Welcome

This edition marks a special milestone – it has been forty years since FTA created a dedicated training division. Much has changed in our industry in the intervening years, a great deal of which has been driven by technological advances. In educational terms, the development of e-learning programmes has enabled on-demand learning and a greater return on training spend.

To coincide with this birthday edition, we’re launching the ‘Online Transport Manager CPC’. Our latest innovation can be taken as a distance learning option (see page 16), or as a ‘blended’ option, supplementing the classroom course. The programme will automatically be made available to all our classroom course delegates in 2020.

For the benefit of our members, our sights remain firmly fixed on the future. However, landmark occasions often prompt reflection. For me, this means taking the opportunity to thank the generations of members and colleagues who have shaped the department over four decades.

If you would like to comment on any aspect of our service, or transport training more generally, please contact me on the details below.

Keith Gray
General Manager – Training, Audits and Standards
kgray@fta.co.uk
07818 450380
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### Dangerous Goods Academy

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Protecting Company Image
Public course dates

Technical Training

DRIVER ASSESSMENT COURSES
FTA Driver Assessor Certificate
FTA Driver Assessor Certificate – Revalidation Course
Driver Assessments

ENGINEERING COURSES
Driver Walk Around and Defect Assessment (HGV or PSV)
Inspection Procedures and Standards (HGV or PSV)
Categorisation of Defects (HGV or PSV)
Trailer Inspection and Defect Assessment
irtec Licence – Technical Staff Competency Assessments
Workshop Engineering Manager

OPERATIVE COURSES
Safety of Loads on Vehicles
Yard Shunter – Train the Trainer
Yard Shunter
Reversing Assistant – Train the Trainer
Reversing Assistant

Van Excellence
Van Excellence – Directors
Van Excellence – Managing Van Operations
Van Excellence – Industry Suppliers

Van Excellence – Driver Certificate of Competence
LCV Inspection Procedures and Standards

Passenger Operations
Transport Manager CPC – Passenger Operations
CPC Case Study Revision Course
CPC Refresher for Passenger Operators
Passenger Operator Licence Awareness Training
Driver CPC

Training Support Services
Why choose FTA Training Support Services?
Training Materials Development
Train the Trainer
Course Familiarisation Training
Introduction to Trainer Skills
Driver CPC Trainer Qualification
FTA Training Audit
FTA Training Endorsement
Administration Support
ADR Track and Train
Bespoke e-Learning Development

How to book a training course

Terms and conditions

What makes FTA training different?
Prospectus guidance

Do you have internal training staff?

- Yes
  - Training Support Services
    - The FTA Training development team assists companies' internal training staff, whether it is the sale of course materials, trainer upskilling, administration support or the Driver CPC Consortium. We help you to ensure there is quality and consistency across your training team. See page 138 for further details.

- No
  - In-company
    - In-company training is a cost-effective method of cascading training and company policies throughout your transport team. Training can be tailored to fit strategic aims and scheduled to match operational requirements.
  - Public
    - FTA courses are hosted at venues throughout the UK. Dates and venues are detailed in the relevant course pages.

Benefits of using FTA Training

- Cost effective
- Consistency
- Convenience
- High standards
- Peer-to-peer learning
- Relevant
The Transport Manager CPC is a legal requirement of the operator licensing system for both Standard National and International licences.

Although the syllabus is mandated, the format, pre-assessment and support of candidates can all be improved to aid learners and the pass rate. Our unique approach makes us the leading provider of CPC training.

With FTA’s Transport Manager CPC training you benefit from:

- An industry-recognised qualification providing transferable skills.
- Flexible course options which suit operational needs and individual learning styles.
- An in-company option which gives you the flexibility to schedule the course at your convenience.
- The knowledge base to run a compliant and efficient transport operation.
Transport
Manager CPC
Demonstrating ‘professional competence’ is a fundamental requirement of the operator licensing system, for both Standard National and Standard International licences. Given that the CPC qualification is a ‘licence to practice’, our aim is to continually strive to improve the pass rate for the benefit of our members and their staff.

Most of these improvements are unique to FTA and have helped us become a market leader for this qualification.

What makes FTA different?

Pass first time with FTA or we pay for the resit exam
Our aim is a 100% pass rate. However, should this not happen, we’ll pay for another exam attempt. We’ll ensure that your candidates receive the very best preparation and therefore chance of passing the CPC. This satisfaction guarantee underpins our commitment to our CPC candidates.

New for 2020 – Fully ‘Blended’ Course, providing online and classroom learning and support.
All candidates enrolled on this course will be given access to a comprehensive suite of e-learning modules which complement a candidates learning and assist with exam preparation.

Online support will be available to candidates for the duration of the course. Access will be made available to candidates 4 weeks prior to the course, up until the date of the exam.

Modern and timely testing
E-testing is available on all CPC courses, including in-company courses. Taking the multiple choice examination on the final day of the course has increased the pass rate for this exam by 18%. This is due to the retention and recency of candidate knowledge.

E-test resits can be rescheduled sooner than the paper exam.

Case study revision courses
These optional sessions benefit candidates by focusing specifically on the written exam. The workshop sessions use sample case study questions, coupled with exam techniques and guidance provided by the CPC tutor. The 2-day courses are scheduled in the week of the exam.

Excellent pass rates
Better pass rates benefit employers by reducing an employee’s time out of the business to resit examinations. The City & Guilds CPC exam, taken through FTA, regularly exceeds the OCR national pass rate.

Twenty-eight hours Driver CPC
This option is particularly beneficial to occasional LGV drivers; those in managerial or supervisory roles. This also mitigates the risk of duplicated training spend. The option to include DCPC should be specified at the time of booking.

Assist your candidates to succeed
FTA provides introductory courses to gauge whether your candidates are ready for the challenge of Transport Manager CPC:

Option 1: Use the OLAT course (see page 69) as a primer to test the knowledge and ability of your candidates.

Option 2: The Introduction to Road Transport Operations course (see page 76) may be more suitable for those new into the industry, on a graduate ‘fast-track’ scheme or for staff employed by restricted O licence operator, who do not require a CPC.
Who should attend?
Anyone wishing to demonstrate ‘professional competence’ for the purpose of operator licensing.

Course duration
8 days.
Maximum 16 delegates.

Price

Members
£1,257 +VAT

Non-members
£1,571.25 +VAT

Price includes tuition, course materials, lunch and refreshments.

If any special requirements or access arrangements are needed, please notify at the time of booking.

Examination fees†
£95 no VAT
†Subject to change at the discretion of City & Guilds

Driver CPC
Do you wish to also achieve 28 hours Driver CPC?
£105 +VAT

Driver CPC option must be stated at the time of booking.
Please note, Driver CPC is not available on 3-2-3 courses.

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
**Back-to-Back courses**

These courses are 8 days over 2 weeks. This intensive course suits ‘activist’ learning styles and those who like to sit the course in the shortest possible timeframe.

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<tr>
<td>Quarter 2</td>
<td>12 June</td>
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<td>Quarter 3</td>
<td>11 September</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>4 December</td>
</tr>
</tbody>
</table>
3-2-3 courses

These courses are 8 days but delivered over 6 weeks with a week’s gap in between each of the teaching periods. This format has proven a popular and successful addition since 2014. The course suits candidates with a ‘reflective’ learning style, also providing the convenience of shorter durations away from the workplace.

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>Quarter 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leeds</strong></td>
<td><strong>Leeds</strong></td>
</tr>
<tr>
<td>Week 1 21–23 January</td>
<td>Week 1 28–30 July</td>
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<tr>
<td>Week 2 4–5 February</td>
<td>Week 2 11–12 August</td>
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<tr>
<td>Week 3 18–20 February</td>
<td>Week 3 25–27 August</td>
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<tr>
<td><strong>Leamington Spa</strong></td>
<td><strong>Leamington Spa</strong></td>
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<tr>
<td>Week 1 28–30 January</td>
<td>Week 1 4–6 August</td>
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<tr>
<td>Week 2 11–12 February</td>
<td>Week 2 18–19 August</td>
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<tr>
<td>Week 3 25–27 February</td>
<td>Week 3 1–3 September</td>
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<tr>
<td><strong>Case study exam</strong></td>
<td><strong>Case study exam</strong></td>
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<tr>
<td>6 March</td>
<td>11 September</td>
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<table>
<thead>
<tr>
<th>Quarter 2</th>
<th>Quarter 4</th>
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</thead>
<tbody>
<tr>
<td><strong>Leeds</strong></td>
<td><strong>Leeds</strong></td>
</tr>
<tr>
<td>Week 1 28–30 April</td>
<td>Week 1 20–22 October</td>
</tr>
<tr>
<td>Week 2 12–13 May</td>
<td>Week 2 3–4 November</td>
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<tr>
<td>Week 3 26–28 May</td>
<td>Week 3 17–19 November</td>
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<tr>
<td><strong>Leamington Spa</strong></td>
<td><strong>Leamington Spa</strong></td>
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<tr>
<td>Week 1 5–7 May</td>
<td>Week 1 27–29 October</td>
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<tr>
<td>Week 2 19–20 May</td>
<td>Week 2 10–11 November</td>
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<tr>
<td>Week 3 2–4 June</td>
<td>Week 3 24–26 November</td>
</tr>
<tr>
<td><strong>Case study exam</strong></td>
<td><strong>Case study exam</strong></td>
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<tr>
<td>12 June</td>
<td>4 December</td>
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</tbody>
</table>
CPC Case Study Revision Course

Success in achieving the CPC Case Study examination relies on a candidate’s ability to effectively interpret the knowledge they have learned, and apply it to an examination scenario. The objective of the case study revision course is to provide support by offering advice and exam techniques, which will assist candidates to fully prepare for the written examination. This is a workshop led environment exercising sample case study scenarios and questions, coupled with guidance from the CPC tutor.

Who should attend?

- Candidates attending the main CPC course who feel the additional revision support would be beneficial.
- Candidates preparing for a resit.

Benefits of attending

- Clarification of what to expect in the exam.
- Practice recognising question types and crafting answers to extract maximum marks.
- Examination techniques.
- Study tips.

Course content

- Examination techniques.
- Case study mock papers.
- Knowledge check questions.

Topics include:
- Operator licensing.
- Driver licensing.
- Drivers’ hours and working time.
- Record keeping.
- Maintenance and vehicle operations.
- Financial management and vehicle costing.

Course duration

2 days.

Price

Members

£310+VAT

Non-members

£387.50+VAT

Price includes tuition, course materials, lunch and refreshments. The price does not include the City & Guilds Case Study examination.

Please note: Candidates who have attended a different training provider’s course may benefit in purchasing FTA notes at a discounted price.

CPC notes price

Candidates who have taken their examination more than 6 months ago are advised to take the full course again.

If any special requirements or access arrangements are needed, please notify at the time of booking.

When purchased along with CPC

£73+VAT

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
### Venues and dates

#### Quarter 1

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<tr>
<td><strong>Stirling</strong></td>
<td>2–3 March</td>
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<tr>
<td><strong>Leeds</strong></td>
<td>2–3 March</td>
<td>4–5 March</td>
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<tr>
<td><strong>Liverpool</strong></td>
<td>4–5 March</td>
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<td>4–5 March</td>
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<tr>
<td><strong>Bristol</strong></td>
<td>2–3 March</td>
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<tr>
<td><strong>Tunbridge Wells</strong></td>
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**Case study exam** 6 March

#### Quarter 2

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<tr>
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<tr>
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<tr>
<td><strong>Leeds</strong></td>
<td>8–9 June</td>
<td>10–11 June</td>
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<tr>
<td><strong>Bristol</strong></td>
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<tr>
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<td>8–9 June</td>
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**Case study exam** 12 June

#### Quarter 3

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<tr>
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<td>7–8 September</td>
<td>9–10 September</td>
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<tr>
<td><strong>Bristol</strong></td>
<td>9–10 September</td>
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<tr>
<td><strong>Tunbridge Wells</strong></td>
<td>7–8 September</td>
<td>9–10 September</td>
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</table>

**Case study exam** 11 September

#### Quarter 4

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<tbody>
<tr>
<td><strong>Belfast</strong></td>
<td>2–3 December</td>
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<tr>
<td><strong>Stirling</strong></td>
<td>2–3 December</td>
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</tr>
<tr>
<td><strong>Leeds</strong></td>
<td>30 November–1 December</td>
<td>2–3 December</td>
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<tr>
<td><strong>Liverpool</strong></td>
<td>30 November–1 December</td>
<td></td>
</tr>
<tr>
<td><strong>Leamington Spa</strong></td>
<td>30 November–1 December</td>
<td>2–3 December</td>
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<tr>
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<td>30 November–1 December</td>
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<td><strong>Bracknell</strong></td>
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<tr>
<td><strong>Bristol</strong></td>
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<tr>
<td><strong>Tunbridge Wells</strong></td>
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<td>2–3 December</td>
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</table>

**Case study exam** 4 December
CPC Distance Learning

The flexible Distance Learning options for this qualification enable you to fit studying around your work and lifestyle. There are 3 options available offering incremental levels of support, with tutor-led assistance prior to the exam.

The e-learning course will remain available from the time of purchase until the day of your exam.

<table>
<thead>
<tr>
<th>Option 1: Gold</th>
<th>Members</th>
<th>Non-members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E-learning course covering the full syllabus.</strong></td>
<td>£827+VAT</td>
<td>£1033.75+VAT</td>
</tr>
<tr>
<td>A high-level content structure that provides a clear learning path.</td>
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<tr>
<td>Range of video, interactive activities &amp; assessments</td>
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</tr>
<tr>
<td>The ability to submit your work online for review and feedback.</td>
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<tr>
<td>Discussion forum with fellow learners.</td>
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<tr>
<td>Tutor support.</td>
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<tr>
<td>2-day case study revision course.</td>
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<tr>
<td>Exam enrolment (multiple choice and case study).</td>
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</tbody>
</table>

This option balances the benefit of flexible distance learning along with tutor-led support immediately prior to the examination. The e-learning support package will remain available from the time of purchase until exam day.

<table>
<thead>
<tr>
<th>Option 2: Silver</th>
<th>Members</th>
<th>Non-members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course notes.</td>
<td>£636+VAT</td>
<td>£795+VAT</td>
</tr>
<tr>
<td>Self-assessment materials.</td>
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</tr>
<tr>
<td>2-day case study revision course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam enrolment (multiple choice and case study).</td>
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</tbody>
</table>

This option balances the benefit of flexible distance learning along with tutor-led support immediately prior to the examination.

<table>
<thead>
<tr>
<th>Option 3: Bronze</th>
<th>Members</th>
<th>Non-members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course notes and self-assessment materials only.</td>
<td>£153+VAT</td>
<td>£191.25+VAT</td>
</tr>
<tr>
<td>No tutor-led training is provided with this option.</td>
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<tr>
<td>Examinations are booked separately when delegates feel they are sufficiently prepared (additional £95 exam fees).</td>
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</tbody>
</table>

For more information please email training@fta.co.uk or call 0371 711 2222*. Free delivering in the UK.
Online Dangerous Goods Training

Are your staff involved in the transport of goods classed as dangerous by air, road, sea, rail, or inland waterway?

EU and international legislation states that all staff directly or indirectly involved in the transport of goods classed as dangerous by air, road, sea, rail, or inland waterway, must receive training appropriate to their job.

Choose FTA’s cost-effective Online Dangerous Goods training programme, aligned with UK CAA and EASA-OPS requirements.

Online courses available:

1. Introduction to Dangerous Goods by Air, Road, and Sea – overview for management and staff.
2. Dangerous Goods by Air for Cargo Staff and Airport Ground Handling Staff (ICAO/ IATA Cat. 4, 5, 7, 8, 9, 10, 12, 13 and 14) and staff of designated postal operators in categories b and c.
3. Dangerous Goods by Air for Passenger Handling Staff and Security Screeners (ICAO/IATA Categories 9, 12 and 15).
5. Dangerous Goods by Air for Crew Members (other than flight crew).

Book your course at onlinedangerousgoodstraining.com
To an extent, the transportation of Dangerous Goods is harmonised. However, there are important modal differences which shippers, carriers and consignees need to be aware of.

The carriage of Dangerous Goods must comply with international and national regulations for each transport mode, to ensure consignments are carried safely. FTA is one of only a few organisations who can train and advise across all modes. This is particularly beneficial when planning for modal shift or contingency planning.

Increasingly, members want to be able to conduct online training for those elements of statutory training, where it is permitted. Within this section, you’ll find e-learning options which are flexible and cost-effective.

With FTA’s Dangerous Goods Academy you benefit from:

- A range of multi-modal solutions for those involved with the transportation of Dangerous Goods.
- Public, In-company and online learning options.
- Training delivered by a professional team of trainers with extensive industry knowledge.
- The option to completely bespoke training to match your company’s objectives.

<table>
<thead>
<tr>
<th>Mode</th>
<th>Page</th>
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<tbody>
<tr>
<td>MULTIMODAL</td>
<td>22</td>
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<tr>
<td>AIR</td>
<td>23</td>
</tr>
<tr>
<td>ROAD</td>
<td>28</td>
</tr>
<tr>
<td>SEA</td>
<td>37</td>
</tr>
</tbody>
</table>
Dangerous Goods Academy
Multimodal: Dangerous Goods by Air, Road and Sea

• AIR (IATA) – Legislation requires that all staff involved in the packing, documentation or handling of dangerous goods by air complete a Civil Aviation Authority (CAA) approved training course. This requirement is met by attending a Dangerous Goods by Air Certificate course. Your certificate must then be revalidated at intervals of no longer than 2 years by completing a refresher course and successfully passing the CAA exam.

• SEA (IMDG) – The regulations require that all shore based staff involved with the transport of dangerous goods by sea receive training. This includes those who prepare documentation, classify, pack, mark, label and prepare shipments of dangerous goods.

• ROAD (ADR) – Training is required for all staff who may classify, pack, mark, or label dangerous goods which will be consigned by road.

Who should attend?
• Increasingly, customers are finding it necessary to be dangerous goods qualified in the three principle modes of transport – air, sea and road. It has in the past been necessary to attend each full course.
• Because of the considerable amount of common ground covered by these courses, it is possible to offer one-day ‘top-up’ sessions which follow-on from a DG by Air course.

Benefits of attending
• This 5 day course comprises of 3 days Dangerous Goods by Air, 1 day by Sea and 1 day by Road. The course is offered at a discounted rate to the individual courses and only available to students booking all 5 days.
• Refresher training: Whilst this course is targeted primarily at students who have received no previous dangerous goods training, the course is open to anyone, and can be used as refresher training in all three modes.

Course content
• Days 1–3: IATA Dangerous Goods Regulations, dangerous goods lists, classification, prohibitions, limited quantities, packing instructions, marking and labelling, shipper’s responsibilities, carrier and government exceptions, carrier’s responsibilities, documentation, checks, CAA examination.
• Day 4: IMDG Regulations, specific requirements for sea transport, assessment.
• Day 5: ADR Regulations, specific requirements for road transport, assessment.

Course duration
5 days.

Price
Members
£752+VAT

Non-members
£940+VAT

Price includes tuition, course materials, lunch and refreshments.
This price also includes the Civil Aviation Authority certificate fee of £9 per student for the Air Certificate course.

Please notify us of any special requirements or access arrangements at the time of booking.

This course can also be provided to ‘off-shore’ industries interested in completing the course as 3 days Air, plus 2 days Sea.

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*. 
## Venues and dates

### Scotland and North of England

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stirling</td>
<td>10–14 February, 5–9 October</td>
</tr>
<tr>
<td>Warrington</td>
<td>20–24 January, 10–14 February, 16–20 March, 18–22 May, 8–12 June</td>
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<td>17–21 August, 14–18 September, 9–13 November, 7–11 December</td>
</tr>
<tr>
<td>Newcastle</td>
<td>2–6 March, 20–24 July, 16–20 November</td>
</tr>
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</table>

### Midlands

<table>
<thead>
<tr>
<th>Location</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Leamington Spa</td>
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<td>7–11 September, 5–9 October, 2–6 November</td>
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### South of England

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Bristol</td>
<td>23–27 March, 13–17 July, 9–13 November</td>
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<td></td>
<td>6–10 July, 7–11 September, 16–20 November, 14–18 December</td>
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</tbody>
</table>

### eLearning: Introduction to Dangerous Goods by Air, Road and Sea – Overview for Management

This course provides a familiarisation with dangerous goods transport regulations and an awareness of the duties and requirements that arise from them. It is designed for personnel with no specific dangerous goods transport function(s) who need a basic awareness of the regulations.

