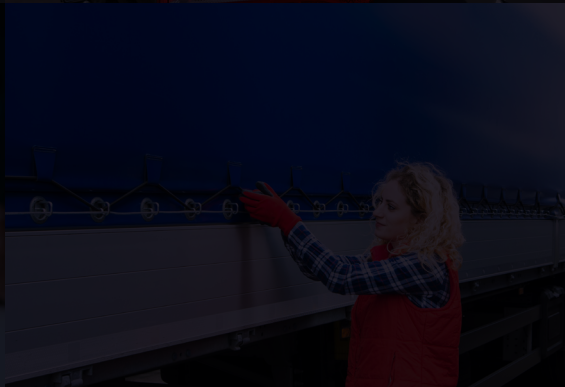




**HTEC
GROUP**

TRAINING COURSES



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ADR TRAINING

Overview

ADR courses are required for any driver who carries hazardous materials in any vehicle. The drivers must attend an approved ADR training course and hold a valid ADR Vocational Training Licence issued by the Scottish Qualifications Authority (SQA).

All drivers must pass module one – the Core Module, regardless of the type of vehicle they will drive or the chemicals they will carry. They must then pass either module two (tanks) or module three (packaged goods), or both if they wish. They can then choose from any combination of the classes, modules four to twelve, depending on the class of chemical they wish to carry.

The ADR training programme incorporates 21 Hours (Core/ Packages) or 28 Hours (Core/ Packages/ Tankers) worth of the Driver CPC training hours.

ADR Certificate & ID Card is issued by SQA and is valid for 5 years. Refresher ADR Training Must be taken 6-8 weeks before ADR licence expires.

ADR is divided into:

Core: Basic syllabus for carrying any class of dangerous goods in Road tankers, tank containers, packages, drums, cylinders and loose in bulk.

Tanks: For carrying any class of dangerous goods, in road tankers or other tanker containers.

Packages & Loose in Bulk: For carrying any class of dangerous goods in (sacks, drums, cylinders, cartons) and loose in bulk (skips, tipper or dust cart bodies etc).

Our trainer led course provides you with:

- ✓ A 1 day course led by an approved and experienced Managers CPC Trainer
- ✓ Professional development units
- ✓ Access to all online course material to support your learning
- ✓ Delivery via zoom

Our trainer led course benefits:

- ✓ Courses are led by experienced, approved tutors with years of transport management experience
- ✓ Training can be tailored to a specific organisations needs
- ✓ No travel costs
- ✓ Telephone, online and email based tutor support



What are the Categories of Dangerous Goods that are Covered?

Class 1: Explosives

Class 2: Gases; compressed, liquefied, dissolved under pressure or refrigerated

Class 3: Flammable liquids

Class 4: Flammable solids, substances liable to spontaneous combustion

Class 5: Oxidising substances and organic peroxides

Class 6: Toxic, harmful and infectious substances

Class 8: Corrosives – Acids and Alkalis

Class 9: Miscellaneous dangerous substances and articles, e.g. asbestos, PCBs and any substance or article not covered by the other classes

Regular monthly ADR Training courses are available.

Course lengths vary as follows:

ADR Core & Packages Course

3.5 days including exams

ADR Core, Packages & Tanks Course

5 days including exams

ADR Tanks add on course

1.5 days including exams

You may also select only the classes of dangerous goods you wish to be trained in and appropriate time and exam allocation can be advised.





PERIODIC DRIVER CPC

Overview

All professional drivers have to complete what is known as "DCPC periodic training" which is 35 hours of periodic training every 5 years. Training providers must be approved by JAUP (Joint Approvals Unit for Periodic Training) to deliver the training and have to follow scrupulous rules on how we deliver the course and record the training we provide.

H-TEC's Driver CPC Courses focus on improving your skills and knowledge, increasing safety but most importantly ensure compliance with the most up to date legislation.

Driver CPC Training modules include:

- ✓ Driver Welfare Customer Care and Security
- ✓ Drivers Hours' Working Time and Record Keeping
- ✓ Traffic Law Incidents and Vulnerable Road Users
- ✓ Health and Safety and Safe Loading
- ✓ First Aid in the Workplace



Important Information

The DVSA are now clamping down on drivers who repeat the same CPC module in a 5 year period.

The move follows a review of the Driver CPC directive by the EU commission, which now states that "a range of different subjects should be covered over the 35 hours".

The DVSA and JAUP will take action against any driver that is found to repeat the same periodic training subjects as part of the Driver CPC.

The enforcement agency and the accreditation service said they had started monitoring training provider uploads and driver records and could revoke a driver qualification card (DQC) if they find that the rules have been broken.

When you book with us please ensure you are booking a module that you have not already completed in this 5 year period.

Driver Welfare Customer Care and Security

The aim of this course is to offer drivers a wealth of advice and useful pointers relating to welfare, security and improving interactions and relations with customers.

