

Health & Safety Certification & Services Ltd

Central Administration Office - 100 Princes Street, Kettering, Northamptonshire, NN16 8RR

Tel: 01536 414966

Fax: 01536 416933

email: info@hscsltd.co.uk WEB www.hscsltd.co.uk

HSE/ITSSAR National Training Provider No 3:10005

Registered in England No 06991213

Certification, Training & Consultancy Services - Industrial - Construction - Warehousing - Timber - Staff - Supervisory - Management - Policy Formulation

In Company Timber/Woodmachine Instructor / Examiner Training & Certification



**A NATIONAL SERVICE with LOCAL TRAINERS
and INDIVIDUAL CARE**

Central Administration Office

Eldon House, 100 Princes Street, Kettering, Northamptonshire, NN16 8RR

Telephone 01536414966 Fax 01536416933 Email info@hscsltd.co.uk



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In Company Timber / Wood Machines Trainer

This course is designed to train delegates in methods of instructing and training for staff within their workplace site in respect of the PUWER regulations as applied to woodworking machines (HSE L114), and the industry lead bodies. This will also encompass working with differing materials such as metal, plastic, meat, insulation materials etc. Successful candidates will be able to train and examine company staff to basic safety and maintenance levels, issuing in company certification and authority to operate as appropriate to their working environments and company policies. Successful candidates will also be able to carry out risk assessments for these machines within their working environment.



Course Overview

Availability	On Client site	Duration	Minimum 4 days (Max 3 Delegates) Other combinations available
Examinations	Knowledge & skills Assessments	Course Style	Knowledge & Practical Application
Certification	HSE Regulatory	Additional Information	This course will require access to the timber/wood machine/s and a supply of materials for training.
Notes		Typical Course Contents	
<p>Candidates must have completed a recognised operators course for the machine/s they are training on within 12 months of course commencing</p> <p>Certification is valid for 5 years In Company courses will be tailored to the working environment.</p> <p>A Training room suitable for the number of delegates will be required.</p> <p>Once qualified as a trainer on one machine, delegates only need to undertake a recognised operator certificated course to add that machine to their portfolio.</p>		<ul style="list-style-type: none"> <input type="checkbox"/> Regulations and Legal Obligations. <input type="checkbox"/> Role of The Trainer <input type="checkbox"/> HSE Acop & Lead Body Guidelines <input type="checkbox"/> Safe Machine Practices <input type="checkbox"/> Prepare & Present Knowledge Lesson <input type="checkbox"/> Delivering a Demonstration <input type="checkbox"/> Prepare & Present Practical Lesson <input type="checkbox"/> Question & Answer Techniques <input type="checkbox"/> Correct PPE selection & use <input type="checkbox"/> Setting & Applying Examinations <input type="checkbox"/> Report Writing <input type="checkbox"/> Instructional Techniques <input type="checkbox"/> Course Validations <input type="checkbox"/> Issuing Certification 	
Other Information	<p>This course will also equip the delegates to risk assess wood machine based operations. This is not an attendance course, delegates must pass assessments to qualify as trainers A room or office suitable for the number of delegates will be required for knowledge training</p>		

Course Duration

Standard In Company Trainer Course - 4 Days - (Maximum 3 delegates already qualified as operators).
 For National Instructor Qualification courses, please contact us on 01536 414966.
 Re Registration courses required at maximum 5 year intervals, 2 days duration for in Company, 3 Days for National.

Whats Included

All course quotations include, as appropriate, delegates course materials, 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.

Our Trainer courses are designed to establish, develop or refresh the professional trainer's ability to run interesting and effective training programmes. In order to assess a potential trainer's ability recognised assessments are carried out throughout the course, 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.



In Company Course Content

The following brief course content description covers the 4 day new entrant course. The re-registration courses will re-affirm these areas of skill, ability and knowledge. By their very nature, In Company instructor new entrant courses must be conducted on Client Sites. For national Trainer qualification courses please contact us on 01536 414966.