**Course duration**  
Approximately 3–5 hours.

**Price**

**Members**  
£62 + VAT

**Non-members**  
£77 + VAT

Discount from 11 purchases available.

Book your course at onlinedangerousgoodstraining.com
Carriage of Lithium Batteries

The use of lithium batteries is becoming increasingly common, powering many everyday items, ranging from wheelchairs to power tools, as well as laptops and mobile phones. There have been a number of cargo security incidents which have been attributed to incorrectly shipped batteries. Please note that this course is specific to lithium batteries.

This course will enable students to have a thorough understanding of the relevant regulations, which includes how to apply the special provisions, marking and labelling the shipments, completing the relevant documentation as well as handling an emergency response and relevant reporting procedure.

Who should attend?
• Training is required by anyone who classifies Dangerous Goods for shipment, decides on packaging and labelling, prepares the Shipper’s documentation or completes acceptance checks prior to carriage as well as other operators who handle lithium batteries.

Benefits of attending
• This course covers all modes of transportation.
• Course fully approved by the CAA.

Course content
• Introduction to the Regulations.
• Applicability, responsibility – who needs to be trained.
• State and Operator Variations.
• Classification.
• Identification, Special Provisions.
• Packing.
• Specification Package markings.
• Marking and labelling.
• Shippers declaration.
• Handling.
• Examination.

Course duration
2 day.

Price
Members
£335+VAT
Non-members
£418.75+VAT

This price includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

Venues and dates

North England
Manchester
29–30 January
28–29 September
4–5 May

Midlands
East Midlands
23–24 March
18–19 November
14–15 July

South of England
Gatwick
14–15 January
14–15 July
21–22 April
10–11 November

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Carriage of Dangerous Goods by Air

International law requires that all staff involved in the shipping, packing, documentation, carriage or handling of Dangerous Goods by Air must be trained to the required level listed in the ICAO (International Civil Aviation Organisation) Technical Instructions for the Safe Transport of Dangerous Goods by Air.

The training provided must be approved by a nominated competent authority within each member state. In the UK this authority is the Civil Aviation Authority (CAA), who enforce the regulations under the legally binding Air Navigation Order (Dangerous Goods Regulations). Revalidation must be completed within 24 months.

Who should attend?
- The legislation recognises 12 categories of staff and specifies the training they must receive. For example: Category 1: Shippers and Carriers, Category 3: Freight Forwarders and Category 6: Operators and Ground Handling Agents, all require ‘full in-depth training’. The remaining 9 categories require shorter but specific job related training.

Benefits of attending
- Mandatory CAA approved training and certificate.
- CAA Approved Trainers.

Course content
Day 1
- Introduction, British law and course outline.
- Applicability.
- Limitations, State and Operator Variations.
- Classification of Dangerous Goods.
- Identification.
- Dangerous Goods not listed by name.
- Excepted and Limited Quantities.
- Mixtures and solutions.

Day 2
- Packing of Dangerous Goods (Overpacks/Segregation/‘Q’Value formula).
- Specification package markings.
- Marking and Labelling.

Day 3
- Documentation.
- Handling and loading.
- Acceptance checksheets.
- NOTOC (Notification to Captain).
- Emergency procedures.
- CAA Validation Examination.

Course duration
3 days.

Price

Members
£427+VAT

Non-members
£521.25+VAT

This price includes the Civil Aviation Authority certificate fee of £9 per student.

Price also includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*. 

Booking line: 0371 711 2222* • Email: training@fta.co.uk • www.fta.co.uk/training
## Venues and dates

### North England and Scotland

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<tr>
<td>Heathrow</td>
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</table>
Carriage of Dangerous Goods by Air – Refresher

International law requires that all staff involved in the shipping, packing, documentation, carriage or handling of Dangerous Goods by Air must be trained to the required level listed in the ICAO (International Civil Aviation Organisation) Technical Instructions for the Safe Transport of Dangerous Goods by Air.

Who should attend?
- Dangerous Goods by Air Certificates may be re-validated within 24 months by attending a Dangerous Goods by Air Re-validation course (2 days, including exam).
- Please note, that because the revalidation course starts with the assumption that students have a good working knowledge of the Regulations, TrainingTeam recommends that candidates who are NOT frequent and confident users of the Regulations consider revalidating their qualification by attending again the 3-day certificate course.

Benefits of attending
- Mandatory CAA approved training and certificate.
- In order to maintain continuity of the qualification, it is necessary to revalidate before the expiry date shown on the certificate. Revalidation training can be completed up to 3 months in advance without effecting the original expiry date.

Course content
- Overview of the IATA manual.
- Applicability.
- Limitations, State and Operator Variations.
- Classification.
- Identification.
- Packing, Overpacks, Segregation, Q Value Formula.
- Specification package marking.
- Labelling and marking.
- Documentation.
- Handling and loading.
- Acceptance checksheets.
- NOTOC (Notification to Captain).
- Emergency procedures.
- Exercises.
- CAA Validation Examination.

Course duration
2 days.

Price

Members
£335+VAT

Non-members
£418.75+VAT

This price includes the Civil Aviation Authority certificate fee of £9 per student.

Price also includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
### Venues and dates

#### North England and Scotland

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#### South of England

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Carriage of Dangerous Goods by Air – Radioactive Materials

Those who solely ship radioactive dangerous goods need only attend the Radioactive Materials by Air course. The certificate will reflect that it only applies to radioactive shipments and is valid for two years.

For those involved with other classes of dangerous goods as well, it is necessary to hold both Dangerous Goods by Air and Radioactive Materials by Air certificates. To maintain approval it is necessary to attend and successfully pass both revalidation courses.

In order to maintain continuity of this qualification, it is necessary to revalidate before the expiry date shown on the certificate. Revalidation training can be completed up to 3 months in advance without effecting the original expiry date.

Who should attend?
- Those involved with shipping radioactive materials.

Benefits of attending
- Satisfies legal responsibilities in respect of the carriage of dangerous goods.

Course content
Day 1
- Explanation of radioactivity.
- Shipments forbidden by air.
- Classification.
- Proper Shipping Names and UN Numbers.
- Packagings, Transport Index and measurement of activity levels.
- Package specifications and testing.
- Package marking and labelling.

Day 2
- Shipper’s Declaration, Competent Authority Approvals, Air Waybill.
- Handling (Separation from people and animals – Actions in the event of damage/leakage – Acceptance sheets).
- Exercises (including practice check sheets).
- CAA Validation Examination.

Course duration
2 days.

Price

Members
£335+VAT

Non-members
£418.75+VAT

This price includes the Civil Aviation Authority certificate fee of £9 per student. Price also includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

Venues and dates

North England
Warrington 19–20 March 16–17 July
15–16 October

South of England
Gatwick 13–14 February 21–22 May
17–18 September

Heathrow 12–13 March 11–12 June
19–20 November

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.

Booking line: 0371 711 2222* • Email: training@fta.co.uk • www.fta.co.uk/training
Subject to certain concessions, companies involved in the carriage or related loading of dangerous goods by road must appoint an appropriately qualified Dangerous Goods Safety Adviser (DGSA). Personnel wishing to be employed as Dangerous Goods Safety Advisers should attend this course.

Who should attend?
- Companies that have identified they need an in-house DGSA.
- Individuals wishing to attain DGSA qualification.

Benefits of attending
- Satisfies legal responsibilities in respect of the carriage of dangerous goods.

Course duration
5 days.
Maximum 16 delegates depending on facilities.

Examinations
Delegates attending the DGSA course will be required to enrol themselves onto the Core, Road and All Classes examinations which are administered externally by SQA. Full guidance will be provided.

DGSA exams are run through the Scottish Qualification Authority (SQA). For the dates and information on registering for the exams, please log onto: www.sqa.org.uk

Price

Members
£859+VAT

Non-members
£1,073.75+VAT

Price does not include examination fees which are set and managed by SQA.

Venues and dates

Northern Ireland, Scotland and North of England

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Midlands, East Anglia and Wales

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2020 exam dates
Closing date for enrolments
(3 weeks prior to exam)

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This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*. 
Shipping Dangerous Goods by Road

If an operation is involved in shipping dangerous goods by road, it is mandatory that staff receive regular training, ‘appropriate to their responsibilities and duties’ (ADR Chapter 1.3). In addition, DfT and HSE requirements call for staff involved in the packing, documentation, handling, loading/unloading or shipment of dangerous goods to have an understanding of certain UK regulations.

Who should attend?
- Training is required for staff from road vehicles operators, shippers, freight agents, cargo handling agents and airlines who:
  - Manufacture, consign, classify, pack, mark or label dangerous goods which will be shipped by road.
  - Prepare transport documents.
  - Mark/placard or are otherwise responsible for the provision of road transport vehicles, bulk packing or freight containers.
  - Are directly involved in the transport of dangerous goods by road as determined by the competent authority.

Benefits of attending
- Up-to-date knowledge and notification of future developments in dangerous goods legislation.
- Peace of mind that you are satisfying your statutory responsibilities.

Course content
- Introduction to ADR manuals and similarities with Air programme.
- Containment systems.
- Packaging procedures.
- Limited Quantity provisions.
- Consignment preparation.
- Mixed packing.
- Marking and labelling of packages and IBCs.
- Transport documentation.
- Placarding of containers, tanks and vehicles.
- Overview of UK road regulations.
- Exemptions from the Transport Operation.

Course duration
2 days.

Price

Members
£317+VAT

Non-members
£396.25+VAT

This price includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
### Venues and dates

**North England and Scotland**

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Shipping Dangerous Goods by Road – Refresher

If an operation is involved in shipping dangerous goods by road, it is mandatory that staff receive regular training, ‘appropriate to their responsibilities and duties’ (ADR Chapter 1.3). In addition, DfT and HSE requirements call for staff involved in the packing, documentation, handling, loading/unloading or shipment of dangerous goods to have an understanding of certain UK regulations.

Who should attend?
- Training is required for staff from road vehicles operators, shippers, freight agents, cargo handling agents and airlines who:
  - Manufacture, consign, classify, pack, mark or label dangerous goods which will be shipped by road.
  - Prepare transport documents.
  - Mark/placard or are otherwise responsible for the provision of road transport vehicles, bulk packing or freight containers.
  - Are directly involved in the transport of dangerous goods by road as determined by the competent authority.

Benefits of attending
- Up-to-date knowledge and notification of future developments in dangerous goods legislation.
- Peace of mind that you are satisfying your statutory responsibilities.

Course content
- Introduction to ADR manuals and similarities with Air programme.
- Containment systems.
- Packaging procedures.
- Limited Quantity provisions.
- Consignment preparation.
- Mixed packing.
- Marking and labelling of packages and IBCs.
- Transport documentation.
- Placarding of containers, tanks and vehicles.
- Overview of UK road regulations.
- Exemptions from the Transport Operation.

Course duration
1 day.

Price
Members
£223+VAT
Non-members
£278.75+VAT

This price includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*. 
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ADR Initial

All drivers of vehicles carrying dangerous goods, within scope of the ADR provisions, must attend a Department for Transport (DfT) approved basic training course in order to be legally qualified to transport such loads. ADR Initial qualifies for up to 28 hours Driver CPC (DCPC).

Who should attend?
• Drivers in-scope of ADR.

Benefits of attending
• Satisfies legal responsibilities in respect of the carriage of dangerous goods.

Course content
The course equips drivers with information so that they:
• Are aware of the hazards arising in the carriage of dangerous goods.
• Are aware of dangerous goods legislation.
• Can take steps to reduce the likelihood of an incident taking place.
• Can take all necessary measures for their own safety and that of the public and the environment.
• Can limit the effects of any incident that does occur.
• Have an understanding of the actions to take in the event of an incident.

Examination
Attendance on an ADR Initial course will include a formal exam for each of the modules required. The Driver Training Certificate (DTC) is then issued by Scottish Qualification Authority (SQA) to the driver between 4 and 6 weeks after the SQA the exams have been taken.

Course duration
Basic 4 day course
• Core and packages module.
• Class 2 – Flammable and non-flammable gases.
• Class 3 – Flammable liquids.

5 day course
• All of the 4 day content plus Road Tanker module.

Prices
4-day (Packages) course
This course includes Core, Packages and all classes (except class 1 and 7). Price includes all exams and 21 hours DCPC.

Members
£599+VAT

Non-members
£748.75+VAT

5-day (Packs and Tanks) course
This course includes Core, Packs, Tanks, all classes (except class 1 and 7). Price includes all exams and 28 hours DCPC.

Members
£713+VAT

Non-members
£891.25+VAT

Class 1 (Explosives) and Class 7 (Radioactives) on request.

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Venues and dates

Northern Ireland, Scotland and North of England

Stirling  23–27 March  19–23 October
Leeds  20–24 January  29 June–3 July

Midlands, East Anglia and Wales

Leamington Spa  30 March–3 April  9–13 November

South of England

Tunbridge Wells  20–24 April  28 September–2 October
West Thurrock  17–21 February  20–24 July

ADR Track and Train

Let us take the headache out of scheduling your ADR requirements. Simply present us with your drivers’ details, including ADR expiry dates and we'll do the rest – contacting you when they are eligible to re-validate and notifying you of the next available course in your area.
This course is for drivers of vehicles carrying dangerous goods who hold a Driver Training Certificate (DTC) which is due to expire. Refresher training and examination must be undertaken at least 6 weeks prior to the expiry date of the DTC. Drivers can, however, attend approved courses up to 12 months prior to the expiry date of the DTC and on successful completion, the new DTC will commence from the expiry date of the original certificate. FTA recommends that all drivers attend approved courses well in advance of the expiry date of the DTC.

ADR Refresher training qualifies for 7 hours Driver CPC.

Who should attend?
- Drivers in-scope of ADR.

Benefits of attending
- Satisfies legal responsibilities in respect of the carriage of dangerous goods.

Course content
- Refresher instruction on dangerous goods legislation.
- An update on practical elements of carrying dangerous goods.
- Updates on how to react in emergency situations.

Examination
There is a formal exam for each module and drivers will take the relevant exam(s) for modules studied.

On successful completion of the exam(s) the driver will receive their ADR DTC from the Scottish Qualification Authority (SQA), the awarding body.

Course duration
Up to 3 days.
Maximum 20 delegates depending on facilities.

Prices
This 3-day course includes Core, Packages and all classes (except class 1 and 7*).

Members
£435+VAT

Non-members
£543.75+VAT

Price includes course materials, lunch, refreshments and a 7-hour Driver CPC upload worth £8.75.

Class 1 (Explosives) and Class 7 (Radioactives) on request.

Venues and dates

Northern Ireland, Scotland and North of England
Stirling 11–13 August
Leeds 6–8 October

Midlands, East Anglia and Wales
Leamington Spa 30 June–2 July

South of England
Tunbridge Wells 4–6 August
West Thurrock 3–5 March

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Receiving Deliveries of Petroleum Products

This in-company course will ensure delegates are aware of legislation, risks and hazards associated with the movement and receipt of petroleum.

Who should attend?
- Anyone who is involved in receiving petroleum products, either directly or indirectly.

Benefits of attending
- Up-to-date knowledge and notification of future developments in dangerous goods legislation.
- Peace of mind that you are satisfying your statutory responsibilities.

Course content
- Providing information on relevant legislation.
- Exploring the hazards and dangers of petroleum products.
- Providing guidance on risk assessments and safe systems of work.
- Exploring the responsibility and liability of employers and employees.
- Guiding delegates on preparing sites for receiving deliveries.
- Advising delegates on the preparation and keeping of documents.

Course duration
- Half day.
- Maximum 6 delegates depending on facilities.

Price

Members
£604 + VAT

Non-members
£755 + VAT

Price includes tuition, course materials, certification and refreshments.

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Shipping Dangerous Goods by Sea

International Maritime Dangerous Goods Code (IMDG Code), requires all shore-side staff concerned with the transport of dangerous goods by sea to receive training commensurate with their responsibilities, (IMDG Code 1.3.1.1). The course explores and highlights the relationship between Sea Regulations (IMDG) and European Road Regulations (ADR) essential for those exporting to mainland Europe.

Who should attend?
- Training is required for staff from road vehicle operators, ship operators and port staff, shippers, freight agents and cargo handling agents.

Benefits of attending
- This 2-day Course will enable you to interpret the regulations regarding the transport of Dangerous Goods by Sea.

Course content
Day 1
- Introduction to the International Maritime Dangerous Goods Code (IMDG).
- Identification and classification of Dangerous Goods.
- Marine pollutants.
- UN packaging specifications.
- Packaging procedures.
- Limited Quantity provisions.

Day 2
- Consignment preparation.
- Marking and labelling of packages and IBCs.
- Placarding of containers, tanks and vehicles.
- Segregation Groups and Segregation Provisions.
- Documentation.
- The use of Sea Regulations (IMDG) in conjunction with other modes of transport.

Course duration
2 days.

Price

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This course is also available as an in-company option. For more information please email training@fta.co.uk or call 0371 711 2222*.
Shipping Dangerous Goods by Sea – Refresher

International law in the form of the International Maritime Dangerous Goods Code (IMDG Code), requires all shore-side staff concerned with the transport of dangerous goods by sea to receive training commensurate with their responsibilities, (IMDG Code, Paragraph 1.3.1.1).

Who should attend?

- This course is for those who require a refresher or already hold a valid Dangerous Goods by Air Certificate. The IMDG Code also makes it clear that the initial training should be ‘...periodically supplemented with refresher training...’.
- We recommend that candidates attend retraining at approximately 2-year intervals.

Note: Anyone requiring only a Dangerous Goods by Sea Certificate must attend the full two days sea course.

Benefits of attending

- This 1-day Course will update your ability to interpret the regulations regarding the transport of Dangerous Goods by Sea.

Course content

- Introduction to International Maritime Dangerous Goods Code.
- Marine pollutants.
- UN packaging specifications.
- Packaging procedures.
- Limited Quantity provisions.
- Consignment preparation.
- Marking and Labelling of packaging and IBCs.
- Placarding of containers, tanks and vehicles.
- Segregation Groups and Segregation Provisions.
- Documentation.

Course duration

1 day.

Price

Members

£223+VAT

Non-members

£278.75+VAT

This price includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

This course is also available as an in-company option.

For more information please email training@fta.co.uk or call 0371 711 2222*.
# Venues and dates

## North England and Scotland

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stirling</strong></td>
<td>13 February - 8 October</td>
</tr>
<tr>
<td><strong>Leeds</strong></td>
<td>30 January - 14 May - 22 October</td>
</tr>
<tr>
<td><strong>Warrington</strong></td>
<td>23 January - 13 February - 19 March - 21 May - 10 December - 11 June</td>
</tr>
<tr>
<td><strong>Newcastle</strong></td>
<td>5 March - 23 July - 19 November</td>
</tr>
</tbody>
</table>

## Midlands

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leamington Spa</strong></td>
<td>26 March - 25 June - 29 October</td>
</tr>
<tr>
<td><strong>East Midlands</strong></td>
<td>16 January - 27 February - 12 March - 23 April - 11 June</td>
</tr>
</tbody>
</table>

## South of England

<table>
<thead>
<tr>
<th>Location</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bristol</strong></td>
<td>26 March - 16 July - 12 November</td>
</tr>
<tr>
<td><strong>Gatwick</strong></td>
<td>16 January - 19 March - 21 May - 18 June - 16 July</td>
</tr>
<tr>
<td><strong>Heathrow</strong></td>
<td>23 January - 20 February - 23 April - 14 May - 11 June</td>
</tr>
<tr>
<td></td>
<td>9 July - 10 September - 19 November - 17 December</td>
</tr>
</tbody>
</table>
Shipping Dangerous Goods by Sea – eLearning

**IMDG Code – Standard**
This course is aimed at booking office staff, administrators, customer and/or business services support staff. It provides training at a function-specific level for these personnel and others with similar functions requiring a sound working knowledge of the IMDG Code.

