

# Health & Safety Certification & Services Ltd

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 HSE/ITSSAR National Training Provider No 3:10005 Registered in England No 06991213



## Portable Appliance Testing (PAT) – Trainer Course

This course is designed to train delegates in methods of instructing and training staff within their workplace site to teach the safe testing procedures (\*example below) for electrical safety testing of portable appliances, specific to clients requirements and Legislative requirements of HASAWA, MHASAWA and specifically HSG107 (maintaining portable & transportable equipment) Delegates must have completed the recognised testers course prior to attending the Trainers course, otherwise any suggested trainer course durations will be increased by 1 day to accommodate the delivery of the operator course to potential trainers.



### \*Typical PAT Course Training Content

HASAWA PUWER HSG107 Principles of electricity Earth bonded Double insulated	Testing Periods Recording Procedures General test procedures Visual Inspections Earth Bonded Equipment Test Procedures	Double Insulated equipment Test Procedures 110v/230v/3 phase Fault simulator Equipment Calibration Recording & Documenting of tests
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### Trainer Course Overview

Our Trainer courses are designed to establish the professional trainer's ability to run interesting and effective training programmes. In order to assess a potential trainers ability recognised trainer assessments are carried out throughout the course (Continual Assessment), there is no high pressure end of course examinations as these are progressive assessments that are signed off over the duration of the course as they are achieved. Course durations will depend on the numbers attending and their experience levels, the minimum recognised course is 3 days duration.



### PAT Trainer - Course Assessments

All PAT Trainer courses are based on the accredited / recognised course content and HSE recognised assessments of trainer ability, specific to the machine/s being taught, these *generally* will be:

- 1 **Health and Safety at Work:** Health & Safety at Work Act 1974, Sections 2, 7 & 8, Work Equipment Regulations -Regulation 9, Training, Management Health & Safety at Work Regulations 'Employees duties', Specific Legislation and Regulations, Approved Codes of Practice, ACOF's, HSE Guidelines, and Enforcement of Health & Safety.
- 2 **Instructor's role,** Principles of Instruction & Instructional Techniques, Learning (Incentives and Methods), Subject analysis, Preparation of lesson plans, Hints on speaking.
- 3 **Training exercises** Delegates assigned specific exercises relevant to training subject
- 4 **Classroom Lesson:** Preparation, Instruction in logical sequence, Introduction/Link, Revision, Aim/Objective, Reason why, Incentive, Stages, Use of aids (Powerpoints, White boards, models, Overhead projectors etc), Questions and answer techniques, Confirmation, Summary, Look forward.
- 5 **Practical Demonstration** by each Delegate related to practical elements of operation with constructive feedback / comments.
- 6 **Practical Lesson:** A practical lesson delivered by each Delegate on a subject related to course subject or course operations.
- 7 **Operator competence testing & Practical assessments;** Delegates must be able to construct representative knowledge/Safety Tests (theory) and/or set a practical test area, conduct & mark a basic skills test to approved standards for the specific subject, completing relevant paperwork.

## 8 **Certification and Training Records**, Report Content, Certificate of basic training, Employers Authorisation, Company training records, Further Training needs.

On successful completion of the course, temporary pass notifications will be issued on the day, these are issued to cover a 14 day period to cover the registration processing period, full certification and ID cards will be sent once the registration process is complete.

The Trainer will be qualified to train on their subject, organise and administer operator competence tests, issue in house certificates and undertake associated risk assessments. Trainers also have access to FOC post course services including training course advice, guidance and updates.

### **Whats Included**

All course quotations include, as appropriate, course handouts, examination fees, delegate registrations, certification, ID Cards, delegate reports\*, course reports, examination results and full course documentation. Training and certification courses carried out at your designated mainland UK site/s always include all the above as well as all travel and expenses. There are no hidden extras!

*\*The individual delegate and course report will include information on the course completed, knowledge and practical examination results, course location, date/s, equipment used in training, trainer/examiner registered number, national provider registration and contact information etc. This document holds all the relevant information required to prove training has been completed and course standards met.*

### **Site Requirements for PAT Trainer Courses**

A Suitable room for the number of delegates and trainer, tables, chairs will be required for knowledge training and documentation completion / administration and knowledge examination. This should also have a 230v 13amp square pin power supply.

A Suitable area for the practical elements of testing equipment and the practical examination will be required, however this can also be held in the room.

A selection of typical equipment that is to be tested, or access to same if in a different area.

A suitable tester, ideally the tester that delegates will be using in their training courses, and its associated equipment (Leads, fault simulator, manufacturer's instructions etc), assorted electrical items for testing, a small standard tool kit, HSCS can supply a tester if required and this should be notified at the time of booking the course.



We are required to take delegates photographs for certification, and registration purposes (positive Identification of Trainers) if cameras are not permitted at your site, or other company procedures do not allow for this then you will be asked to email electronic photos of the delegates (Passport Style) to our Head Office.

**Post course** trainer packs for the subjects covered are available, at additional cost, **however**, the content and creation of these are covered in the Trainer course to enable trainers to create their own resources.

These will generally include Audio/Visual presentation, Powerpoint presentations, Handouts, templates for course report sheets, delegate report sheets, knowledge test handouts and answer sheets, practical examination sheets, and even template certificates and authorities to operate.

We thank you for allowing us this opportunity of introducing our services and if we can be of further assistance, you have any queries, or would like to discuss your requirements further, please do not hesitate to contact us.

Best Regards

John Steel  
National Manager