On successful completion of training, instructors will be able to prepare, plan and present practical and theoretical instruction to a recognised standard on their site. They will be able to conduct and mark objectively practical tests, and complete the appropriate documentation.

Timber / Wood Machine Trainer Course Assessments

All Timber / Wood Machine 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:

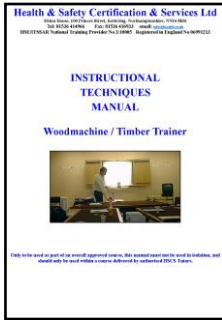
- 1 Health and Safety at Work:** Health & Safety at Work Act 1974, Sections 2, 7 & 8, Work Equipment Regulations -Regulation 9, Training, Management Health & Safety at Work Regulations 'Employees duties', Specific Legislation and Regulations, Approved Codes of Practice, ACOP's (Hse 114) EHO & Inspectors Guidelines, and Enforcement of Health & Safety
- 2 Recommendations of Training:** Selection of operators/delegates, Age limitations, medical condition restrictions, levels of learning ability, previous experience.
- 3 Instructor's role,** Principles of Instruction & Instructional Techniques, Learning (Incentives and Methods), Subject analysis, Preparation of lesson plans, Hints on speaking.
- 4 Training exercises** Delegates assigned specific exercises relevant to training subject
- 5 Classroom Lesson:** Preparation, Instruction in logical sequence, Introduction/Link, Revision, Aims Objectives, Reason why, Incentive, Stages, Use of aids (Powerpoints, White boards, models, Overhead projectors etc), Questions and answer techniques, Confirmation, Summary, Look forward.
- 6 Practical Demonstration** by each Delegate related to practical elements of operation with constructive feedback / comments.
- 7 Practical Lesson:** A practical lesson delivered by each Delegate on a subject related to course subject or course operations.
- 8 Operator competence testing & Practical assessments;** Delegates must construct a representative knowledge (theory) and/or set a practical test area, conduct & mark a basic skills test to approved standards for the specific subject, completing relevant paperwork.
- 9 Certification and Training Records,** Report Content, Certificate of basic training, Employers Authorisation, Company training records, Further Training needs.

On successful completion of the course, 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.

COURSE DOCUMENTATION

All Instructor courses offered and undertaken by HSCS include any and all course manuals, training aids, documentation and course registration documents. Differing courses carry differing levels of documentation and materials. Copies of the candidate & course reports, assessment papers and registration documents are sent to our clients as a matter of course. These will carry all the information required by HSE, EHO's insurance companies etc.

COURSE DOCUMENTATION



Instructional Techniques Manual

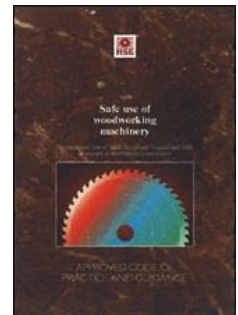
Used throughout the courses, and the main resource document, this covers all the information and explanations as to completing the course and the achievement of the assessments. It includes sections on - qualities of the instructor, The role of the instructor, learning incentives and methods, principles of instruction, question techniques, lesson planning and creation, delivering classroom based lessons, delivering practical based lessons, use of training aids, setting and applying examinations, planning training programmes and syllabuses, safety of candidates, application of standards, monitoring course design etc

For Bespoke Courses this manual can incorporate the client companies own logos, policies, safe systems of work, risk assessments, example company documentation etc.

L114 Approved Code Of Practice

This code is the measure that HSE use to determine whether or not the legal requirements have been met. This guidance is not compulsory but inspectors will refer to this document as illustrating good practice. The ACOP also contains guidance on general aspects of training, and is linked with the PUWER regulations to form the basis of operator training requirements, and therefore the requirements of the instructor.

The ACOP includes sections on legislation, Obligation to provide training, training areas and facilities, training structure and content, testing, records, basic specific and familiarisation training, authorisation, monitoring of training courses, accrediting bodies, training records etc.



HSE WIS Guides

These guidance sheets are issued by the Health & Safety Executive. Following this guidance is not compulsory but Inspectors will use these as a measure to secure compliance with the law.