Code access included with this course.

**Course duration**
Approximately 8–12 hours.

**Price**

*Members*
£116+VAT

*Non-members*
£145+VAT

Discount from 11 purchases available.

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**IMDG Code – Advanced**
This course is aimed at senior dangerous goods managers/dangerous goods safety advisers who require detailed training on all the main aspects of the IMDG Code's provisions. This course provides in-depth training on documentation and completion requirements, stowage and packing requirements and dangerous goods classification and identification provisions is provided.

Code access included with this course.

**Course duration**
Approximately 22–26 hours.

**Price**

*Members*
£131+VAT

*Non-members*
£163.75+VAT

Discount from 11 purchases available.

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**IMDG Code – Consignor/Freight Forwarder**
This course is for personnel with a management, supervisory and/or safety compliance role. It provides inter alia an overview of the IMDG Code general provisions and in-depth training on relevant function-specific provisions and requirements with regards to CTU and packages.

Code access included with this course.

**Course duration**
Approximately 17–22 hours.

**Price**

*Members*
£116+VAT

*Non-members*
£145+VAT

Discount from 11 purchases available.

---

**IMDG Code – Refresher**
This course provides a recap of the main IMDG Code provisions and includes an update on significant changes in the latest amendment for personnel who have already been trained online or in the classroom, and have previous knowledge of the IMDG Code's provisions.

Code access included with this course.

**Course duration**
Approximately 4–6 hours.

**Price**

*Members*
£111+VAT

*Non-members*
£138.75+VAT

Discount from 11 purchases available.
IMDG Code Ship Loader
This course is for personnel responsible for and/or directly involved in ship loading/unloading operations and includes IMDG/CTU requirements.

Code access included with this course.

Course duration
Approximately 8–12 hours.

Price

<table>
<thead>
<tr>
<th>Members</th>
<th>£116+VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-members</td>
<td>£145+VAT</td>
</tr>
</tbody>
</table>

Discount from 11 purchases available

Dangerous goods consultancy services from FTA
Our team of Dangerous Goods Safety Advisers (DGSAs) deliver the following services.
- ‘Health check visits’ to ensure you are aware of the rules that apply to products you are manufacturing or transporting
- Visits to monitor compliance with legislation, complete with annual performance report
- Quality assurance to ensure any in-house DGSA is kept up to date
- Guidance on operations via sea (IMDG) and air (IATA/ICAO)
- Multi-lingual report service (Dutch, German, French)

For more information please call 0371 711 2222* or visit fta.co.uk/consultancy
A constantly evolving threat from terrorism means that Aviation Security forms an integral part of national security measures.

All staff with unescorted access to identifiable secure air cargo will require training to some degree and fall into 3 distinct groups: those working for a Regulated Cargo Agent, those employed by a Known Consignor, or drivers of these, and those working under a Contracted Haulier Declaration.

Within this section you will find the classroom courses and the online equivalent. If booking any of these courses for the first time, it is worth contacting us to ensure your staff are being trained to the correct level, as required by the DfT/CAA.
Aviation Security
General Security Awareness Training (GSAT) – eLearning

In line with EU Requirement 2320, GSAT training has now been in existence since November 2007 and all staff working in the Security Restricted Area (SRA) of a Department for Transport controlled airport will need to hold a current certificate. Newly recruited staff will need to undergo this training as a prerequisite to applying for an airport ID pass.

Who should attend?
- Examples of staff requiring this training include airside office workers, airline operations and passenger service staff, engineering and maintenance staff, aircraft re-fuellers, shop, catering and other staff in the departure/arrivals areas.
- Staff who have received certain other security training – for example, air cargo, in-flight catering, and job functions which include security as part of their training (eg security staff, air crew, etc), are exempt.

Benefits of course
- Easy to use e-learning based course.
- Clear text for second-language speakers.
- Multiple choice questions.
- Department for Transport (DfT) approved training.
- Administration system for employers.
- Regularly updated to comply with latest EU and DfT legislation.
- The course is short and easy to use and can take under an hour to complete.

Course content
- The threat to aviation.
- Objectives and organisation of aviation security.
- Security Restricted Area and access control.
- Prohibited articles.
- The trainees role in aviation security.

Price

**Members**
£34.40 + VAT

**Non-members**
£43 + VAT

To book this course please visit www.gsattraining.net
Staff with unescorted access to identifiable secure air cargo require training to some degree.

There is a training syllabus specifically for Regulated Agents and their drivers (referred to as Levels: Cargo Aviation Security Principles (CASP) and Cargo Operative (CO)). Exactly which staff receive which level or module is down to a company to decide, based on their knowledge of the operation and the rules set in place by the CAA/DfT.

Who should attend?

**Cargo Aviation Security principles for Warehouse and General Staff – CASP**
- This course is for those who work in the office or warehouse of a Regulated Agent, have access to Secure Air Cargo, and are required under Department for Transport (DfT) regulations to have general security awareness training.

**Cargo Aviation Security Principles for Drivers – CASP**
- This course is for drivers of vehicles carrying Secure Air Cargo and covers the modules required by the DfT.

**Cargo Operative – CO**
- For staff implementing security controls for air cargo or mail at a regulated site, specifically those working in the warehouse of a regulated agent.

Benefits of doing these courses
- The objective of the course are to ensure that all persons who have access to secure air cargo or mail understand their role and responsibilities in relation to keeping air cargo and mail secure.
- Meets DfT approval requirements.
- Modular structure.
- Avoids classroom time and costs.
- Easy to book and use.
- Can be completed in 1.5 hours (CASP); 2.5 hours (CO).

Course content

**CASP – modules 1 – 6 of the Regulated Agent training syllabus:**
- Module 1 – The Threat to Aviation.
- Module 3 – Protecting Air Cargo – Warehouse.
- Module 4 – Protecting Air Cargo – Drivers.
- Module 5 – Protecting and Searching Aircraft.
- Module 6 – Reacting to and Reporting of Suspicious Circumstances and Security Incidents.

**CO – Modules 1 – 6 above, plus:**
- Module 7 – Security Controls for Air Cargo.
- Module 8 – Warehouse Acceptance and Dispatch of Air Cargo.
- Module 9 – Prohibited Articles.
- Module 10 – Methods of Concealment.

Price

**Members**

- CASP £28+VAT
- CO £65+VAT

**Non-members**

- CASP £35+VAT
- CO £81.25+VAT

For more information please email training@fta.co.uk or call 0371 711 2222*. 

Booking line: 0371 711 2222* • Email: training@fta.co.uk • www.fta.co.uk/training
Air Cargo Security Courses – CASP, CO, COS

All staff with unescorted access to identifiable secure air cargo will require training. Exactly which staff receive which level or module is down to the company to decide, based on their knowledge of the operation and the rules set in place by the CAA/DfT.

Who should attend?

- **CASP** – Cargo Aviation Security Principles: for persons requiring general security awareness within air cargo, including drivers with specific responsibility for the safe transport of secure air cargo by road.
- **CO** – Cargo Operative: for staff implementing security controls for air cargo or mail at a regulated site, specifically those working in the warehouse of a regulated agent.
- **COS** – Cargo Operative Screening – Hand Search: intended for agent’s staff undertaking screening of air cargo or mail by hand search.
- **COS** – Cargo Operative Screening – X-ray – NXCT: intended for agent’s staff undertaking screening of air cargo or mail by X-ray.

Benefits of attending

Ensure compliance with CAA/DfT Regulations.

Course content

**CASP** – Training is drawn from the relevant parts of modules 1 – 6 of the ‘Regulated Agent’ training syllabus

- **Module 1** – The Threat to Aviation.
- **Module 2** – Aviation Security – Organisation and Legislation.
- **Module 3** – Protecting Air Cargo – Warehouse.
- **Module 4** – Protecting Air Cargo – Drivers.
- **Module 5** – Protecting and Searching Aircraft.
- **Module 6** – Reacting To and Reporting of Suspicious Circumstances and Security Incidents.

**CO** – Modules 1–6 as above plus:

- **Module 7** – Security Controls for Air Cargo.
- **Module 8** – Warehouse acceptance and Dispatch of Air Cargo.
- **Module 9** – Prohibited Articles.
- **Module 10** – Methods of Concealment.

**COS** – Hand Search – Modules 1–10 as above plus

- **Module 11** – Review of Screening Methods.
- **Module 13** – Hand Search.

Training is drawn from the relevant parts of modules 1–10, 11 and 13. Following a short theory session and written exam, all students will be required to demonstrate their understanding and ability to physically examine items of air cargo.

- **COS** – X-ray screening – X-ray screening is Module 14 of the Air Cargo Security training syllabus. TrainingTeam only provide training on X-ray screening on-site using a clients own machine. The session comprises theory taught in the classroom followed by a hands-on session using the machine itself.
- The computer based National X-ray Competence Test (NXCT) can be conducted at either client’s own site or on demand at our Gatwick office. The NXCT is valid for 13 months and all operational x-ray screeners MUST hold a current certificate.

Course duration

CASP – Half day.
CO – 1 day.
COS Hand search – 1 day.
COS X-ray – Call to discuss your requirements – 01293 989201.

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Price

Members
CASP £96+VAT
CO £148+VAT
COS – Hand search £168+VAT
COS-Xray Call FTA Member Services to discuss price

Non-members
CASP £120+VAT
CO £185+VAT
COS – Hand search £210+VAT
COS-Xray Call FTA Member Services to discuss price

This price includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

Venues and dates
CASP, CO, COS

South of England

<table>
<thead>
<tr>
<th>Venue</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>Gatwick</td>
<td>11 February</td>
</tr>
<tr>
<td></td>
<td>17 June</td>
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<tr>
<td></td>
<td>14 October</td>
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<td>28 April</td>
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<tr>
<td></td>
<td>19 August</td>
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<tr>
<td></td>
<td>2 December</td>
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</tbody>
</table>

Call FTA Member Services to discuss price
Cargo Supervisors (CS) and Cargo Managers (CM)

All staff with unescorted access to identifiable secure air cargo will require training to some degree. Exactly which staff receive which level or module is down to the specific company to decide based on their knowledge of the operation and the rules set in place by the CAA/DfT.

Who should attend?
- CS – Cargo Supervisor. Generally policy and procedures are set in place under the authority of the Security Manager, it is then left to the supervisory staff to implement. Of course, not all cargo agents will have a specific supervisor level within their structure, it’s then down to the Security Manager to identify the most appropriate person to assume this responsibility.
- CM – Cargo Manager. All regulated sites must have a manager nominated to oversee and be responsible for the security operation. The security manager will be the single point of contact for the CAA/DfT who will look to that person to create and maintain the security programme detailing the security processes in place at that particular site.

Benefits of attending
- Ensure compliance with CAA/DfT Regulations.

Course content
Cargo Supervisor
- Module 1 – The Threat to Aviation.
- Module 3 – Protecting Air Cargo – Warehouse.
- Module 4 – Protecting Air Cargo – Drivers.
- Module 5 – Not Required.
- Module 6 – Reacting To and Reporting of Suspicious Circumstances and Security Incidents.
- Module 7 – Security Controls for Air Cargo.
- Module 8 – Warehouse Acceptance and Dispatch of Air Cargo.
- Module 9 – Prohibited Articles.
- Module 10 – Methods of Concealment.
- Module 11 – Overview of Screening Methods.
- Module 13 – Hand Search (optional).
- Module 14 – X-ray (optional).
- Module 20 – The Supervisor.

Cargo Manager
All modules as above – plus:

Course duration
Cargo Supervisor – 1.5 days. Cargo Manager – 2 days.

Price
Members
- CS £273+VAT
- CM £344+VAT

Non-members
- CS £341.25+VAT
- CM £430+VAT

This price includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

Venues and dates
CS and CM
South of England
Gatwick
- 11–12 February
- 14–15 October
- 17–18 June
- 19–20 August
- 28–29 April
- 2–3 December

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Known Consignor (KC)

All staff with unescorted access to identifiable secure air cargo will require training to some degree. Exactly which staff receive which level or module is down to the specific company to decide based on their knowledge of the operation and the rules set in place by the CAA/DfT.

Who should attend?
There is an air cargo security training syllabus specifically for Known Consignors, this consists of 8 Modules. Modules 1–7 are for all staff handling or directly involved with air cargo shipments, with the additional Module 8 intended for the person taking responsibility for the secure process and acting as the contact point with the CAA/DfT.

Benefits of attending
Ensure compliance with CAA/DfT Regulations.

Course content
Known Consignor – Level 1-7/8
- **Module 1.**
  - Aviation security – threat and mitigation.
  - The threat to aviation.
  - Aviation security – organisation and legislation.
  - Principles of the air cargo regime.
- **Module 2** – Prohibited Articles.
  - Recognition of explosives and incendiary devices
  - Methods of concealment.
- **Module 3** – Protecting air cargo.
- **Module 4** – Responding to threat warnings and prohibited articles.
- **Module 5** – Making cargo secure.
- **Module 6** – Secure transportation.
- **Module 7** – The consignment security certificate.
- **Module 8** – The role of the Responsible Person.

Prices

<table>
<thead>
<tr>
<th></th>
<th>Members</th>
<th>Non-members</th>
</tr>
</thead>
<tbody>
<tr>
<td>KC 1-7</td>
<td>£164+VAT</td>
<td>£205+VAT</td>
</tr>
<tr>
<td>KC 1-8</td>
<td>£176+VAT</td>
<td>£220+VAT</td>
</tr>
</tbody>
</table>

This price includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

Venues and dates

<table>
<thead>
<tr>
<th>South of England</th>
<th>11 February</th>
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</tr>
</thead>
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<td></td>
<td>14 October</td>
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</tbody>
</table>

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Known Consignor (KC) – eLearning

All staff with unescorted access to identifiable secure air cargo require training to some degree. There is a training syllabus specifically for Known Consignor and their drivers (Known Consignor Modules 1–7).

Exactly which staff receive which level or module is down to the specific company to decide based on their knowledge of the operation and the rules set in place by the CAA/DfT.

Who should attend?

• This course is required under DfT regulations for those who work in the office or warehouse of a Known Consignor who have access to Secure Air Cargo.
• Drivers transporting consignments from the known consignor to a regulated agent are also required to have this training.

Benefits of doing these courses

• Staff understand their role and responsibilities in relation to keeping air cargo and mail secure.
• Meets DfT approval requirements.
• Modular structure.
• Avoids classroom time and costs.
• Easy to book and use.
• Can be completed in an hour and a half.

Course content

• Aviation security – threat and mitigation.
• The threat to aviation.
• Aviation security – organisation and legislation.
• Principles of the air cargo regime.
• Prohibited Articles.
• Recognition of explosives and incendiary devices.
• Methods of concealment.
• Protecting air cargo.
• Responding to threat warnings and prohibited articles.
• Making cargo secure.
• Secure transportation.
• The consignment security certificate.

Price

Members
£31+VAT

Non-members
£38.75+VAT

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*. 
Shop
FTA Shop offers a full range of Dangerous Goods and PPE Equipment

- HGV Driver ADR Kit
- Lightweight Plastic Chock
- Folding Hazchem Medical Waste Sign
- Oil and Fuel Spill Kit in Wheely Bin
- Rock Fall Dakota Boot
- High Viz Waistcoat
- Watertite Grip Glove

Contact us today for more information

Free p&p plus a Yorkie bar on all orders over £100!

*Calls may be recorded for training purposes
0371 711 1111*  www.shop.fta.co.uk/DG20
Established in 1935, the Institute of Export & International Trade is the professional membership body representing and supporting the interests of everyone involved in importing, exporting and international trade.

Offering a unique range of individual and business membership benefits and a world renowned suite of qualifications and training, the Institute is the leading authority in best practice and competence for businesses trading globally.
Export and International Trade
Post Brexit Planning Workshop

This Brexit Planning Workshop provides businesses the opportunity to focus on implications for exporting and importing businesses in relation to trade with the European Union member states and also trade with the rest of the world. Businesses involved in the exporting and importing supply chain will also benefit from the workshop.

The workshop addresses key issues arising from Brexit including customs and trade compliance, and the impact on how businesses operate. It is intended to provide exporters and importers with the knowledge to prepare for different Brexit outcomes, in the medium and longer term, and offers a checklist of practical steps to anticipate changes and take advantage of opportunities.

You will now also get access to our 3-hour e-learning course to explain Customs Declaration processes and procedures.

Who should attend
This course is applicable to all areas of international trade, to enable companies to be aware of the potential impact the changes may have and the best way to prepare for them.

Course content
- The present.
- The exit process and timescale, implications.
- Current and future impacts, contingency planning.
- Communicating with existing EU clients/suppliers/partners.
- Anticipating the future.
- Customs legislation, clearance, tariffs.
- Understanding the importance of the World Trade Organisation.
- Regulatory and documentary implications, licences, inspections.
- Other factors impacting on trade in services and goods.
- The transition phase.
- Wider implications of Brexit for international trade.
- Trading with the rest of the world.
- Free Trade Agreements and origin of goods.
- Implications for trade beyond Europe and within.
- Securing the supply chain.
- Evaluating transport and logistics issues.
- Sourcing implications.
- Minimising delay and uncertainty.
- Authorised Economic Operator (AEO).
- Supplier contracts.
- Planning and preparation for exporters and importers.
- Risk analysis.
- Checklist of factors to consider.
- Risk mitigation.

Course duration
1 day.

Prices
Members
£299+VAT

Non-members
£399+VAT

Dates
Check the workshop dates at www.export.org.uk/page/PostBrexitPlanning

To book this course, please visit fta.co.uk/training/export-and-international-trade
Introduction to Exporting

International markets offer huge opportunities for UK businesses. Finding and developing new markets for products is a hugely valuable avenue for expansion and in some sectors in particular, global demand for British brands and products makes international trade an excellent means of growth. Selling internationally is very complex but – as with most things – easy with help and appropriate training.

The Introduction to Exporting course covers all the basic key areas that a new exporter would need to become a much more effective exporter.

The course will explain the requirements for documentation, what content is required and why? Plus an overview of country of origin, Incoterms and what you need to keep as proof of export for potential audits.

Where applicable, the course will explain any cost implication so that delegates not only understand why costs are applied to certain documents and processes, but how to potentially allocate these costs to maintain profit.

Delegates attending this course will receive 6 months’ free support from the tutor.

Who should attend?
- This course is most suitable for new exporters or people working in export but who have never had formal training.
- The departments within a business that this course would apply to are:
  - Customer Services.
  - Export Administration.
  - Shipping.
  - Export Sales Administration.
  - Logistics.
  - Distribution.

Course content
- Explanation of what an export is – pre BREXIT and what could be post BREXIT.
- Overview of dispatches and acquisitions.
- The role of Customer Services in International Trade:
  - Dealing with different cultures.
  - Key aspects of good international customer service.
- The export process – overview of how the process works and information requirements from exporters.
- Country of Origin.
- Tariff Codes – HS/CN/TARIC – Overview.
- Overview of documents and why we have them and proof of export.
  - Commercial Invoice – content and example.
  - Packing List – content and example.
  - Airway Bill – content and example.
  - Bill of Lading – content and example.
  - CMR notes – content and example.
- Exporter Responsibilities.
- Export Packing / Volume Calculations – Activity.
  - FCL v LCL for competitiveness.
  - Explanation of volume v weight for shipping.
- Incoterms – A review of each term, their application and issues to be aware of.
  - Using Incoterms as Incentives.
- Trade Agreements – Preferential/Free – A description of the different types of trade agreements currently in place.
  - Overview of Preference documents.
  - Overview of Non-preferential documents.

To book this course, please visit fta.co.uk/training/export-and-international-trade
Course assessment
Delegates are be required to complete an assessment. On successful completion, they will be issued with a certificate of achievement.

Course duration
1 day.

Prices

IoE Members
£299 + VAT

Non-members
£399 + VAT

FTA members get a 15% discount from the non-member rate. Please quote the code FTA2020.

