operator [IPAF].

### Who would benefit from attending this session?

All persons involved with work at height, supervisors, operatives, machine operators, a third of all fatalities and serious injuries result from working at height, an important session to reduce the risk of accidents, The course refers to: the new working at height regulations 2005.

**Duration:** One-Day (Maximum 10 candidates).

## CDP Consultancy and Advice Service

Here at CDP Training & Development Ltd. We are able to use our experience as Health and Safety trainers to assist our customers with their Health & Safety policies, planning or training needs.

We can arrange informal or audit visits and produce any follow up reports and documentation required. There are cost effective options for you to comply with current legislation and manage important areas of your business, choose from fixed annual cost options or simply a cost per single day. You only pay for what you need.

### Health and Safety / Training Needs.

- Health and Safety advice and audits.
- Health and safety reports & risk assessment.
- Documents to manage Health and Safety.
- Training needs and planning advice.
- Assistance with tender documents.
- Events presentation delivery.

### Training Content / Materials.

- Training session / Lesson plan writing.
- Training course / session design.
- Course books and material.
- Support material Power points.
- DVD's.
- Training evaluation and reports.



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# Quality training for your people - Checklist

## About your candidates for training.

Select suitable candidates for positions, and Identify skills gaps before the training.  
Consider promotion candidates within your organisation and training before recruiting outsiders.  
Consider people who may not yet have the confidence to put themselves forward.  
Training is great for identifying future potential - the results can be remarkable.  
Brief training candidates prior to training sessions here's why...

*Some believe that they have done something wrong and training is the punishment!  
- worse still... some believe that that they are being selected for redundancy!  
very often nobody has explained that it is their employer investing in their future  
development*

## About the training provider.

Don't assume that the glossiest brochure, large call centre and highest fees equal the best training.  
Do they use 'off the shelf' training material one size fits all?  
A professional provider will advise you to find, or refer you to specialists in certain cases.  
Do they offer candidates appraisal forms? – can you see examples to check?  
Ask a training organisation who will deliver the training and get to meet them first.  
Do they use a 'bank of trainers'? Make sure you don't get a different trainer each time.  
Make sure they offer continuous support for your training plans (i.e. they get to know your business  
and your people and you get to know them!)

## About the trainer.

Have they had actual 'hands on' experience in the subject of the training?  
Do the trainers actually hold training / teaching qualifications? ask for copies.  
What is their delivery style?, how do they appeal to individuals in a group?  
Do they over use 'training or corporate speak'? This can turn people off quickly..  
Do you like the trainer? If not will your people like them? Probably not.  
How will they ensure that the learning transfers to your candidates' 'real world'?

## Training content.

Look out for dated 70's and 80's training content - Remember people are much better  
informed with endless information online. Sales, Health and safety, and communication  
skills should now include...  
- Use of examples relevant to the subject in the 'real world'  
- Use of tasks to attract attention and maintain interest  
Avoid training with too much PowerPoint and 'talk'- inter-active and practical is  
best.  
Is there a method offered for you to monitor the outcome of the training?

## General.

Is the venue suitable? a poor venue can have a negative effect on the whole experience  
Consider **trainer training in some cases** after all, who are really the experts within your  
business?