The Information Sheets are produced by HSE's Manufacturing Sector. Their purpose is to give practical guidance on general workshop safety including cleanliness, lighting and workshop layout. Legal requirements covering the use of these machines are laid down in the Provision and Use of Work Equipment Regulations (PUWER) and the Management of Health and Safety at Work Regulations. These are therefore another crucial set of documents for instructors and the course will include the relevant sheets for the working environment and machines being trained

Instructor Assessment Record Sheets

Of the 9 assessments that candidates undertake the first is the demonstration of skills to instructor standard, the next 3 are theory based and the final 5 are related to the application of practical and classroom based lessons and report writing. All courses are of continual assessment and these assessment record sheets detail the 42 criteria to be met and the candidates progress through the course for the following assessments.

- Prepare & Present A Classroom Lesson
- Give A Practical Demonstration
- Prepare & Present A Practical Lesson
- Construct & Conduct A Practical Skill Test
- Write An Accurate But Brief End Of Course Report

Final Course Assessment Record Sheet

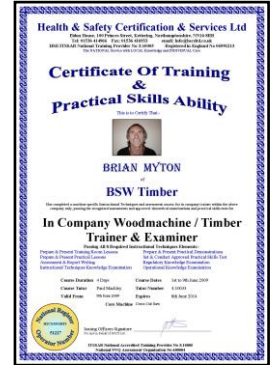
This document records the final assessments of candidates and is forwarded with the end of course documentation. This record is a major end of course document detailing the candidates achievement levels and is evidence of the training and achievement.

This document and the candidates practical skills examination paper is proof of the successful candidates ability to perform as an instructor.

CERTIFICATION

Instructor Certificate, (A4) this gives the required details of the Instructor training dates, name and registered number, the training provider (HSCS) / accrediting body their address and contact details, the accredited Tutor details etc. The expiry date will be 5 years from course completion

This certificate would normally be held in the individuals personnel file, so that when visited by HSE or EHO inspectors this can be produced as evidence of appropriate and recognised training and certification.



Positive ID Card, this is issued in addition to the certificate. Where certification will be held in an office, or training record files, the ID card is credit card sized and must be worn whilst undertaking any training. The reverse of the card details the machines the instructor can train on, and the front carries relevant details of training, ID etc. Validity of the ID card is for five years.

Temporary Pass Notification

Due to the accreditation process, quality systems and the registration process of instructors, it can take up to two weeks for certification to be forwarded to clients, HSCS recognise that clients and instructors often need to train operators on the equipment as soon as they have achieved certification, we have therefore introduced the temporary pass notification, this demonstrates achievement and also lists contact numbers for HSE or EHO's should they visit sites / premises between achievement and certification being in place. The temporary pass notification is duration limited to 14 days from issue.



What's Included

Training and certification courses are carried out at your designated mainland UK site/s and include all the above as well as all travel and expenses. **Why pay a mileage fee just because your location does not coincide with your training providers?** As long as the course / service is held on the UK mainland, all travel and expenses are included in course fees, any expenses incurred for non mainland training are charged at cost.

Post Course

HSCS Training Services believe in offering a full and complete service, that does not stop once we have issued certification. We offer full telephone, fax and email support that backs up the training courses and acts as an advisory service for clients with queries regarding any aspect of materials handling.

Trainer / Instructor Course Materials.

Trainer courses are fully certificated to appropriate levels. In addition support materials are available for the delivery of training courses, this material typically includes DVD presentations, course manuals, course handouts, course documentation, power points, overheads etc, for national courses these are pre set and adopt the generic approach necessary for national training. Also for in house, or in company training packs, we can incorporate company logos, associated company systems and policies and include company operational procedures.

We thank you for allowing us this opportunity of introducing ourselves to you, and would very much like to prove to you that we can offer a service that not only meets legislative requirements, but also offers a genuine way forward to cost effective training and services that contribute to the overall benefit of your company, its employees and clients.

John Steel
National Manager