Dates
Check the dates at www.export.org.uk/page/IntrotoExporting
Introduction to Importing

Suppliers around the world offer a wide variety of goods that might suit your business. You might be able to find lower-priced supplies, giving you a competitive edge, or new supplies that allow you to sell a completely different product. Just as when you buy within the UK, it’s important to find good suppliers, make sure they offer what you want and negotiate the right deal.

This one-day seminar will consider the basic procedures, terminology and documentation involved in importing. It will give an overview of the entire importing process including supplier selection, evaluation of risks, supply chain, terms of delivery, methods of payment, selection of clearing agent, duty and excise and the role of UK customs.

Who should attend
This course is most suitable for new importers or people working in import but who have never had formal training. The departments within a business that this course would apply to are:
- Customer Services.
- Shipping.
- Purchasing.
- Accounts and finance.
- Import administration.
- Logistics.
- Production planning.
- Technical support.
- Quality and standards.
- Repairs.
- Distribution.

Course content
- Background to importing.
- Balance of trade.
- Indirect and direct importing.
- Role of clearing an agent.
- Evaluations of risks – supplier due diligence.
- Processing an import order – the contract of sale.
- Key documentation.
- The role of HM customs.
- Import duties.
- Import VAT.

- Import Landed Cost Calculation
- Valuation methods for imports.
- Tariff codes – HS/CN/TARIC.
- The import process
- CPC codes – a brief explanation of what they are.
- SAD C88 form – an overview.
- Incoterms – application and impact on imports.

Course duration
1 day.

Prices
IoE Members
£299 +VAT

Non-members
£399 +VAT

FTA members get a 15% discount from the non-member rate. Please quote the code FTA2020.

Dates
Check the dates at www.export.org.uk/page/IntrotoImporting

To book this course, please visit fta.co.uk/training/export-and-international-trade
Effective Incoterms® 2020

The Institute of Export & International Trade is an ICC licensed training partner, authorised to provide training on ICC Incoterms®2020.

Incoterms® comprise some of the most widely used, but most misunderstood aspects within international trade; they can impact on a number of areas of a company’s operations, including sales, accounts, shipping, operations, compliance and customer service.

At the beginning of 2020 we will see the introduction of the latest version of Incoterms® known as ICC Incoterms®2020.

Since the UK’s referendum in 2016 to stay or leave the EU, there has been an increase in companies wanting to understand more about import and export processes. Even so, with this surge in interest, Incoterms® is still one area that is most widely used, yet one of the most misunderstood.

If used correctly, they can avoid uncertainty, minimise delay and facilitate smooth operations, transport and payment. If you agree to use a term without understanding the full implications for your business, can result in unexpected costs, obligations and delays.

The course will also enable UK businesses to be much more cost and risk aware, when negotiating new business deals whatever the future international trade environment holds for the UK after BREXIT.

This course can also be delivered in-house at a location of your choice. Choosing an in-house version of one of our training courses will be more economical where several members of your staff will be attending the session.

Learning outcomes
- What are ICC Incoterms®2020?
- What are the changes from the 2010 version to the new 2020 version?
- The benefits the 2020 version offers.
- The application of ICC Incoterms®2020.
- The impact of BREXIT and the understanding of the correct application in line with any new trade and customs compliance requirements for future trade with the EU.
- Understand the features, obligations and responsibilities for each of the terms within ICC Incoterms®2020.
- Choose the most suitable Incoterm® for each mode of transport.
- Avoid pitfalls and problems from use of unsuitable terms.
- The commercial benefits in sales negotiations.

- What are the risks and responsibilities of each Incoterm®?
- What are the buyer and seller obligations for each Incoterm®?

Who should attend
This course is designed for companies who export and import goods from both EU and Non-EU markets. The course is mainly designed for:
- Sales.
- Shipping.
- Accounts.
- Purchasing/Buyers.
- Freight Forwarders.
- Goods In/Out Personnel.

To book this course, please visit fta.co.uk/training/export-and-international-trade
Prices

IoE members
£320+VAT*

Non-members
£420+VAT

*Please note that only Associate, Full and Business Members are eligible for this preferential rate.

FTA members will receive 15% discount from the non-member rate, by using the code FTA2020.
Container Logistics
Container Logistics

The course delivers a master class in the economic principles, regulatory environment and competitive drivers that determine fleet deployment, shipping line service levels and freight levels. The content is designed to provide a foundation of knowledge to both new and experienced professionals in the industry and blends applied economics illustrated by a wealth of industry examples and analysis of current market conditions.

Who should attend?
- Those needing to understand the drivers of container freight rates and container shipping service levels.
- Consultants, business analysts and commercial representatives responsible for assessing business opportunities and risks.
- Experienced staff and managers wishing to develop their understanding of the container sector.
- Anyone new to the container industry requiring an executive induction programme.

Benefits of attending
- Holistic in-depth understanding of the container market.
- Provides extensive analysis supported by comprehensive long-term data.
- Gain the knowledge necessary to interpret company strategies and underlying service levels.
- Offers a highly engaging delivery style supported by industry examples, multimedia content and thought-provoking activities.

Course content
- Trade volumes, port throughput trends and ship routing.
- Transport mode selection, hinterland structures and traffic flows.
- Ship economics, cost structure, size, utilisation and fleet deployment strategies Management of services, rotations, voyages and port calls.
- Terminal operator structure, competition and health and safety.
- Handling methods, terminal performance and terminal automation.
- The container fleet, cargo trends and container imbalances.
- Regulatory impact environmental, cabotage, consolidation and alliance structures.
- Future challenges – ship size, alliance structures, service levels.

Course duration
2 days.

Price

Members
£417+VAT

Non-members
£521.25+VAT

This price includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

Venues and dates

Midlands, East Anglia and Wales
Leamington Spa 6–7 February 14–15 September

South of England
Tunbridge Wells 30 April–1 May 14–15 December
Container Transport – eLearning

**Container Types – Introduction**
This course examines the way containers have been designed to carrying different types of cargo and the variety of (un)stuffing methods used. As well as general purpose containers, which are the most common, learners are introduced to thermal (commonly know as reefers), tank, platform, open top, dry bulk and other specialist containers.

Code access included with this course.

**Course duration**
Approximately 2 hours.

**Price**
- **Members**
  £56 + VAT
- **Non-members**
  £70 + VAT

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**Container Carrying Ships – Introduction**
This course examines the types of ships that are suited to the transport of containers. Learners will discover the features of fully cellular, multi-purpose and hybrid ships as well as barges. In studying the characteristics of these ships different methods of (un)loading containers are examined and ship related terminology is examined.

Code access included with this course.

**Course duration**
Approximately 2 hours.

**Price**
- **Members**
  £56 + VAT
- **Non-members**
  £70 + VAT

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**Container Transport – Standard**
This course examines the door-to-door movement of containers and the different transport modes used in container shipments. The first part of the course looks at the size and capacity of container ships and the complexity of ship planning and container stowage. The second part focuses on the capacity and constraints of road, rail, and inland waterways and discusses the benefits of unitisation and intermodalism.

Code access included with this course.

**Course duration**
Approximately 2 hours.

**Price**
- **Members**
  £80 + VAT
- **Non-members**
  £100 + VAT

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**From Summer 2020**
**International Shipments – Standard**
This course walks through the steps involved in a full container load and less than container load shipment and examines export, transport and import documentation. The main trade payment methods are also explained as well as the basis of marine insurance and the role of Incoterms.

Code access included with this course.

**Course duration**
Approximately 3 hours.

**Price**
- **Members**
  £80 + VAT
- **Non-members**
  £100 + VAT
Container Terminals – Standard
This course examines the layout of container terminals, the need to segregate containers according to cargo, and the different activities performed such as M&R, Customs, CFS operations, fumigation and container inspection. The learner is shown the difference between export, transhipment, import and transit container flows and internal container terminal moves.

Course duration
Approximately 2 hours.

Price
Members
£120+VAT
Non-members
£150+VAT
Discount from 11 purchases available.

Container Design and Stacking – Advanced
This course examines the construction and design of containers and the stresses and strains they are exposed to during stacking and transportation. The role of ISO standards and the Convention for Safe Containers (CSC) are explained – including a detailed examination of the data contained on the Safety Approval Plate. Particular attention is given to the allowable and maximum stacking height of containers. The course concludes by explaining the process of container approval and the PES and ACEP container examination schemes.

Course duration
Approximately 4 hours.

Price
Members
£120+VAT
Non-members
£150+VAT
Discount from 11 purchases available.

Handling Equipment – Advanced
This course examines the wide range of handling equipment found in container terminals and inland depots. Starting with ship-to-shore, yard and mobile cranes, the course then examines internal transfer vehicles. For each type of equipment, learners are given an overview of their design and function and how they fit into the overall pattern of container terminal operations.

Course duration
Approximately 4 hours.

Price
Members
£120+VAT
Non-members
£150+VAT
Discount from 11 purchases available.
Size Type Codes – Advanced
This course focuses on the ISO Size Type Code used on maritime and swapbodies to identify their type and external dimensions. All editions of the code are presented from the first all numeric code to the alpha numeric code most recently amended in 2012. The use of comprehensive code lookup tables in activities and the tutorial ensure learners can apply the codes.
Code access included with this course.

Course duration
Approximately 3 hours.

Price
Members
£100+VAT
Non-members
£120+VAT
Discount from 11 purchases available

Introduction to Freight Container VGM
This course explores the Verified Gross Mass (VGM) requirement, including the two methods permitted to verify the gross mass, weighing the packed container or weighing all constituent parts and adding that to the tare of the container. It is designed to provide all the information needed to understand why this legal requirement was developed, its objectives and offer practical solutions.

Course duration
Approximately 3–5 hours.

Price
Members
£60+VAT
Non-members
£75+VAT
Discount from 11 purchases available.

Introduction to the CTU Code
This course provides an introduction and overview to the CTU Code. It highlights how to navigate the key sections of the Code and how it can support training in the packing and securing of cargo into/onto CTUs. It also includes a brief overview of the new SOLAS Verified Gross Mass (VGM) regulations and links to the electronic version of the CTU Code.

Course duration
Approximately 3–5 hours.

Price
Members
£65+VAT
Non-members
£81.25+VAT
Discount from 11 purchases available.
It is incumbent upon operators to ensure that any appointed transport manager has ‘continuing ability’ in the responsibilities of their role.

Not only is it good practice for transport managers to refresh their knowledge, the staff who report to them should also be aware of legislative changes that may affect the undertakings given by their employer.

Restricted operator licences account for over 50% of all the licences issued. Although restricted licence holders are not legally required to employ a transport manager, operator licence ‘undertakings’ apply across all licence types. It is therefore important that staff are trained, responsible and capable.

This section provides several options for the upskilling and refresher training of transport staff.

**With FTA’s Managing Transport Operations training you benefit from:**

- A demonstrable pathway for logistics professionals.
- Competency framework to assist with succession planning.
- Options for support staff and restricted licence holders.
- The option to completely bespoke training to match your company’s objectives.
Managing Transport Operations
Transport Compliance with FTA – as easy as 1, 2, 3

1. Operator Licence Awareness Training (OLAT)
   - 1-day course for supervisors and managers.
   - Specifically covers the ‘promises’ made on an operator’s licence.
   - Provides staff with the answers to ‘why we do what we do’.
   - Demonstrates a proactive approach towards compliance.
   - Bespoke in-company options.
   - Half-day ‘Directors’ course available on the fundamentals of operator licensing.
   - Seminar style option for groups over 16 delegates, staffed and chaired by FTA.
   - Assessed by Electronic Voting Software (EVS). In-company training reports.
   - Full course details on page 69.

2. CPC Refresher
   - 2-day course for CPC licence holders
   - Updates CPC holders on legislative changes.
   - Covers: operator licensing, drivers’ hours and record keeping, driver licensing, maintenance, OCRS, Driver CPC.
   - Satisfies the recommendations of the Traffic Commissioners to maintain professional development.
   - Assessed by Electronic Voting Software (EVS). In-company training reports.
   - Full course details on page 74.

3. Introduction to Transport Operations
   - 3-day course for clerks, supervisors and first line managers who have had no formal transport training.
   - Covers the fundamentals of road haulage operations including transport and business legislation.
   - Tackles an acknowledged skills gap between qualified transport managers and drivers trained to DCPC standard.
   - Promotes the confidence of front line staff by providing delegates with a basic understanding of relevant transport legislation.
   - Provides details of where to source factual information.
   - Full course details on page 76.
Operator Licence Awareness Training – OLAT

This course is designed to help transport professionals at any level develop an active role in ensuring legal compliance within their operation. It provides an overview of the operator licensing system and details the fundamental undertakings that apply to operators.

Who should attend?
- Anyone who wishes to update their transport legislation knowledge to the latest standards.
- Those who are committing to their continued professional development as a transport professional.
- Candidates preparing for a full Transport Manager CPC.
- Operators who are required to complete refresher training as advised by a Traffic Commissioner.

Benefits of attending
- Up-to-date knowledge and the notification of future developments in transport legislation.
- Provides peace of mind that you are operating legally in compliance with the latest guidance from Traffic Commissioners.
- Offers the opportunity to network with other industry professionals; sharing ideas and best practice.

Course content
- Operator licensing.
- Managing the licence.
- Maintenance systems.
- Drivers’ hours and record keeping.
- Driver licensing.
- Road safety.
- Incident reporting.

Course assessment
Delegates are be required to complete an assessment. On successful completion, they will be issued with a certificate of achievement.

Course duration
1 day.
In-company: maximum 16 delegates.

Price
Members
£302 + VAT

Non-members
£377.50 + VAT

Price includes tuition, course materials, lunch and refreshments.

This course qualifies as 7 hours Driver CPC. This needs to be specified at the time of booking the course. Subject to £8.75 DVSA upload fee.

Please notify us of any special requirements or access arrangements at the time of booking.
### Venues and dates

#### Northern Ireland, Scotland and North of England

<table>
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<tr>
<th>Location</th>
<th>Dates</th>
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<td>Dundee</td>
<td>3 February, 13 October</td>
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<tr>
<td>Stirling</td>
<td>14 January to 15 September</td>
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<td>Doncaster</td>
<td>20 July, 5 October</td>
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<td>Leeds</td>
<td>30 January to 15 September</td>
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<td>Newcastle</td>
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<td>Warrington</td>
<td>20 January to 13 October</td>
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#### Midlands, East Anglia and Wales

<table>
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<th>Location</th>
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<tr>
<td>Cambridge</td>
<td>27 January, 23 April</td>
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<tr>
<td>Derby</td>
<td>14 January, 24 September</td>
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<tr>
<td>Ipswich</td>
<td>17 March, 27 October</td>
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<tr>
<td>Leamington Spa</td>
<td>30 January to 21 July</td>
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<tr>
<td>Milton Keynes</td>
<td>9 March to 27 October</td>
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<tr>
<td>Norwich</td>
<td>30 July, 16 September</td>
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<tr>
<td>Telford</td>
<td>17 March, 22 September</td>
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<td>Cardiff</td>
<td>26 March, 22 September</td>
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Managing Transport Operations
<table>
<thead>
<tr>
<th>Location</th>
<th>Start Date</th>
<th>End Date</th>
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<tr>
<td>Brentwood</td>
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<td>Bridgwater</td>
<td>15 June</td>
<td>22 September</td>
</tr>
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<td>Bristol</td>
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<td>19 October</td>
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<td>Croydon</td>
<td>4 May</td>
<td>20 July</td>
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<td>Oxford</td>
<td>19 March</td>
<td>9 July</td>
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<td>Stevenage</td>
<td>17 June</td>
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<tr>
<td>Tunbridge Wells</td>
<td>12 March</td>
<td>24 June</td>
</tr>
</tbody>
</table>
Operator Licence Awareness Training – Directors

This course is designed to help directors and senior managers understand the importance of ensuring legal compliance within their operation. It provides an overview of the operator licensing system and details the fundamental undertakings that apply to operators.

Who should attend?
Directors and senior managers responsible for managing the operator licence.

Benefits of attending
- Provides a summary of Director and organisational responsibilities with regards to effective management of the Operator Licence.
- Up-to-date knowledge and the notification of future developments in transport legislation.
- Provides peace of mind that you are operating legally in compliance with the latest guidance from Traffic Commissioners.

Course content
- The responsibilities and accountabilities under the Operator Licensing system.
- The importance of managing fleet safety.
- The powers of enforcement agencies.
- Managing maintenance systems.
- Managing drivers’ hours.

Course duration
Up to half a day.
In-company: maximum 16 delegates.

Price
For in-company course prices please contact us.

Please notify us of any special requirements or access arrangements at the time of booking.

This course is ONLY available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Online – Operator Licence Compliance

The Online – Operator Licence Compliance course is designed to update transport professionals involved in transport operations and assist them to develop an active role in ensuring legal compliance within their operation.

The course will reveal the fundamental responsibilities that apply to operators and explain the importance of best practice and compliance requirements to ensure a safe and legal transport operation. Those responsible for the governance of a transport operation will benefit from being able to capture the key messages but can do so remotely, at a time to suit them.

Who is this course for?

- Directors, managers and supervisors who have overall responsibility for transport but not the operational focus.
- Anyone who wishes to update their transport legislation knowledge to the latest standards.
- Individuals committed to continued professional development as a transport professional.
- Aspiring transport managers looking to update their knowledge on current legislation and regulation.

Benefits of e-learning

- Achieve high levels of training coverage, delivering a consistent compliance message across your organisation.
- Save costs against the equivalent classroom-based course for the same level of certification.
- Extend study with access to online materials and a resource library for up to 12 months, with immediate access to any updates.
- Closely monitor individual progress to identify areas for improvement.
- Eliminate travel costs and reduce time away from the workplace.
- Staff have the freedom to learn when and where they want at their own pace.
- See return on investment through effective measurement of learning activity.

Each e-learning module is designed to educate and inform. The modules enhance compliance knowledge and include subject-specific information, images, quizzes and learning resources.

1. Operator Licensing.
2. EU Drivers’ Hours and Working Time.
3. Recording EU Drivers’ Hours.
5. Driver Licensing.

Modules can be completed on an individual basis.

To achieve full FTA certification all modules and final online assessment must be completed.

Price

Pricing for all 5 modules and assessment.

**Members**

£93+VAT

**Non-members**

£116.25+VAT

For bespoke requirements or singular module pricing please contact trainingdevelopments@fta.co.uk.
CPC Refresher for Freight Operators

This course has been developed for transport professionals who would like refresher training on the key operational areas within the CPC syllabus, incorporating any recent changes to legislation.

A certificate of achievement or attendance will be issued following course completion. This provides evidence that attendees have taken positive steps to demonstrate their professionalism and continued development. The course also offers an opportunity to network with other transport professionals.

Who should attend?
- Anyone who wishes to update their transport legislation knowledge to the latest standards.
- Those who are committing to their continuing professional development (CPD) as a transport professional.
- Operators who are required to complete refresher training at the direction of a Traffic Commissioner.

Benefits of attending
- Provides the information and tools to ensure you are up-to-date with the current developments in road transport legislation.
- Provides peace of mind that you are operating legally in compliance with the latest guidance from Traffic Commissioners.
- Offers the opportunity to network with other industry professionals; sharing ideas and best practice.

Course content
- Drivers’ hours and working time.
- Operator Compliance Risk Score (OCRS) and enforcement issues.
- Managing record-keeping requirements.
- Maintenance systems and procedures.
- Operator licensing.
- Driver CPC.
- Driver licensing.

Course assessment
Delegates will be required to complete an assessment. On successful completion, they will be issued with a certificate of achievement.

Course duration
2 days.
In-company: maximum 16 delegates.

Price
Members
£417 +VAT
Non-members
£521.25 +VAT

This course qualifies as 7 hours Driver CPC. This needs to be specified at the time of booking the course. Subject to £8.75 DVSA upload fee.