Subject Areas:

The deadly workplace	Stress
Food on the go	Customer care
Distractions	Communication
Alcohol awareness	Dealing with complaints
Smoking and drug driving	Security and protection
Fatigue	

Drivers Hours' Working Time and Record Keeping

The aim of this course is to ensure that the individual driver will have a greater understanding of the complexities of the regulations and enable him to plan and ensure action is taken to prevent non-compliance with the regulations.

Subject Areas:

Health, Safety & Emergencies
Legislation (Hours/WT/Regs)
Physical/Mental Health & Wellbeing

Traffic Law, Incidents and Vulnerable Road Users

The aim of this course is to ensure drivers' receive a comprehensive knowledge and understanding of UK traffic laws, incident reporting, how to deal with being first on the scene and vulnerable road users.

Subject Areas:

Have a better understand UK traffic law
Identify at road signs
Know what pages of the highway code apply to professional drivers
Have a basic understand Operator licensing and Driver licensing
Know who is responsible for traffic enforcement on UK road
Understand potential penalties
Know what to do in the event of an incident
Know how to be a safe driver with a view to vulnerable road users

Health and Safety and Safe Loading

The aim of this course is to ensure drivers will have a better understanding of safe loading practices, how to deal with certain types of loads, enabling safer working environments through the demonstration of a more defined knowledge.

By the end of this course, drivers will have a better understanding of health & safety, this enabling safer working environments through the demonstration of a more defined knowledge.

Subject Areas:

Health, Safety & Emergencies
Legislation (Hours/WT/Regs)
Loading/Unloading
Personal Health & Wellbeing
Professional Driver & Company Issues

First Aid at Work

The aim of the course is to give you a greater understanding of Emergency First Aid at Work and the correct procedures of delivering First Aid to another person should you need to.

Subject Areas:

To gain knowledge and understanding of a range of emergencies

Understand the role and responsibilities of a first aider

Know how to assess an incident

Manage an unresponsive casualty who is breathing normally

Manage and unresponsive casualty who is not breathing normally

Recognise and assist a casualty who is choking

Manage a casualty who is wounded and bleeding





FIRST AID

Overview

Having well trained staff who have a positive approach towards keeping themselves, and others, safe at work is absolutely essential in order to ensure a healthy and happy workplace.

Appointed Person First Aid Person

A suitable course for the Appointed Person in a workplace where there is no nominated first aider, or for those who need training in basic life support.

Subject areas:

Dealing with a non breathing casualty delivering CPR
Using an AED Machine in the event of a cardiac arrest
Dealing with an unconscious casualty and the recovery position

Annual First Aid Refresher

All first aiders who hold an in-date certificate are strongly recommended by the HSE to maintain their skills by completing a 3 hour Annual Refresher Course in each 12 month period following the date of certification.

Subject areas:

CPR and Rescue Breathing
Unconscious casualty checks
Wound care
AED use

First Aid at Work

For those first aiders who are working in HIGH RISK industries such as Construction, Agriculture, Manufacturing, Assembly, Production, Hot Works, Extrusions, or larger organisations where there are many employees, visitors or members of the public on the premises or where there are people with existing medical conditions that may require urgent first aid treatment.

Subject areas:

First aid kits and legislation	Head and Spinal Trauma
CPR and resuscitation	Anaphylaxis and use of Auto Injector Pens
Using an AED in the event of a cardiac arrest	Dealing with Asthma and using various inhalers and spacer devices
Unconscious casualties	Epilepsy and how to deal with Epileptic events
Choking children and adults	Eye injuries
Dealing with Bleeding wounds	Managing Fractures, sprains and dislocations
Catastrophic bleeding wounds and use of tourniquets.	
Burns and scalds	



FORS APPROVED VIRTUAL REALITY

Bringing Learning to Life

Virtual Reality delivers a fully immersive 360 experience, bringing learning to life and providing your staff with a unique perspective of being out on the road, all from the safety of the classroom.

Our Safe Urban Driving Virtual Reality module is the 'first' VR course to be **Mission Zero & FORS Approved** and is recognised as an alternative to on-cycle training.

Our Virtual Reality training uses visuals of real-life experiences to change drivers' responses and behaviours in order to make our roads safer and ultimately help save lives.

The aim of this module, is through the use of Virtual Reality headsets, to ensure delegates fully understand, appreciate & know how to deal with a variety of challenging, differing situations not just as a driver, but have a clearer perspective from the situation of a vulnerable road user. They will have a clearer understanding of how to safely interact with vulnerable road users, hazards & how to deal with them by applying a defensive driving technique as well as understanding advanced driving techniques. They will understand how to best prepare their vehicle for use in adverse weather conditions & the need to adjust their driving skills to suit the conditions. In addition, they will understand & be able to apply a responsible attitude & behaviour towards their driving to safely manage road risk, share the road safely & understand the consequences of their actions.





OPERATORS LICENCE AWARENESS (OLAT)

Overview

Our Operators Licence Awareness Training (OLAT) courses are aimed at Directors and senior managers with responsibility for managing the operator licence. Operators Licence Awareness Training provides attendees with a full understanding of the responsibilities associated with the running of an operator licence, whilst providing guidance on how to improve compliance from an experience Transport Manager Trainer.