Price includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
### Venues and dates

**Northern Ireland, Scotland and North of England**

<table>
<thead>
<tr>
<th>Location</th>
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<tbody>
<tr>
<td>Belfast</td>
<td>22–23 June</td>
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<td>Glasgow</td>
<td>11–12 February</td>
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<tr>
<td>Stirling</td>
<td>18–19 March, 16–17 June, 23–24 November</td>
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<tr>
<td>Doncaster</td>
<td>20–21 April, 8–9 December</td>
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<tr>
<td>Leeds</td>
<td>28–29 January, 8–9 April, 5–6 August</td>
</tr>
<tr>
<td>Newcastle</td>
<td>23–24 June</td>
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<tr>
<td>Warrington</td>
<td>21–22 January, 6–7 May, 14–15 October</td>
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**Midlands, East Anglia and Wales**

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<tr>
<th>Location</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Derby</td>
<td>26–27 March, 23–24 July, 6–7 October</td>
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<tr>
<td>Leamington Spa</td>
<td>28–29 January, 21–22 April, 7–8 July</td>
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<tr>
<td>Milton Keynes</td>
<td>20–21 January, 28–29 October</td>
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<td>Stoke on Trent</td>
<td>7–8 July, 2–3 November</td>
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<td>Cardiff</td>
<td>17–18 June, 23–24 September</td>
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**South of England**

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<th>Location</th>
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<tr>
<td>Bristol</td>
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<tr>
<td>Oxford</td>
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<td>Stevenage</td>
<td>22–23 October</td>
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<tr>
<td>Tunbridge Wells</td>
<td>13–14 January, 6–7 April, 28–29 July, 8–9 December</td>
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</table>
Introduction to Road Transport Operations

This 3-day course is designed for transport clerks, supervisors and first line managers with no formal transport training. It details the fundamentals of road transport legislation, as well as work-related road safety, workplace transport safety, road traffic regulations and competency standards required by transport professionals.

Who should attend?

- Those who are committing to their professional development as a transport professional to enhance skills and knowledge to progress in their transport career.
- Restricted licence holders and transport professionals who do not require CPC holder status, but want to gain transport legislation knowledge to the latest standards.

Benefits of attending

- Promotes the confidence of front line staff by providing a basic understanding of relevant transport legislation.
- Provides the information and tools to ensure compliance with current developments in road transport legislation.
- Provides peace of mind that you are operating legally in compliance with the latest guidance from Traffic Commissioners.
- Offers the opportunity to network with other industry professionals, sharing ideas and best practice.

Course content

- Operator licensing system requirements.
- Operator Compliance Risk Score (OCRS) and enforcement issues.
- Drivers' hours and working time and record keeping.
- Vehicle maintenance systems and driver defect reporting.
- Driver licensing and Driver CPC.
- Workplace transport safety.
- Technical standards.
- National and international haulage operations.
- Rules surrounding the movement of goods.
- Road safety.
- Business and financial management.

Course duration

3 days.
In-company: maximum 16 delegates.

Course assessment

Delegates will be required to complete an assessment. On successful completion, they will be issued with a certificate of achievement.

Price

**Members**

£595 + VAT

**Non-members**

£743.75 + VAT

Price includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

This course is also available as an in-company option.

For more information please email training@fta.co.uk or call 0371 711 2222*.
## Venues and dates

**Northern Ireland, Scotland and North of England**

<table>
<thead>
<tr>
<th>Venue</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Stirling</td>
<td>20–22 April</td>
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<td>Leeds</td>
<td>29 June–1 July</td>
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**Midlands, East Anglia and Wales**

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<th>Venue</th>
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<td>22–24 January</td>
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**South of England**

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<td>9–11 March</td>
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<td>12–14 October</td>
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Management of Drivers’ Hours and Records

This course examines the legal framework of drivers’ hours and records legislation. Although many operations now utilise sophisticated tachograph analysis software, problems can arise when drivers ask to interrogate these records or when incorrect data is produced. This course highlights the complexities that the drivers’ hours rules create, particularly the relationship between the hours’ rules and parallel ‘working time regulations’.

Who should attend?
- Anyone who wishes to learn about drivers’ hours rules and the relationship with working time regulations.
- Those who are committing to their continued professional development as a transport professional.

Benefits of attending
- Increased confidence when having complex discussions with drivers and/or managers relating to drivers’ hours rules.
- Peace of mind that you are operating legally.
- Knowledge about where to find the answers to complex issues or operational anomalies.
- Offers the opportunity to network with other industry professionals; sharing ideas and best practice.

Course content
- Legislation on EU drivers’ hours.
- Legislation on domestic drivers’ hours.
- Working time regulations.
- Employer and driver obligations and rights.
- Written records for drivers exempt from EU rules.
- Best practice for monitoring compliance.
- Analysis and problem solving.
- Management of analogue and digital tachographs.
- Implications of running two systems simultaneously.

Course duration
Half day.
In-company: maximum 16 delegates.

Price

<table>
<thead>
<tr>
<th>Members</th>
<th>£197 + VAT</th>
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<tbody>
<tr>
<td>Non-members</td>
<td>£246.25 + VAT</td>
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</table>

Price includes tuition, course materials and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

Venues and dates

**Northern Ireland, Scotland and North of England**
- **Stirling**
  - 6 April
  - 12 October
- **Leeds**
  - 22 April
  - 19 October
- **Warrington**
  - 23 January
  - 15 June

**Midlands, East Anglia and Wales**
- **Leamington Spa**
  - 17 March
  - 14 October

**South of England**
- **Tunbridge Wells**
  - 23 January
  - 27 July

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
FTA Certificate in Driver Recruitment

This course is designed for those who work in an agency environment and are responsible for recruiting and supervising transport operatives to meet customer demand. It will demonstrate to your customers that you are taking an active role in ensuring their compliance with industry regulations.

The course is further discounted for members of the FTA Driver Agency Excellence Scheme, as it demonstrates compliance with the training requirement of the standard. Further details of the FTA Driver Agency Excellence Scheme can be found at fta.co.uk/services/excellence-schemes/driver-agency

Who should attend?
- Those recruiting and supervising transport operatives in the transport industry.
- Those with no formal transport training who wish to demonstrate effective compliance skills.
- Member companies of the FTA Driver Agency Scheme.

Benefits of attending
- Understand the importance of the operator’s licence and how to help your client stay compliant.
- Understand the requirements of transport legislation.
- Appreciate the necessity of terms and conditions in your business.
- Understand the responsibilities for reporting accidents and incidents involving your drivers.
- Feel more empowered to assist drivers with transport related queries.
- Evolve professional relationship with clients.

Course content

Typical course content can include the following.
- Operator licensing.
- Vehicle maintenance.
- Drivers’ hours and record keeping.
- Terms and conditions of business.
- Driver licensing.
- Dangerous goods.
- Lifting equipment.
- Accident procedures.
- RIDDOR.

Assessment
Delegates will be required to complete an assessment. On successful completion, they will be issued with a certificate of achievement.

Course duration
2 days.
In-company: maximum 16 delegates.

Price
For in-company course prices please contact us.

This 2-day in-company course can be delivered to bespoke internal systems and procedures. Please contact trainingdevelopments@fta.co.uk for further information.

Please notify us of any special requirements or access arrangements at the time of booking.

Venues and dates

North England and Scotland
Manchester 25–26 March 15–16 September

Midlands
Leamington Spa 21–22 January 7–8 July

South of England
Tunbridge Wells 1–2 April 22–23 July
Health and safety – eLearning

NEBOSH National General Certificate
This is the most widely held health and safety qualification in the UK, and is awarded by NEBOSH (The National Examination Board in Occupational Safety and Health), an independent and internationally recognised examining board and awarding body.

This certificate is invaluable for managers, supervisors and others from a wide range of organisations needing a broad understanding of health and safety issues and the ability to manage risks effectively.

Course duration
120 hours (approximately 80 hours’ online study and approximately 49 hours’ private study).

Price
Members
£427+VAT plus £110 examination fee
Non-members
£533.75+VAT plus £110 examination fee

IOSH Managing Safely
The course has 8 interactive modules with video introductions and an online video tutor and includes assessing and controlling risks, identifying hazards and investigating accidents and incidents as well as other aspects of managing safely.

Course duration
Approximately 24 hours.

Price
Members
£427+VAT
Non-members
£533.75+VAT

IOSH Managing Safely Refresher
This refresher course aims at managers and supervisors who have completed the full Managing Safely course within the last 3 years. The course has 8 interactive modules with video introductions and an online video tutor. Six modules are mandatory and 2 are optional. Photocopy or scan of the original certificate or certificate issue number and date is required.

Course duration
Approximately 6 hours.

Price
Members
£200+VAT
Non-members
£250+VAT
FTA Shop

Helping our members take the fastest and most appropriate route for their vehicles

*Don’t get caught out by low bridges and sharp left-hand turns!*

**Truck Sat Navs**

- **Garmin dezl 580LMT-D Truck Sat Nav**
  Code: 7154

- **Garmin dezlcam 785LMT-D Truck Sat Nav with Dash Cam**
  Code: 7191

- **Garmin dezl 780LMT-D Truck Sat Nav**
  Code: 7190

**Van and Car Sat Navs**

- **Garmin Drive 51 LMT WE**
  Code: 7153

- **TomTom Pro 5350 Van and Car**
  Code: 7198

**Contact us today for more information**

*Calls may be recorded for training purposes* 0371 711 1111*  www.shop.fta.co.uk/satnavs19
FTA will work with you to help identify the most practical, efficient and cost-effective way to manage your Driver CPC programme. We have a range of options available, from public courses, in-company provision and Consortium membership.

FTA Vision customers can now see their drivers’ training records in the same portal as their tachograph infringements and audit reports. Training courses delivered by FTA will automatically populate the learning records into Vision. The Driver CPC tracker shows progress against the uploaded expiry date of the DQC (Driver Qualification Card).

With FTA’s Driver CPC training you benefit from:

- 24-7 course delivery to suit the needs of your business.
- Bespoke course development.
- Competitive rates offering excellent value for money.
- A professional and approachable team of trainers who offer a wealth of knowledge and experience.

Passenger Driver CPC courses can be found in the Passenger Operations section, starting on page 126.
Partner with FTA to deliver your Driver CPC

FTA has an option to suit every budget and type of operation. We run public courses on Saturdays, 24-7 in-company delivery, as well as providing bespoke in-house training packages to suit your operation.

FTA DCPC Consortium provides members with the opportunity to deliver in-house Driver CPC training courses without the need to apply for JAUPT approval. FTA will supply all course materials, manage administration of your courses and provide support to enhance your trainer skills (see page 85 for details).

In-company courses could save you time and money, particularly as FTA can deliver to your team on their usual shift pattern – 24-7.

If you can only release one or two drivers at a time, then our public training courses are available at venues across the UK, Monday to Saturday.

For more information on the Driver CPC Consortium or any of our training options, call 0371 711 2222* or visit www.fta.co.uk/training
FTA Driver CPC Consortium

Deliver your own Driver CPC training in association with FTA. The FTA CPC Consortium offers access to industry recognised, quality course materials and support services.

For organisations that have in-house trainers and training facilities, the Consortium gives members the opportunity to deliver Driver CPC courses without having to apply for accreditation through the Joint Approvals Unit for Periodic Training (JAUPT).

The scheme is designed to remove the time and cost burden of course development as well as providing administration support for the post course uploads and management of learner records.

Benefits
No JAUPT centre and course approval fees.

- Schedule courses at a time to suit your operation.
- High standard of training presentations and course materials.
- Trainer assessment workshops to ensure that trainers demonstrate a standard of subject knowledge and delivery skills.
- Quality Assured administration standards.
- Potential to track Driver CPC progress through FTA Vision system.
- 10 per cent discount on all FTA public courses for registered trainers to assist with professional development.

FTA will provide you with accredited training materials which will be delivered by your own training staff. Upon completion of the training, paperwork is sent back to the FTA administration team who will take care of the DVSA uploads and manage the learner records.

If you wish to create a bespoke course, specific to your operation, you will have access to a highly experienced team of training experts who will assist you in the development and implementation of an effective Driver CPC programme. For further details see Training Support Services on page 135).

Prices
Consortium membership includes:

- On-site visit.
- Remote audit.
- Trainer assessment day.
- Industry leading MI (management Information) through FTA Vision.
- Access to core FTA modules:
  - Drivers’ Hours, Vehicle Safety, Road Legal, Safety First, Driving Values, Operator Licence Compliance, Driving for Work and Smart Motorways.

Membership
£1,195+VAT

Administration fee per driver
£15.70+VAT

Includes DVSA upload fee and post-course administration. Volume discounts available.

Course workbooks (optional)
from £3+VAT (each)
In-company training

Interactive learning
Driver CPC training is mandatory and prescriptive in many ways, such as course duration and syllabus. However, there are differences in the provision of training services. These are some of the benefits that differentiate FTA training from other providers and the value those differences deliver to our members.

Business insight
Driver CPC records are included as part of the FTA Vision suite of features. This enables operators to track their drivers’ CPC progress against the expiry date of their DQC (Driver Qualification Card).

24-7 course delivery
We think it is easier for us to change our hours of business than it is you to re-schedule your driving teams. We can provide 24-7 training availability to cover shift patterns.

Course workbooks
FTA Driver CPC courses include a workbook for each driver. This is a ‘aide-memoire’ which enables drivers to take notes and complete workshop-led exercises. The workbook also acts as a record of the course.

Electronic Voting Response System (EVS)
FTA engages drivers during Driver CPC training sessions with the use of innovative technology, electronic voting response system (EVS). This effective, interactive training method is used to facilitate learning retention and provide return on investment.

How does EVS work?
Each participant uses a hand-held keypad to respond to questions integrated into the training presentation.

Feedback data is also collated via EVS and reports generated on request.

Key benefits

Effective reporting
All data collated throughout the training session can be managed to produce reports on individual and group performance.

Performance tracking
Track individual performance or gather responses anonymously to gauge training effectiveness and identify any gaps in knowledge.

Time saving
Eliminates the need for paper feedback and assessment by recording results directly.

Driver engagement
Increases retention of information through interactive learning.

Proof of learning
Pre and post-course knowledge assessment helps ensure your drivers reach their highest learning potential and demonstrates proof of learning.
Public training

We offer a wide range of Driver CPC modules throughout the year at various locations to suit your operation’s requirements.

Course duration
1 day (7 hours excluding lunch and breaks).

Prices

Members
£82+VAT

Non-members
£102.50+VAT

This price includes the Driver and Vehicle Standards Agency (DVSA) upload fee of currently £8.75* per 7-hour block.

*Subject to change at the discretion of DVSA

Price includes tuition, course materials, lunch and refreshments.

Please notify us of any special requirements or access arrangements at the time of booking.

Please note, the maximum number of delegates on all Driver CPC courses is 20 delegates depending on facilities, unless otherwise stated.

For more information please email training@fta.co.uk or call 0371 711 2222*.
Drivers’ Hours, Working Time and Record Keeping

This course is designed to highlight drivers’ responsibilities under drivers’ hours legislation and provide practical experience of working with digital equipment.

Benefits of attending
- Develop knowledge of drivers’ hours, working time and tachograph rules.
- Offers detailed practical instruction on how to record the rules using the digital recording equipment.
- Gain a full appreciation of how drivers’ hours compliance relates to the operator licence obligations.
- Understand the potential penalties for non-compliance.

Course content
- EU drivers’ hours rules and working time regulations.
- Use of the recording equipment.
- Domestic regulations and record keeping requirements.
- Enforcement practices and procedures.
- Penalties for non-compliance in relation to both driver and vehicle operator.

Road Legal

This course offers an in-depth review of road traffic law to support a driver’s knowledge of navigating roads safely and securely with confidence.

Benefits of attending
- Offers detailed knowledge and understanding of the legal responsibilities in being ready for the road.
- Increased awareness of vehicle security.
- Improved ability on how to assess, react and respond in emergency and breakdown situations.
- Supports basic principles of emergency care in the event of third party injury.
- Comprehensive guidance on completion of incident report forms in event of a road traffic collision.

Course content
- Are you ready for the road?
- Is your vehicle ready for the road?
- Driving on the road:
  - Highway Code.
  - Load safety.
  - Bridge strikes.
- Enforcement procedures and penalties.
- Emergencies.
- What to do at the scene of an accident.
Vulnerable Road Users

This classroom theory course is aimed at all professional drivers of goods. It will assist drivers in identifying the many types of vulnerable road users and also provide the tools to change perception and develop a responsible attitude towards these groups of road users.

Benefits of attending
- Increase driver understanding of the issues faced by vulnerable road users.
- Improve driver attitudes to vulnerable road users.
- Appreciate how and why all roads are changing to accommodate active travel.
- Identify the most vulnerable road users and how they interact with traffic.
- Know the use and limitations of supplementary vehicle safety equipment and how to maintain its effectiveness.

Course content
- The changing streetscape and the urban environment.
- Who are the vulnerable road users?
- Road safety initiatives.
- Vehicle checks.
- Hazard awareness.
- Defensive driving techniques.
- Actions in the event of an emergency incident.
- Consequences of a fatality.

Vehicle Safety

This course provides best practice advice and guidance and encourages understanding of driver and operator responsibilities with regards to maintaining a vehicle in a safe and roadworthy condition.

Benefits of attending
- Offers comprehensive guidance on how to conduct an effective vehicle walk around check.
- Detailed awareness of best practices surrounding the principles of safe loading/unloading and load security.
- Gain a full appreciation of how compliance of vehicle and load safety relates to the operator licence obligations.
- Understand the procedures and consequences for the driver and operator in the event of non-compliance.
- Improved OCRS scores.

Course content
- Best practice procedures for carrying out checks and preventing possible prohibitions.
- Identifying key components to be checked.
- Understanding check sheets, defect reports and their completion.
- Principles of safe loading and unloading, use of equipment and load security.
- The effect of transportation on the load and consequences of unsecured loads.
Driving with Digital

This course is designed to highlight drivers’ responsibilities under drivers’ hours recording equipment legislation. It provides practical instruction and guidance on recording and inputting data using digital tachograph equipment.

Benefits of attending
- Develop knowledge of the tachograph rules.
- Detailed practical guidance on how to record the working day and interpretation of printouts.
- Full understanding on how to record manual entries.
- Gain a full appreciation of how compliance relates to the operator licence obligations.
- Understand the penalties for non-compliance for both driver and operator.

Course content
- Use of VDO and Stoneridge digital tachographs.
- Legislation and technical updates surrounding the recording equipment.
- Driver and operator responsibilities.
- Smartcards.
- Use of mode and pictograms.
- Universal Time Co-ordinated (UTC).
- Practical exercises.
- Printouts.
- Mixing technologies.
- Correcting the record.
- Enforcement.

Emergency First Aid at Work

This course is designed to provide professional drivers with the skills and confidence to administer first aid in emergency situations while on the road. Drivers attending this course will also receive a 3-year Emergency First Aid at Work (EFAW) certificate issued by Highfield Qualifications. The dual certification is subject to passing a practical and a written assessment.

Delegates who are not willing or able to participate during the practical elements will still achieve the 7 hours DCPC upload but will not receive certification from Highfield Qualifications.

Benefits of attending
- First aid saves lives and this course will impart the required knowledge and practical skills necessary to respond to any given situation immediately, effectively and with confidence.
- Increased driver safety awareness, thus reducing the risk of accidents.
- Imparts critical knowledge and enables delegates to effectively manage an emergency situation without fear or confusion.

Course content
- Administering first aid to casualties who:
  - Are unconscious.
  - Need to be placed into the recovery position.
  - Are wounded or bleeding.
  - Have possible fractures.
  - Are choking.
  - Are suffering from shock.
  - Have sustained scalds and burns.
  - Require Cardio Pulmonary Resuscitation (CPR).

Maximum 12 delegates depending on facilities.
Driving Skills Workshop

Driver training in the UK primarily involves a traditional approach to the acquisition of skills. Traffic education involves a broad range of concepts that go far beyond the physical act of controlling a vehicle. Following the principles of defensive driving, this workshop provides a cost effective method to enhance and improve driving skills.

Benefits of attending
- Reduction in vehicle accidents and incidents.
- Reduced environmental pollution.
- Reduction in costs associated with vehicle maintenance.
- Improve driver standards.
- Improve road safety awareness and the organisation’s safety culture.
- Raise your organisation’s image and profile.

Course content
The Driving Skills Workshop is designed to enhance skills, further developing the following.

- Vehicle control skills.
- Hazard recognition skills.
- Understanding of road traffic rules and regulations.
- How to avoid collisions.
- Understanding signs and signals and special design characteristics.
- Understanding the difference between the road surface from motorways to urban roads as well as built up areas and how they could affect a person’s driving.

Smart Motorways

This course has been developed in partnership with Highways England, to support the logistics industry and engage with drivers on the benefits of using Smart motorway systems.

Congestion on the motorway and major road network in England costs an estimated £2 billion every year, with 25 per cent of this resulting from incidents. Smart motorways are a technology-driven approach to the use of our motorways.

One of the core aims of this course is to review and improve driving behaviour through the use of defensive driving principles and compliance with motorway signs, signals, speed limits, red X markings and use of the hard shoulder.

Benefits of attending
- Increased driver awareness of UK Smart motorway systems and how they operate.
- Engage with drivers to increase compliance in the use of Smart motorways.
- Reduce the number of vehicle incidents and road delays.
- Promote safer driving behaviour.
- Improve road safety and driver knowledge.
- Reduce vehicle incidents and delays.

Course content
- Types of Smart motorway.
- Design features of Smart motorways.
- The technology and different signs and signals used on Smart motorways.
- Driving behaviour.
- Rating driving standards and evaluating road risk.
- Personal factors affecting driver behaviour.
- Road risks and how Smart motorways can improve safety.

✅ In-company  ✅ Public  ✗ Consortium
Operator Licence Compliance

This course details the responsibilities of both the driver and operator with regards to the operator licensing system and supporting regulations.

Benefits of attending
- Demonstrates the consequences of non-compliance for both operator and driver.
- Enhances knowledge and understanding of road transport law.
- Greater understanding of the OCRS system and powers of enforcement.

Course content
- Operator licensing system.
- Vehicle checks and defect reporting.
- Overview of EU drivers’ hours rules and working time regulations.
- Driver licensing.
- Enforcement systems, procedures and penalties.

In-company ✔ Public ✔ Consortium ✔

Your Safety Matters

This course is aimed at professional drivers of goods vehicles and is designed to promote understanding of health and safety in the workplace. Team building interactive workshop sessions feature a variety of health and safety related situations that focus on actions, beliefs and consequences to engage and raise awareness, thus reducing the risk of incident.

Benefits of attending
- To encourage a positive workplace safety culture within your organisation.
- Highlights responsibilities covered by all aspects of health and safety legislation.
- Offers clear advice on industry best practice.
- Increased understanding of workplace transport safety obligations.
- Safer work environment.

Course content
- Health and safety legislation that affects a driver’s role in the workplace.
- Industry guidance and approved codes of practice.
- Incident prevention, safe systems of work and risk assessment.
- Work related transport safety (in the depot and on the road).
- Reducing the risk: vehicle, trailer and load safety.
- Consequences of non-compliance.

In-company ✔ Public ✔ Consortium ✗
Your Vehicle Matters

This course is aimed at professional drivers of goods vehicles and is designed to promote the understanding of maintaining the vehicle fleet in a safe and roadworthy condition. Interactive workshop sessions feature a variety of maintenance and safety of loads related situations that focus on actions, beliefs and consequences.

Benefits of attending
- Gain a full appreciation of how compliance of vehicle and load safety relates to the operator licence obligations and vocational driving licences.
- Offers comprehensive guidance on how to conduct an effective vehicle walk around check.
- Understanding of best practices surrounding the principles of safe loading of goods vehicles.
- Understand the consequences for driver conduct and operator licensing in the event of non-compliance.

Course content
- Think Smart – Professional Driver Social, Legal, Moral and Environmental Responsibilities.
- Check Smart – Vehicle and Trailer Roadworthiness.
- Load Smart – Load Security.
- Enforcement – Powers and Penalties.
- Wheel of Unfortunate Events – Case Studies.

Driving for Work

This course is designed for drivers of goods vehicles operating in a sector in which regulatory exemptions are utilised. It provides an overview of the operator licensing system and highlights both a driver’s and an employer’s responsibilities, as well as detailing the many other areas of legislation that directly feed into the operator licence obligations.

Benefits of attending
- A better understanding of variant responsibilities whilst driving vehicles.
- Receive up-to-date transport information and regulatory provisions in relation to driving under transport law exemptions.
- Improve knowledge in relation to the operator licensing requirements and legal implications of non-compliance by both driver and company.

Course content
- Operator licensing.
- Driver responsibilities to include:
  - Drivers’ hours and working hours.
  - Winter maintenance.
  - Emergencies.
  - Vehicle and trailer maintenance checks.
  - Coupling and uncoupling of trailers.
  - Loading and securing plant and machinery.
  - Consequences of insecure loads and overloading.

✅ In-company ✗ Public ✗ Consortium
Your Health Matters

This 1-day course is aimed at professional drivers of goods vehicles and is designed to promote driver health and wellbeing via interactive workshop sessions that focus on a typical driver’s daily routine. It includes advice and guidance to reduce work-related road risk and motivate behaviour changes in relation to general health and wellbeing.

Benefits of attending

• Understand the driving and legal requirements in relation to work related road safety.
• Recognising fatigue and sleep apnoea and explain how it affects your health.
• Gain the knowledge to make informed choices about your own lifestyle, diet and wellbeing.
• Learn about drugs and alcohol and how this can affect fitness for work.
• Promote positive lifestyle attitude through reflection, critique and company policy to improve general health and wellbeing.

Course content

• DVLA medical standards.
• Driver shift patterns.
• Sleep drive and your body clock.
  – Circadian rhythm and biological clocks.
• Diet and driving.
  – The makings of a healthy diet.
  – Why do we eat.
  – What we eat and nutrition myths.
• An awareness of mental health and wellbeing.
• Symptoms of stress, fatigue and sleep apnoea.
• Driving at night – the risks and night blindness.

Protecting Company Image

This 1-day in-company workshop theory course covers the importance of company and professional driver image. It concentrates on the requirements, skills, and responsibilities of drivers and how actions, interruptions, distractions and slips in concentration can impact company, driver and other road users.

Benefits of attending

• Confirm the skills required by the professional driver in a modern transport industry.
• Understand the safety requirements in relation to vehicle, trailer, load and driving environment.
• Encourage the use of techniques and technology to improve road safety.
• Promote positive driving attitude through reflection and critique to improve driving practices and protect the driver and the company brand.

Course content

• The importance of the company image.
• Tip of the iceberg – road traffic incident. What effects could a road traffic incident have on the business, employees and reputation?
• Legislation surrounding driver, vehicle, load and driving environment.
• The driver – lifestyle and personal factors that can affect road risk.
• The vehicle – understand the principles of the technology and equipment used in operations, including trailer and load safety.
• The driving environment:
  – Safe urban driving.
  – Hazard perception.

Minimum 6 delegates depending on facilities.
## Public course dates

### Belfast

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<tr>
<td>Driving with Digital</td>
<td>23 March</td>
<td>12 October</td>
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<tr>
<td>Driving Skills Workshop</td>
<td>25 June</td>
<td>11 December</td>
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<tr>
<td>Vulnerable Road Users</td>
<td>13 March</td>
<td>3 August</td>
<td></td>
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<tr>
<td>Smart Motorways</td>
<td>23 June</td>
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### Bristol

<table>
<thead>
<tr>
<th>Course</th>
<th>Date 1</th>
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<tbody>
<tr>
<td>Drivers’ Hours, Working Time and Record Keeping</td>
<td>14 January</td>
<td>16 June</td>
<td>21 September</td>
</tr>
<tr>
<td>Vehicle Safety</td>
<td>26 May</td>
<td>20 October</td>
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<td>Road Legal</td>
<td>17 June</td>
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<td>Driving Values</td>
<td>25 August</td>
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<td>Your Safety Matters</td>
<td>20 April</td>
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<tr>
<td>Operator Licence Compliance</td>
<td>24 March</td>
<td>26 August</td>
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<td>Driving with Digital</td>
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<tr>
<td>Vulnerable Road Users</td>
<td>15 January</td>
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### Stevenage

**Drivers’ Hours, Working Time and Record Keeping**  
6 May  
21 October

**Road Legal**  
5 May

**Emergency First Aid at Work**  
16 June

### Tunbridge Wells

**Drivers’ Hours, Working Time and Record Keeping**  
28 January  
22 June  
30 July  
19 October

**Vehicle Safety**  
24 March  
6 October

**Road Legal**  
29 January  
9 April  
31 July  
5 October

**Your Safety Matters**  
23 June  
20 October

**Operator Licence Compliance**  
15 January  
21 July  
8 October

**Emergency First Aid at Work**  
27 April  
7 October

**Driving with Digital**  
7 May  
16 October

**Vulnerable Road Users**  
23 March  
16 September

**Smart Motorways**  
15 September
How do you manage your Penalty Charge Notices?

Penalty Change Notice Administration Service
To meet the requirements of some industry accreditation schemes, you are required to record, investigate and take action against all transport-related infringements. Penalty Charge Notices are included in these procedures.

FTA can take control and reduce fines for your operation. Our experts will liaise with you to identify ‘hotspots’ through regular reporting, using our online software, Vision, to work out ways to reduce your PCNs.

Administration
☑ Saves time and frees up staff to do other duties.
☑ Peace of mind that PCNs are professionally monitored and controlled.
☑ A dedicated experienced administrator dealing with your PCN.

Reporting
☑ Any driver training requirements.
☑ PCN’s hotspots in order to avoid those areas.
☑ Significant patterns arising from PCN issues, leading to possible rescheduling of deliveries.
☑ 24 hour visibility of your account.

Contact us today for more information

*Calls may be recorded for training purposes

0371 711 2222*   www.fta.co.uk/PCN20
This section is focused on ‘skills based’ competencies, whether in the workshop, in the yard, or out on the road.

This year, we have improved our support services to FTA qualified driver assessors, by launching ‘Drive-ASSESS’. This dedicated website gives assessors access to resources, information and they can also keep track of their CPD.

Our range of engineering courses addresses the cornerstone of operator licensing: vehicle maintenance. Effectiveness in this area safeguards public safety but also demonstrates effective risk management and delivers commercial benefits.

**With FTA’s technical training, your organisation benefits from:**

- Industry best practice – ensuring your drivers and vehicles remain safe and cost effective.
- Peace of mind – only qualified and quality-assured Instructors and engineers conduct our training.
- All Train-the-Trainer courses come with the supporting materials required to cascade training throughout your organisation.
FTA Driver Assessor Certificate

This course focuses on the practical aspects of driver assessment and corrective training. It is an extremely cost-effective way of providing training throughout a company. Subsequent ‘in-house’ training will ensure that drivers are taught about safe and responsible conduct, giving consideration to fuel economy and other road users.

The course will train candidates to carry out driving assessments and provide corrective training for HGV and PSV drivers. Candidates who successfully complete the course will be certified by FTA for 4 years, given a personalised ID card and FTA pin badge and provided access to the DriveASSESS website.

Please note: companies wishing to train their assessors to conduct driving assessments in company cars and vans (<3,500kg GVW) will need to train their assessment staff to be an ADI (Approved Driving Instructor).

Who should attend?
- Those responsible for raising and maintaining driving standards across a team of professional drivers.
- Lead drivers, driver trainers and assessors who wish to validate their skills by attaining industry-leading accreditation.
- Aspiring driver assessors.

Benefits of attending
- Train-the-Trainer format is a cost-effective way to cascade training and assessment across a driving team.
- Identification of unsafe and inefficient driving practices in order to develop driver-centred remedial actions.
- An increased understanding of the technical and psychological aspects of driver assessment.
- Assessors will be better equipped to provide constructive feedback to drivers.

Course content
- Licence, eyesight and vehicle checks.
- Assessment routes.
- Driving assessment reports.
- Conducting assessments.
- Practical driving techniques.
- Commentary driving.
- Instructional techniques.
- Dealing with negative driver skills and behaviours.

| 3 days.  
1 delegate. |
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<tbody>
<tr>
<td><strong>Members</strong></td>
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<tr>
<td>£1,977+VAT</td>
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<tr>
<td><strong>Non-members</strong></td>
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<tr>
<td>£2,471.25+VAT</td>
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| 5 days.  
2 delegates (vehicle type permitting). |
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<tbody>
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<td><strong>Members</strong></td>
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<tr>
<td><strong>Non-members</strong></td>
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<td>£4,493.75+VAT</td>
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What is Drive-ASSESS?
DriveASSESS is our dedicated driver assessor website. It is available to all FTA qualified driver assessors, providing access to useful materials and information, such as electronic assessments, industry news/updates, and also somewhere for assessors to keep their Continuous Professional Development (CPD) records up-to-date.

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
What category of vehicle should I provide for the training?

FTA is only able to train assessors for the licence category of vehicle that they will subsequently assess their own drivers in.

This means that the vehicle made available should be C1 (3.5t–7.5t GVW); C (any rigid goods vehicle) or C+E (articulated). The vehicle provided should be compliant with all aspects of transport legislation.

Become qualified...

As part of their Driver Assessor Certificate, all driver assessors completing the course can now achieve a Level 3 Driver Assessor Award from iCQ Qualifications.

This is an optional add on with an additional cost of £200, but does give all driver assessors the opportunity to gain a nationally-recognised qualification alongside their FTA accredited training certificate.

If you would like to add this option to your course, then please let us know at the point of booking.
FTA Driver Assessor Certificate – Revalidation Course

This course is designed for candidates who have previously completed the Driver Assessor Certificate course and wish to revalidate their certificate.

Delegates who successfully complete the course will be re-certified by FTA for a further 4 years for assessing HGV and PSV drivers.

Revalidation can be taken up to 12 months before the expiry of the original certificate and maintain the original expiry date, plus 4 years.

Course content

- Personal driving re-assessment.
- Instructional techniques re-assessment.
- Legislative updates.
- Audit of assessment service provided.
- Safe and fuel efficient driving.

Each assessor will receive a revalidated ID card, DriveASSESS website access, electronic assessment report, and a copy of the DVSA Guide to Driving Goods Vehicles and Highway Code.

Course duration

1 day.
Maximum 2 delegates (vehicle type permitting).

Price

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<tr>
<th></th>
<th>Members</th>
<th>Non-members</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>£755+VAT</td>
<td>£943.75+VAT</td>
</tr>
</tbody>
</table>

Price includes tuition, course handouts and certification.

This course is ONLY available on an in-company basis.

For more information please email training@fta.co.uk or call 0371 711 2222*.
Driver Assessments

This course is designed for drivers of all types of goods vehicles to assess their current driving practices and provide the relevant corrective training. An assessment is conducted over a designated route. Drivers must already hold the appropriate full category of licence entitlement to drive the vehicle. A full report is issued to the employer for each driver.

Who should attend?
- Drivers undergoing recruitment.
- Drivers subject to post-incident assessment.
- Drivers who are subject to disciplinary actions.
- Drivers undergoing periodic monitoring.

Benefits of attending
- Identity unsafe and inefficient driving practices in order to develop driver-centred remedial actions.
- Improve in fuel consumption.
- Reduce maintenance/collision costs.
- Improve company image.

Course content
- Licence checks.
- Vehicle checks.
- Coupling and uncoupling (if appropriate).
- Driving position and seat belt.
- Acceleration (including cruise control).
- Gear selection and use.
- Hazard perception and prioritisation.
- Use of speed (legal and appropriate).
- Road and weather conditions.
- Lane discipline and positioning.
- Use of mirrors, blind spots and signals.
- Overtaking/meeting oncoming traffic.
- Driver’s attitude.
- Vehicle sympathy/fuel economy.
- Manoeuvring at slow speed.

Course duration
Half or full day depending on delegate numbers.

Price
Half day: up to 2 delegates.

Members
£604+VAT

Non-members
£755+VAT

Full day: up to 4 delegates.

Members
£787+VAT

Non-members
£983.75+VAT

Contract prices available – contact FTA for further information.

Price includes tuition, course handouts and full driving analysis and certification.

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Driver Walk Around and Defect Assessment (HGV or PSV)

This course ensures that drivers fully understand their responsibilities when carrying out walk around checks. It also helps delegates to identify defects, to ensure operator compliance and prevent possible prohibitions and on-the-spot fines. Aimed primarily at drivers and supervisors, this course outlines the importance of conducting regular vehicle checks. PSV operations course is also available.

Who should attend?
- Drivers and supervisors.
- Those responsible for raising and maintaining transport compliance standards across a team of professional drivers.

Benefits of attending
- Reduce likelihood of roadside prohibition or prosecution.
- Greater awareness of the impact that not checking a vehicle can have on the driver, organisation and the general public.
- An understanding of where to go to find the right additional guidance on prohibitions and enforcement sanctions.

Course content
- Why and how to conduct a walk around check on a vehicle.
- Vehicle performance is monitored throughout the working day.
- Potential defects and promptly reporting in writing.
- Legal requirements with regard to walk around checks.
- The procedure for carrying out checks.
- Components to be checked.
- Completing defect reports.
- The powers of enforcement and the consequences of non-compliance.

The vehicle provided should be suitable for the intended purpose and adequately maintained to ensure safety. A safe area of the yard or warehouse should be designated for the training.

Course duration
- Half day.
- Maximum 8 delegates.

Price

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<tr>
<th>Members</th>
<th>£604+VAT</th>
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<tbody>
<tr>
<td>Non-members</td>
<td>£755+VAT</td>
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</table>

Price includes tuition, course handouts and certification.

Driver Walk Around Apps
- Electronic version of the DVSA Driver’s Check.
- Driver has to scan QR codes and the check is timed so there is less opportunity to take shortcuts.
- Information is sent to the transport manager in real time so faults can be actioned quickly.
- Driver has visibility of checks for approximately seven days.

For more information please call 0371 711 1111* or visit www.shop.fta.co.uk/driverapp20

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Inspection Procedures and Standards
(HGV or PSV)

This course is designed to equip and develop vehicle inspection technicians, workshop supervisors and engineering managers with the relevant information and skills to raise vehicle inspection standards.

The course also gives the required knowledge to candidates wishing to undertake the irtec Licence underpinning knowledge test and practical assessment.

Who should attend?
- Vehicle maintenance staff responsible for preventative maintenance safety inspections (PMI) or annual test preparation. The course focuses on the importance of maintaining vehicles and the responsibilities of the operator and inspectors alike.

Benefits of attending
- In attending the course the candidate will have increased knowledge of vehicle legislation giving the required skills to correctly assess vehicle defects, boost confidence and thus allow informed decisions on defecting components which lessens premature replacement.

Course content
- Assessment of delegates’ base knowledge.
- Overview of operator licensing.
- Driver and Vehicle Standards Agency (DVSA) and enforcement, an overview of the enforcement prohibition system, Traffic Commissioners and the OCRS system.
- The responsibilities of maintenance staff, drivers and operators as per the DVSA Guide to Maintaining Roadworthiness.
- PG9 – paperwork associated with enforcement.
- The DVSA Inspection Manual.
- Braking systems exercise and rolling road brake testing exercise (optional) if equipment available.
- Inspection procedure (theory).
- Inspection procedure: a practical demonstration on vehicle inspection technique which is fundamental for candidates wishing to follow the irtec licensing route.

Course duration
3 days.
Maximum 6 delegates.

Price
- Members
  £2,877+VAT
- Non-members
  £3,596.25+VAT

Contract and multiple booking discounts available.

Venues and dates
Public dates available on request

This course is also available as an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.

COMING SOON
Electric Vehicle Inspection Procedures and Standards
Categorisation of Defects (HGV or PSV)

This course is designed to equip and develop vehicle inspection technicians, workshop supervisors and engineering managers with the relevant information and skills to make informed decisions on vehicle defects.

Who should attend?
- Workshop supervisory and vehicle maintenance staff responsible for preventative maintenance safety inspections (PMI) or annual test preparation.

Benefits of attending
- In attending the course the candidate will have increased knowledge of vehicle legislation, giving the requisite skills to correctly assess vehicle defects, boost confidence and make informed decisions on vehicle downtime and availability to lessen the risk of non-compliance.

Course content
- Brief overview of operator licensing.
- Driver and Vehicle Standards Agency (DVSA) and enforcement.
- PG9 – paperwork associated with enforcement
- Categorisation of defects – immediate, delayed and inspection notice defects.
- Decision making on vehicle serviceability.