Our trainer led course provides you with:

- ✓ A 1 day course led by an approved and experienced Managers CPC Trainer
- ✓ Professional development units
- ✓ Access to all online course material to support your learning
- ✓ Delivery via zoom

Our trainer led course benefits:

- ✓ Courses are led by experienced, approved tutors with years of transport management experience
- ✓ Training can be tailored to a specific organisations needs
- ✓ No travel costs
- ✓ Telephone, online and email based tutor support

What you will learn:

Updates to legislation
Principles of Operator License system
Role and responsibilities of a Transport manager
The OCRS system and score improvement
Drivers' Hours Law
Commercial conduct
Planned preventive maintenance
Vehicle taxation
Plating & testing
Driver Licensing
Traffic regulations
Insurance

Who is this course for?

Company directors
Senior managers
Those with responsibility towards the operator licence



TRANSPORT MANAGER CPC ROAD HAULAGE

Classroom Learning

Our intensive Transport Manager CPC classroom course is nine days, plus a final exam day. Our tutors will guide you through the syllabus with lots of in-class exam preparation. We run CPC courses for both road haulage and passenger operators. Classroom courses are held every two months to coincide with the CILT paper-based exams. Classes held in Markfield, Leicestershire. The total price is £1350 including VAT & exam fees.

Home Study

Some candidates choose to study in the comfort of their home rather than attending a classroom course. This is fine, but you must still sit your examinations at an accredited exam centre. Our home study course gives you all the resources you need to study towards the CPC qualification. You get printed study notes and access to an online suite of multiple choice and case study exercises.

Course Details

- ✓ Held at our training centre in Markfield, Leicestershire
- ✓ All courses run from 09:00 to 16:00
- ✓ Lunch & refreshments provided
- ✓ Paper material provided
- ✓ Lots of exam preparation, case study revision and an online portal for completing multiple choice exercises



TRANSPORT MANAGER CPC REFRESHER

Overview

The Traffic Commissioners recommends that all transport managers attend a Transport Manager CPC Refresher course every few years, at an approved examination centre for the Transport Manager CPC qualification. H-TEC is an approved exam centre with CILT (**Chartered Institute of Transport and Logistics**). Our intensive Transport Manager CPC Refresher classroom course is 2 days. Classes held in Markfield, Leicestershire.

If your organisation is under investigation by the authorities, or facing the prospect of a Public Inquiry, you should certainly attend a Transport Manager CPC Refresher course as soon as possible. If you hold a Restricted Operator Licence, you should attend an Operator Licence Awareness Training (OLAT) course as a matter of urgency.



FORS SAFE DRIVING

Bringing Learning to Life

Virtual Reality delivers a fully immersive 360 experience, bringing learning to life and providing your staff with a unique perspective of being out on the road, all from the safety of the classroom.

Our Safe Urban Driving Virtual Reality module is the 'first' VR course to be **Mission Zero & FORS Approved** and is recognised as an alternative to on-cycle training.

Our Virtual Reality training uses visuals of real-life experiences to change drivers' responses and behaviours in order to make our roads safer and ultimately help save lives.

What is the aim of the FORS VR course?

The aim of this module, is through the use of Virtual Reality headsets, to ensure delegates fully understand, appreciate & know how to deal with a variety of challenging, differing situations not just as a driver, but have a clearer perspective from the situation of a vulnerable road user.

They will have a clearer understanding of how to safely interact with vulnerable road users, hazards & how to deal with them by applying a defensive driving technique as well as understanding advanced driving techniques. They will understand how to best prepare their vehicle for use in adverse weather conditions & the need to adjust their driving skills to suit the conditions. In addition, they will understand & be able to apply a responsible attitude & behaviour towards their driving to safely manage road risk, share the road safely & understand the consequences of their actions.





FORS LOCITY

Overview

LoCITY Driving is a classroom course that reduces bus, coach, van, and HGV emissions through planning, vehicle checks, fuel-efficient driving, and alternative fuels which meets the requirements at FORS Gold.

By the end of the course, drivers will be able to:

- ✓ Explain why there is a need to reduce environmental impact and improve air quality.
- ✓ Check your vehicle and in-vehicle technology to reduce emissions.
- ✓ Apply fuel-efficient driving techniques and journey planning to improve efficiency.
- ✓ Describe the latest renewable fuels available for commercial and passenger vehicles.

Benefits to attending:

- ✓ Raises awareness of the environmental impact of commercial driving.
- ✓ Promotes best practice in fuel efficient driving.
- ✓ Encourages lower costs and reduced vehicle emissions.
- ✓ Counts as 7 hours towards the 35 hours of periodic Driver CPC training required to gain or renew a Driver Qualification Card (DQC).

NATIONWIDE DELIVERY

Here at H-TEC, we deliver our training courses across the length and breadth of the UK, either at one of our specialist training facilities or at a client location.





HTEC GROUP