Course duration
2 days.
Maximum 10 delegates.

Price
Members £1,847 + VAT
Non-members £2,308.75 + VAT

Contract and multiple booking discounts available.

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
This course is designed to equip and develop trailer inspection technicians with the relevant information and skills to raise trailer inspection standards.

The course also gives the required knowledge to candidates wishing to undertake the irtec trailer inspection licence underpinning knowledge test and practical assessment.

Who should attend?
- Trailer maintenance staff responsible for preventative maintenance safety inspections (PMI) or annual test preparation. The course focuses on the DVSA testing standards manual, primarily aimed at the sections covering trailer inspection standards.

Benefits of attending
- In attending the course the candidate will have increased knowledge of legislation giving the required skills to correctly assess trailer defects, boost confidence and thus allow informed decisions on defecting components which lessens premature replacement.

Course content
- This course begins with a test to establish delegates’ base knowledge, followed by a detailed look at the DVSA’s HGV tester’s manual (sections only applicable to trailers). This is followed by a final written test and a practical demonstration on trailer inspection techniques. This will give the candidate the required practical know-how to undertake the irtec practical assessment.

Course duration
1 day.
Maximum 6 delegates.

Price
- **Members**
  - £927+VAT
- **Non-members**
  - £1,158.75+VAT

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
The irtec Licence is a qualification developed for vehicle technicians in the HGV, PCV and trailer sectors. It is a nationally recognised certificate which demonstrates to any employer in the road transport industry that an inspection technician has reached a required standard to undertake vehicle inspections.

Technicians take an online test to assess their irtec Licence underpinning knowledge. If successful, the candidate progresses to a practical skills test on their individual inspection technique. If the candidate passes both tests, they are awarded the irtec Licence and are registered on the IRTE irtec register, for the duration of 5 years.

A requirement of both technical and irtec licensing is that the candidate must have a minimum of 3 years’ experience in the field of servicing and inspection, and on relevant vehicles to which the licence relates.

FTA can manage all aspects of the irtec licensing scheme from registration with the IMI to supplying the required IT systems for performing the online underpinning test.

**Assessment format**

Part 1 is an online knowledge test.
Part 2 is a practical inspection assessment.

The practical test is undertaken within your workshop using a suitable vehicle. Vehicles Inspected must be London LEZ compliant (ie modern vehicle – ideally Euro V1).

All customer locations must comply fully with health and safety regulations.

**Assessment duration**

1 day.
Maximum delegates – 2 per day.
(3 if it is a trailer inspection assessment.)

**Price on application**

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Workshop Engineering Manager

This course is designed to equip and develop high level technicians, workshop supervisors and fleet engineering managers. It provides the relevant skills to raise standards, confidently manage their teams, fully understand the importance of compliance and improve technical and commercial awareness.

Who should attend?

- Current line managers/supervisors who wish to sharpen their operational, commercial and compliance responsibilities.
- High level technicians that seek a progressive career path with aspirations to become a workshop manager and or fleet engineer.

Benefits of attending

- An increased appreciation of what qualities are required to become an effective workshop manager or fleet engineer.
- Enhanced confidence when having potentially complex discussions with technicians relating to challenging workshop issues, technological advancements and customer expectations.
- Improved personal knowledge about where to find the answers to the latest operational and technical requirements.
- An appreciation of the importance of vehicle whole life costs, effective tyre and fuel management, vehicle specification options and workshop operations.
- An opportunity to network with other industry professionals, the sharing of ideas and best practice.

Course content

- Industry overview highlighting the transport and logistics market leaders and sector positioning.
- Compliance awareness from a workshop manager/fleet engineer perspective.
- Dealing with customers and colleagues professionally.
- Improving administration and organisation skills.
- Preparing for an external audit.
- Identifying the core values of becoming a fleet engineer/workshop manager.

Course duration

2 days.
Maximum 16 delegates.

Price

Members
£417 +VAT

Non-members
£521.25 +VAT

Price includes tuition, course materials, lunch and refreshments.

Venues and dates

Northern Ireland, Scotland and North of England

<table>
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<tr>
<td>Stirling</td>
<td>9–10 June</td>
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<td>18–19 November</td>
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<td>Warrington</td>
<td>20–21 April</td>
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<td>8–9 September</td>
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<td>Leeds</td>
<td>5–6 May</td>
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<td>26–27 October</td>
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Midlands, East Anglia and Wales

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<tr>
<td>Leamington Spa</td>
<td>30–31 March</td>
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<td>4–5 August</td>
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South of England

<table>
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<tr>
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<tbody>
<tr>
<td>Tunbridge Wells</td>
<td>21–22 January</td>
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<td>7–8 July</td>
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This course is also available as an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Safety of Loads on Vehicles

This course is practical and classroom-based. It is aimed at drivers and loaders of goods vehicles. It provides delegates with the knowledge and skills to deal with basic load configurations in a safe and efficient manner.

Who should attend?
- Loading/unloading operatives such as warehouse and yard teams.
- Drivers.
- Those responsible for raising and maintaining health and safety standards across a team of professional drivers.

Benefits of attending
- Reduce likelihood of roadside prosecution.
- Reduce damage to vehicles and stock.
- Awareness of the risks caused by working at height.
- An understanding of where to go to find the right guidance for unique and unusual load types.
- Greater awareness of the impact poor loading can have on the driver and general public.

Course content
- Legislative requirements.
- Consequence of non-compliance.
- Role of the operator, loader and driver.
- Load restraint – types of restraint systems and anchorage points.
- Load distribution.
- Vehicle weight and overloading – types of vehicle weights.
- Safe working practices: loading and unloading.
- Working at height.

The vehicle provided must meet the required standards in respect of PUWER: it should be suitable for the intended purpose and adequately maintained to ensure safety. A safe area of the yard or warehouse should be designated for the training.

Certification
On successful completion of this course an FTA certificate of attendance will be issued to all delegates.

Course duration
1 day.
Maximum 8 delegates.

Price

Members
£755+VAT

Non-members
£943.75+VAT

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Yard Shunter – Train the Trainer

This course provides the necessary information for those responsible for training others in manoeuvring HGVs around company premises and other ‘off-road’ parking areas (ie closed to the public). It is a cost-effective way of cascading training through a company and is an important workplace safety intervention.

Who should attend?
- Lead drivers responsible for training shunting staff. Delegates on this course must hold the category of licence for the type of vehicle they are to ultimately provide training in.
- Those responsible for raising and maintaining driving standards across a team of professional drivers.

Benefits of attending
- Improve awareness of risks unique to depot environments
- Increase safety by understanding the correct coupling/uncoupling procedures.

Course content
Provides instruction on how to give training in the following.
- Vehicle familiarisation and pre-use inspections.
- Correct coupling and uncoupling of articulated/drawbar combinations (to be stated at the time of booking).
- Hand signals to be used for assisting other drivers to manoeuvre vehicles.
- Practice manoeuvring the vehicles onto loading bays or parking area.
- Safe parking procedures.
- Health and safety.

The vehicle provided must meet the required standards in respect of PUWER: it should be suitable for the intended purpose and adequately maintained to ensure safety. A safe area of the yard should be designated for the training.

Course duration
1 day.
Maximum 2 delegates.

Price

Members
£1,177+VAT

Non-members
£1,471.25+VAT

Price includes tuition, course handouts and certification. It also includes all presentation materials required to cascade training throughout own organisation.

It is recommended that this type of training is revalidated at least every 4 years. The decision on frequency should be based on regular workplace risk assessment.

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Yard Shunter

This course provides operatives with training and techniques required to safely move heavy goods vehicles around a company’s premises and other off-road parking areas (ie closed to the public). Delegates are taught best practice skills to ensure the safety of yard personnel and prevent damage to vehicles and property in the immediate vicinity.

Who should attend?
• Shunting staff – delegates on this course must at least hold a category B driving licence.

Benefits of attending
• Improve awareness of risks unique to depot environments
• Increase safety by understanding the correct coupling/uncoupling procedures.

Course content
• Vehicle familiarisation and pre-use inspections.
• Correct coupling and uncoupling of articulated/drawbar combinations.
• Hand signals to be used for assisting drivers in manoeuvring vehicles.
• Practice manoeuvring the vehicles onto loading bays or parking areas.
• Safe parking procedures.
• Health and safety.

The vehicle provided must meet the required standards in respect of PUWER: it should be suitable for the intended purpose and adequately maintained to ensure safety. A safe area of the yard should be designated for the training.

Course duration
1–4 days dependent on type of vehicle, delegate numbers and experience. The table below is indicative. A ‘novice’ is a delegate who has no previous yard shunting experience. If you are unsure, one of our technical instructors will be happy to help.

<table>
<thead>
<tr>
<th>Type of vehicle</th>
<th>Number of delegates</th>
<th>Number of days training</th>
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<tr>
<td>Rigid</td>
<td>1–2</td>
<td>1</td>
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<tr>
<td>Rigid</td>
<td>3–4</td>
<td>2</td>
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<tr>
<td>Rigid (including ‘novice’ trainees)</td>
<td>For every novice included in the training group, add 0.25 days to the total</td>
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<tr>
<td>Articulated</td>
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<tr>
<td>Articulated</td>
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</tr>
<tr>
<td>Articulated (including ‘novice’ trainees)</td>
<td>For every novice included in the training group, add 0.25 days to the total</td>
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</tbody>
</table>

Maximum 4 delegates.

*Calculation of total training time rounded up to the nearest 0.5 day (0.75 = full day etc).

Price

Members
£755+VAT per day

Non-members
£943.75+VAT per day

Price includes tuition, course handouts and certification.

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Reversing Assistant – Train the Trainer

This course enables delegates to train internal employees in the skills required to guide reversing vehicles and ensure appropriate health and safety measures are met.

Who should attend?
- Staff responsible for training yard or refuse collection operatives.
- Those responsible for raising and maintaining health and safety standards across a team.

Benefits of attending
- Improve awareness of risks unique to depot and street environments.
- Increase safety by understanding correct reversing procedures.

Course content
Instruction on how to give training in the following.
- Health and safety legislation.
- Safety awareness, potential hazards and risks.
- Site conditions.
- Safety procedures.
- Driver responsibilities.
- Assistant responsibilities.
- Assistant signals, position and reversing techniques.

The vehicle provided should be suitable for the intended purpose and adequately maintained to ensure safety. A safe area of the yard or warehouse should be designated for the training.

Course duration and price
1 day.
Maximum 4 delegates

Price
Members
£1,177+VAT

Non-members
£1,471.25+VAT

Price includes tuition, course handouts and certification. It also includes all presentation materials required to cascade training throughout own organisation.

It is recommended that this type of training is revalidated at least every 4 years. The decision on frequency should be based on regular workplace risk assessment. A half day revalidation is available for this course.

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
This course is designed to provide delegates with the required skills to perform their duties safely and efficiently and to minimise the risk of costly accidents, potential injuries and fatalities when manoeuvring vehicles on company premises or the public highway. It has been developed for those involved in guiding vehicles, ensuring that the appropriate health and safety measures are met.

Who should attend?
- Yard or refuse collection operatives with reversing assistant responsibilities.

Benefits of attending
- Improve awareness of risks unique to depot and street environment.
- Increase safety by understanding correct reversing procedures.

Course content
- Health and safety legislation.
- Safety awareness, potential hazards and risks.
- Site conditions.
- Safety procedures.
- Driver responsibilities.
- Assistant responsibilities.
- Assistant signals, position and reversing techniques.

The vehicle provided should be suitable for the intended purpose and adequately maintained to ensure safety. A safe area of the yard or warehouse should be designated for the training.

Course duration
Half day.
Maximum 4 delegates.

Price

<table>
<thead>
<tr>
<th>Members</th>
<th>£604 + VAT</th>
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</thead>
<tbody>
<tr>
<td>Non-members</td>
<td>£755 + VAT per day</td>
</tr>
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</table>

Price includes tuition, course handouts and certification.

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*. 
Driver Agency Excellence
Recognition through demonstrating quality management system

Are you looking for a driver agency who has demonstrated their understanding and best practice in driver recruitment and management, or are you a driver agency that wants to demonstrate this to your current and prospective customers?

Driver Agency Excellence is a voluntary initiative which has been developed alongside operators and driver agencies. It aims to recognise, encourage and promote best practice within the sector. Driver Agency Excellence is managed by FTA and steered by a Governance Group, made up of specialist driver agencies.

Driver Agency Excellence is referenced within the DVSA’s Earned Recognition scheme as a means of the best practice regarding the management of agency drivers.

Contact us today for more information

*Calls may be recorded for training purposes
0371 711 2222* www.fta.co.uk/DAE
Van drivers are vital to the UK economy in every way imaginable.

The van sector has grown into a substantial part of the motor industry and is very much under the spotlight for the general public, legislators and enforcement authorities.

Changes to sentencing guidelines mean companies and individuals are, more than ever, culpable for breaches of the Health and Safety at Work Act 1974. Fines are dependent on turnover and, in the case of larger companies, these could reach millions of pounds. Sentences imposed upon individuals are more severe and the likelihood of custodial sentences for directors is also greater.

It is against this background that a number of Van Excellence Accredited Operators have created meaningful training standards by which the entire industry can be measured.

High quality training is one of the essential principles cited in the HSE publication *Leading Health and Safety at Work*.

**With FTA’s Van Excellence training you benefit from:**

- Reduced risks, fewer accidents, lower costs.
- Evidence of management intent.
- Increased road safety.
- Increased productivity.
- Evidence of accountability.
Van Excellence – Directors

This course aims to tackle the challenges of implementing a safety-first culture, and how these challenges can be overcome by focusing on key performance areas such as driver competence, vehicle standards and operational processes.

The key objectives of the Van Excellence Leadership course are to:

1. Reduce van fleet risk.
2. Develop a plan for enhancing van fleet safety management.
3. Deliver a van fleet safety strategy.
4. Engage with fleet teams about the benefits of fleet safety.
5. Reduce costs and environmental impact of the operation.
6. Improve safety performance across the van fleet.

Leadership and management actions and behaviours distinctly influence overall fleet safety performance. This workshop-led course considers the moral, economical and legal responsibilities of the organisation. Leaders will recognise and value the benefits of operational safety performance, promote legal and operational compliance and reduce costs. Senior managers will look at how they can implement change and gain ‘buy in’ from fleet management teams to improve compliance in key areas across the fleet.

Who should attend?
- Directors and senior managers responsible for managing fleet risk.
- Anyone who is responsible for managing van fleet safety.

Benefits of attending
- Drive your business strategy to improve van fleet safety.
- Gain an understanding of corporate responsibilities.
- Learn how to reduce the environmental impact of the van fleet.
- Engage with managers and supervisors directly responsible for the van fleet.
- Enhance fleet safety management skills through change management and action planning.
- Understand how the above factors and managing them correctly can help to reduce the cost of operating your van fleet.

Course content
- Management responsibilities.
- Corporate responsibility.
- Vehicle standards and maintenance.
- Driver ambassador.
- Driving van fleet performance.
- Managing operations.
- Promoting a culture of change.
- Senior leader action plan.

Certification
An FTA Certificate of Excellence will be issued to all delegates on successful completion of the course and all course assessments.

Prices
In company course only, daily rate
£950 +VAT
Maximum of 16 candidates†.

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Van Excellence –
Managing Van Operations

This course is based upon the best practice guidelines detailed in the FTA Van Excellence Code. It provides best practice guidance for operating safely, legally and efficiently and is designed to raise standards across van operations.

Who should attend?
• Individuals engaged in the management or supervision of van fleets.
• Van operators.

Benefits of attending
• Increased confidence when having complex discussions with drivers relating to towing, driver licensing and drivers’ hours.
• Peace of mind that you are operating legally.
• Knowledge about where to find the answers to complex issues or operational anomalies.
• Offers the opportunity to network with other industry professionals; sharing ideas and best practice.

Course content
• Van operators.
• Vehicle maintenance systems.
• Driver licensing.
• Securing the load, method of restraint and overloading.
• Speed limits.
• Towing equipment.
• Vehicle administration.

Assessment
All delegates will be required to participate in the FTA Certificate of Excellence multiple-choice assessment at the end of the course.

Course duration
Half day.

Certification
An FTA Certificate of Excellence will be issued to all delegates, valid for a period of 3 years, on successful completion of the assessment.

Please note: We are able to offer this course without the assessment. For this option a certificate of attendance will be issued.

Price

<table>
<thead>
<tr>
<th>Membership</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
<td><strong>Members</strong></td>
<td><strong>£197 + VAT</strong></td>
</tr>
<tr>
<td><strong>Non-members</strong></td>
<td><strong>£246.25 + VAT</strong></td>
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Venues and dates

**Northern Ireland, Scotland and North of England**

<table>
<thead>
<tr>
<th>Venue</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Stirling</td>
<td>27 May – 26 November</td>
</tr>
<tr>
<td>Leeds</td>
<td>24 March – 16 September</td>
</tr>
<tr>
<td>Warrington</td>
<td>24 January – 16 June</td>
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**Midlands, East Anglia and Wales**

<table>
<thead>
<tr>
<th>Venue</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Leamington Spa</td>
<td>12 March – 16 October</td>
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</table>

**South of England**

<table>
<thead>
<tr>
<th>Venue</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Tunbridge Wells</td>
<td>8 April – 11 December</td>
</tr>
</tbody>
</table>

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*. 
Van Excellence – Industry Suppliers

This in-company course is based upon the best practice guidelines detailed in the FTA Van Excellence Code. It is designed to provide a wealth of best practice guidance which will assist the staff of businesses supplying vehicle operators.

Who should attend?
- Individuals from businesses supplying LCVs (light commercial vehicles) and/or van related services to operators, such as lease companies or sales professionals.
- Individuals engaged in the advising or quoting of van fleets or passenger operations to operators.

Benefits of attending
- Increased confidence when having complex discussions with customers relating to towing, driver licensing, drivers’ hours and operator licensing.
- Understand what your customers need to know and be able to offer valuable compliance advice.
- Knowledge about where to find the answers to complex issues or operational challenges.

Course content
- EC Whole Vehicle Type Approval (ECWVTA).
- Vehicle/body types.
- Definition of terms.
- Driver licensing.
- Vehicle standards and administration.
- Vehicle maintenance.
- Securing the load, method of restraint and overloading.
- Speed limits.
- Towing equipment and digital tachographs.
- Operator licensing.
- Passenger carrying vans.

Assessment
All delegates will be required to participate in the FTA Certificate of Excellence assessment at the end of the course.

Certification
An FTA Certificate of Excellence will be issued to all delegates, valid for a period of 3 years, on successful completion of the multiple-choice assessment.

Course duration
1 day.

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Van Excellence – Driver Certificate of Competence

The single largest influence on road safety is the driver. Raising training standards mitigates the risks created by non-compliant drivers. Evaluating training by assessment demonstrates that knowledge has been received and understood.

The Van Excellence Driver Certificate of Competence has been developed in conjunction with Van Excellence Accredited Operators, with 2 principal aims: to address work-related road risk and create a learning pathway for driver development.

Organisational benefits
- Supports best practice systems and procedures within an organisation.
- Demonstrates a proactive approach to risk management.
- Supports recruitment, retention and engagement.
- Aligns with Driver CPC syllabus for operators running HGV and LCV fleets.

Benefits of attending
- The knowledge attained will help drivers comply with the law and protect their driving licence.
- Provides evidence of career path and achievements.
- Portable and demonstrable knowledge.
- Standard content.

Assessment areas
- Fitness to drive.
- Driver ambassador.
- Pre-use vehicle checks.
- Load security and overloading.
- Rules of the road.
- Other road users.
- Safe and green driving.
- Collisions and breakdowns.

Flexible delivery options
Training can be split into tool box talks or delivered as a Driver CPC approved (full day option).

How do I become an Assessment Partner?
1 Register your interest in the scheme at vedriverapplication@fta.co.uk.
2 Receive and complete the application requirements.
3 Pay the application fee: this includes an annual licence and access to the training and assessment materials.
4 Internal staff become approved to invigilate assessments.
5 Obtain the training and assessment materials via our dedicated website.

Prices

Van Excellence Driver Certificate of Competence
Centre approval
£795+VAT per annum

Assessment fee
£19+VAT per driver

FTA Train-the-Trainer course
£1,195+VAT

Maximum: 6 delegates.

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
LCV Inspection Procedures and Standards

This course is designed to equip and develop vehicle inspection technicians, workshop supervisors and engineering managers with the relevant information and skills to raise light commercial vehicle (LCV) inspection standards.

The course also gives an insight into the knowledge requirements for candidates wishing to undertake the irtec Light Inspection Licence, underpinning knowledge test and practical assessment.

Who should attend?

• Vehicle maintenance staff responsible for preventative maintenance safety inspections or annual MOT preparation. The course focuses on the importance of maintaining vehicles and the responsibilities of the LCV operator and light commercial vehicle inspectors alike.

Benefits of attending

• In attending the course candidates will have increased knowledge of LCV legislation giving the required skills to correctly assess LCV vehicle defects, boost confidence and thus allow informed decisions on defecting components which lessens premature replacement.

Course content

• Assessment of delegates’ base knowledge.
• Overview of legislation surrounding the operation, inspection and testing of light commercial vehicles.
• Driver and Vehicle Standards Agency (DVSA) and enforcement, an overview of the enforcement prohibition system.
• The responsibilities of maintenance staff, drivers and operators as per the DVSA Guide to Maintaining Roadworthiness.
• Prohibition paperwork associated with enforcement
• The DVSA LCV Inspection Manual.
• Inspection procedure (theory).
• Inspection procedure (practical): a practical demonstration on LCV inspection technique which is fundamental for candidates wishing to follow the irtec Light licensing route.

Course duration

2 days.
Maximum 6 delegates.

Price on application

To register your interest email trainingdevelopments@fta.co.uk.

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Drive Safer with FTA’s Van Excellence

Have peace of mind that your vans are operating safely with Van Excellence. Whether you operate one or multiple vans, we can support your business through our specific training courses and products, as well as helping you to become a certified operator with the Van Excellence Certification Scheme.

The Van Excellence Certification, designed by some of the best van operators in the UK, recognises excellence, improves operational standards and is underpinned by our industry led Van Excellence Code which promotes best practice.

Get in touch to ensure your operation is safe, efficient and compliant.

Van Excellence
Platinum Partner 2019
Van Excellence
Gold Partners 2019

*Calls may be recorded for training purposes

0371 711 2222*  fta.co.uk/as19
FTA will assist you to create and manage a practical, and cost effective PCV driver and management training programme. To establish training requirements, our industry experienced specialists work with FTA bus and coach members, whether they are National PCV organisations or compact family run concerns. This relationship has permitted us to develop and deliver a wide range of high quality, sector specific Passenger Transport training solutions.

Courses are delivered through a network of public venues but may be arranged as ‘in house’ courses to avoid delegate travel. FTA also offers bespoke development to create or adapt training for individual company needs.

**With FTA’s Passenger Driver CPC training you benefit from:**

- High standard of industry recognised training.
- Competitive, cost effective rates for both members and non-members.
- Specialised trainers with high levels of passenger sector knowledge, skills and experience.
- Peace of mind, knowing that your training needs have been professionally met.
Passenger Operations
Transport Manager CPC – Passenger Operations

Demonstrating ‘professional competence’ is a fundamental requirement of the operator licensing system, for both Standard National and Standard International licences. Given that the CPC qualification is a ‘licence to practice’, our aim is to continually strive to improve the pass rate for the benefit of our members and their staff.

Most of these improvements are unique to FTA and have helped us become a market leader for this qualification.

What makes FTA different?

Pass first time with FTA or we pay for the resit exam
Our aim is a 100 per cent pass rate. However, should this not happen, we’ll pay for another exam attempt. We’ll ensure that your candidates receive the very best preparation and therefore chance of passing the CPC. Provided a candidate has attended a full course with us, we will accept the responsibility for anything less than complete success. This satisfaction guarantee underpins our commitment to our CPC candidates.

Modern and timely testing
E-testing is available on all CPC courses, including in-company courses. Taking the multiple choice examination on the final day of the course has increased the pass rate for this exam by 18 per cent. This is due to the retention and recency of candidate knowledge.

E-testing also enables candidates to concentrate their revision time on the case study exam, improving the pass rate for the written paper.

Thirdly, e-test resits can be rescheduled sooner than the paper exam. Resit details are provided alongside the course dates. **We also include a free preparation session with one of our trainers on the morning of the resit exam (e-tests only).**

Case study revision courses
These optional sessions benefit candidates by focusing specifically on the written exam. The workshop sessions use sample case study questions, coupled with exam techniques and guidance provided by the CPC tutor. The 2-day courses are scheduled in the week of the exam.

Excellent pass rates
Better pass rates benefit employers by reducing an employee’s time out of the business to resit examinations.

Assist your candidates to succeed
FTA provides an introductory course to gauge whether your candidates are ready for the challenge of Transport Manager CPC.

Who should attend?
Anyone wishing to demonstrate ‘professional competence’ for the purpose of operator licensing.

Course content
- Civil law.
- Commercial law.
- Social law.
- Fiscal law.
- Business and financial management of the undertaking.
- Access to the market.
- Technical standards and aspects of operation.
- Road safety.

Course duration
8 days.
Maximum 16 delegates
**Price**

**Members**  
£1,257\(^{+VAT}\)

**Non-members**  
£1,571\(^{+VAT}\)

**Examination fees\(^{†}\)**  
£113.95 no VAT  
\(^{†}\)Subject to change at the discretion of OCR.

**Venues and dates – Back to back**

**Quarter 2**

*Midlands, East Anglia and Wales*

<table>
<thead>
<tr>
<th>Location</th>
<th>Week 1</th>
<th>Week 2</th>
</tr>
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<tbody>
<tr>
<td>Leamington Spa</td>
<td>26–29 May</td>
<td>2–5 June</td>
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**Case study exam**  
12 June

**Quarter 4**

*South of England*

<table>
<thead>
<tr>
<th>Location</th>
<th>Week 1</th>
<th>Week 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bristol</td>
<td>3–6 November</td>
<td>10–13 November</td>
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</table>

**Case study exam**  
4 December

Price includes tuition, course materials, lunch and refreshments.

If any special requirements or access arrangements are needed, please notify at the time of booking.

In-company courses can follow a schedule and format which suits operational requirements.

This course is also available as an in-company option.  
For more information please email training@fta.co.uk or call 0371 711 2222*.
CPC Case Study Revision Course

Success in achieving the CPC Case Study examination relies on a candidate’s ability to effectively interpret the knowledge they have learned, and apply it to an examination scenario. The objective of the case study revision course is to provide support by offering advice and exam techniques, which will assist candidates to fully prepare for the written examination. This is a workshop led environment exercising sample case study scenarios and questions, coupled with guidance from the CPC tutor.

Benefits of attending

- Clarification of what to expect in the exam.
- Practice recognising question types and crafting answers to extract maximum marks.
- Examination techniques.
- Study tips.

Who should attend?

- Candidates attending the main CPC course who feel the additional revision support would be beneficial.
- Candidates preparing for a resit.

Course content

- Examination techniques.
- Case study mock papers.
- Knowledge check questions.

Topics include:

- Operator licensing.
- Driver licensing.
- Drivers’ hours and working time.
- Record keeping.
- Maintenance and vehicle operations.
- Financial management and vehicle costing.

Course duration

2 days.

Price

Members

£310+VAT

Non-members

£387.50+VAT

Price includes tuition, course materials, lunch and refreshments. The price does not include the OCR Case Study examination.

Please note: Candidates who have attended a different training provider’s course may benefit in purchasing notes at a discounted price.

CPC notes price

Price

£73+VAT

Candidates who have taken their examination more than 6 months ago are advised to take the full course again.

If any special requirements or access arrangements are needed, please notify at the time of booking.

Venues and dates

Quarter 2

Midlands, East Anglia and Wales

Leamington Spa 10–11 June

Case study exam 12 June

Quarter 4

South of England

Bristol 30 November–1 December

Case study exam 4 December

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*. 
CPC Refresher for Passenger Operators

This course has been developed for holders of the Transport Manager CPC for Passenger Operators who require refresher training on the key operational areas within the CPC syllabus, incorporating any recent changes to legislation.

A certificate of attendance is issued following course completion, which provides evidence that attendees have taken positive steps to demonstrate their professionalism and continued development.

Who should attend?
- Anyone who wishes to update their transport legislation knowledge to the latest standards for passenger operations.
- Those who are committing to their continued professional development as a PSV transport professional.
- Aspiring PSV transport managers.
- Operators who are required to complete refresher training at the direction of a Traffic Commissioner.

Benefits of attending
- Provides the information and tools to ensure you are completely up-to-date with the current developments in transport legislation.
- Provides peace of mind that you are operating legally in compliance with the latest guidance from Traffic Commissioners.
- Offers the opportunity to network with other industry professionals; sharing ideas and best practice.

Course content
- Drivers’ hours and working time.
- Operator Compliance Risk Score (OCRS) and enforcement issues.
- Drivers’ hours records.
- Maintenance systems and procedures.
- Operator licensing.
- Driver CPC.
- Driver licensing.

Course duration
2 days.
In-company: maximum 16 delegates.

Price

Members
£417+VAT

Non-members
£521.25+VAT

Price includes tuition, course materials, lunch and refreshments.

Venues and dates

Northern Ireland, Scotland and North of England
Leeds 22–23 January

Midlands, East Anglia and Wales
Leamington Spa 23–24 March

South of England
Bristol 17–18 November
Tunbridge Wells 21–22 September

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Passenger Operator Licence Awareness Training

This course is designed to help transport professionals at any level develop an active role in ensuring legal compliance within their passenger operation. The course provides an overview of the operator licensing system and details the fundamental undertakings that apply to operators.

Who should attend?
- Anyone who wishes to update their transport legislation knowledge to the latest standards.
- Those who are committing to their continued professional development as a transport professional.
- Aspiring transport managers.
- Candidates preparing for a full Transport Manager CPC – primer course.
- Operators who are required to complete refresher training at the direction of a Traffic Commissioner.

Benefits of attending
- Up-to-date knowledge and the notification of future developments in passenger transport legislation.
- Provides peace of mind that you are operating legally in compliance with the latest guidance from Traffic Commissioners.
- Offers the opportunity to network with other industry professionals; sharing ideas and best practice.

Course content
- Operator licence undertakings.
- The role of the enforcement authorities.
- The Operator Compliance Risk Score (OCRS) system.
- An overview of drivers’ hours, working time and records.
- Driver licensing system.
- Driver CPC.
- PSV conduct regulations.

Course duration
1 day.
In-company: maximum 16 delegates depending on facilities.

Price
Members
£302+VAT

Non-members
£377.50+VAT

Prices includes tuition, course materials, lunch and refreshments.

Venues and dates

Northern Ireland, Scotland and North of England
Stirling
13 January
15 June
Leeds
21 January

Midlands, East Anglia and Wales
Leamington Spa
10 March
5 August

South of England
Tunbridge Wells
17 September

This course is also available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
Driver CPC

Safety First
This course is designed to encourage a positive workplace safety culture, concentrating on high risk workplace transport activities.

Drivers’ Hours, Working Time and Record Keeping
This course is designed to highlight drivers’ responsibilities under drivers’ hours legislation and provide practical experience of working with digital equipment.

Vehicle Safety
This course provides PCV drivers with best practice guidance and encourages understanding of driver and operator responsibilities with regards to maintaining a vehicle in a safe and roadworthy condition.

Driving with Digital
This course is designed to highlight drivers’ responsibilities under drivers’ hours recording equipment legislation and provide practical instruction and guidance on recording and inputting data using digital tachograph equipment.

Road Legal
This course offers an in-depth review of road traffic law to support a driver’s knowledge of navigating roads safely and securely with confidence in connection with passenger transport operations.

Driving Values
This course is aimed at drivers of passenger vehicles allowing them to demonstrate a commitment to the best safety and environmental standards possible.

Operator Licence Compliance
This course is aimed at drivers of passenger vehicles operating in both private and public sectors.

Emergency First Aid at Work
This course is designed to provide professional drivers with the skills and confidence to administer first aid in emergency situations while on the road. Drivers attending this course will also receive a three-year Emergency First Aid at Work (EFAW) certificate issued by the Association of First Aiders (AoFA). The dual certification is subject to passing a practical and a written assessment.

Course duration
1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates.

Price
For in-company course prices please contact us. This price includes the Driver and Vehicle Standards Agency (DVSA) upload fee of currently £8.75 per 7-hour block (subject to change at the discretion of DVSA).

These courses are ONLY available as an in-company option.
For more information please email training@fta.co.uk or call 0371 711 2222*.
FTA is an established provider of compliance training for the transport industry. Through our track record of training service delivery, bespoke development and member services, we have developed a wide range of training support services which can be tailored to your company requirements.

It is important to establish a return on investment with your training delivery. FTA can help you to do this and improve your organisational performance in an efficient and cost effective way.
Training Support Services
Why choose FTA Training Support Services?

✅ **We listen to you**
We will work with you to develop the right training packages to meet your needs. We offer assistance in developing classroom theory training, practical training and e-learning courses.

✅ **No one knows logistics quite like us**
Our team of subject matter experts are supported by the industry recognised Member Advice Centre ensuring content is accurate and engaging for the learner.

✅ **We provide bespoke training solutions**
We create bespoke, innovative classroom and practical training packages which support your needs and that of your learners.

We also develop company-specific e-learning which is designed to engage and challenge the way a learner thinks and operates in today’s working environment.

✅ **Access to administration support**
Our administration team can provide you with support to manage your training administration processes such as Driver CPC and ADR. They can also provide valuable management information as part of the administration process, such as group and individual assessment reports to establish return on investment (ROI).

✅ **Join the FTA Driver CPC Consortium**
Membership of the Consortium provides the opportunity to deliver Driver CPC courses without having to apply for accreditation through Joint Approvals Unit for Periodic Training (JAUPT). We will supply course materials, trainer support and manage the administration function.

✅ **To demonstrate that you’re the best at what you do!**
Training is an important and integral part of any transport operation and should deliver improved knowledge, skills and performance to boost both employee motivation and operational compliance.

An FTA Training Audit offers an independent review to confirm that your organisation demonstrates a consistent approach to FTA quality training standards.

FTA Training Endorsement is an independent quality assurance in your course materials, development and delivery standards, enabling the use of the FTA logo in your training resources.

For more information please contact trainingdevelopments@fta.co.uk
Training Materials Development

We provide tailor-made and engaging training resources incorporating active learning techniques to suit your organisational requirements.

FTA will work with you to design, develop and deliver your own training programmes. Our approach is designed to bring you a cost effective return on investment.

Course requirements vary and therefore each course we develop is inherently unique. There are, however, common elements in the process of developing a bespoke course.

We can supply standard training packages that can be adapted to suit your needs or create bespoke development materials specific to your organisation’s individual learning objectives.

These may include the following.

- DCPC training packages.
- Management and supervisory training packages.
- E-learning.

Trainer classroom toolkit may contain the following.

- Materials list and lesson plan.
- PowerPoint presentation.
- Trainer course notes.
- Workbook (with answers)
- Guidance documents.
- Central dedicated webpage to access/download materials.
- Voting software (optional).

For more information please contact trainingdevelopments@fta.co.uk
Train the Trainer

We have a number of options available to keep a trainer’s delivery skills and subject matter knowledge up to date.

- Course Familiarisation Training.
- Driver Assessor Training (see page 102).
- Train the Trainer: Yard Shunter or Reversing Assistant (see pages 113 and 115).
- Driver CPC Trainer Qualification (see page 144).
- Van Excellence Driver Certificate of Competence (see page 123).
- Introduction to Training Skills (see page 147).

Course Familiarisation Training

This course offers trainers dedicated time with FTA subject matter experts and the opportunity to fully prepare for delivery of any new course content designed by FTA.

This course includes a thorough explanation of presentation materials, research required and expectations of trainers to ensure consistency of delivery standards are maintained throughout the organisation.

Familiarisation course timings may vary dependent on content and level of understanding of the subject(s) included in the presentation.

Trainers find familiarisation training an interactive and worthwhile experience, based on a number of factors.

- Dedicated time to learn about the structure of the materials and how to prepare materials before a course.
- Time with fellow trainers to develop course knowledge, content and skills.
- Practice/reinforcement of activities to prepare for delivery.
- Opportunities to reflect on how best to facilitate group led activities.

FTA’s familiarisation courses will ensure delegates leave the course with the vital skills and confidence to use the training materials and deliver effective training, as well as have the confidence and knowledge needed to contribute to the development of further training materials.

Priced as part of a course development package – on application.

For more information please contact trainingdevelopments@fta.co.uk
Introduction to Trainer Skills

The Introduction to Trainer Skills course is designed to provide candidates with an introduction to the concepts of training in a classroom environment. This is an introductory qualification and is ideal for those with no previous formal training in the models and techniques for training and developing learners in the workplace.

It is a comprehensive course to build skills, knowledge and abilities of a trainer. On completion of the assessments, candidates will be equipped with the necessary skills to plan, deliver and evaluate effective, successful logistics training.

Who should attend?
- Candidates looking for an introductory course to progress into a training and development role.
- Those who are committing to their continued professional development as a trainer within the logistics sector.
- Candidates preparing to deliver logistics training courses such as Driver CPC and Van Excellence training.

Benefits of attending
- Develops skills in planning and delivering logistics training sessions.
- Introduces the concepts of a systematic approach to training.
- Improves confidence in presentation and communication skills.
- Ability to evaluate the effectiveness of your training sessions.
- Demonstrates continuous professional development for delivering training within the logistics sector.

Course content
- Planning and delivering a micro teach of 10 minutes.
- Evaluation (self, peer group and course evaluation)
- Setting ground rules.
- Use of icebreakers.
- The learning environment.
- Training resources.
- Gaining and maintaining attention.
- Motivation.

Course duration
2-day classroom course.

This course is ONLY available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*
Driver CPC Trainer Qualification

This course is specifically designed for those who are or wish to become a Driver CPC trainer. The course leads to an iCQ recognised qualification that will equip new trainers with the relevant knowledge and skills to deliver Driver CPC training. It also provides excellent CPD options for more experienced trainers providing them with a recognised qualification and refresher training.

Benefits of attending
- An enhanced understanding of delivering training specifically for Driver CPC.
- Improved ability to plan and deliver sessions for Driver CPC.
- An enhanced understanding of the roles and responsibilities of those involved in the delivery of Driver CPC.
- Improved confidence in own training skills.
- Demonstrate continuous professional development for training in the logistics sector.

Course content
- Manage own role and responsibilities as a Trainer of Driver CPC.
- Deliver sessions for Driver CPC.
- Plan sessions for delivering Driver CPC.
- Manage own professional development as a Trainer of Driver CPC.

Course duration
- 5-day classroom course.
- Maximum delegates 12.

Assessment
- Each unit will include an assessment, these assessments include written assignments and micro teaches.

Venues and dates

Midlands
- Leamington Spa 13–17 July

South of England
- Tunbridge Wells 15–19 June

This course is also available on an in-company basis.
For more information please email training@fta.co.uk or call 0371 711 2222*.
FTA Training Audit

An FTA Training Audit is an independent review to confirm that your organisation demonstrates a consistent approach to high quality training standards.

Our team of subject matter experts and learning specialists can provide constructive feedback on all aspects of course content and delivery.

This audit can be used to pre-assess internal quality standards in advance of a JAUPT or DVSA audit visit. FTA is a recognised industry leader and approved centre and consortium lead. Having this level of understanding will allow us to ensure your training meets the requirements of:

- the quality and delivery of the training provided.
- knowledge transfer.
- the learning environment.
- course content.
- ensuring that the course being delivered meets the approved course layout.

- administration procedures such as identification checks and registration.

A successful audit would enable your trainers to validate their training skills ability and knowledge of the subject concerned, appraise your standard of training resources and assess administration procedures.

**Price on application**

Please contact trainingdevelopments@fta.co.uk
FTA Training Endorsement

FTA Training Endorsement offers a transparent, independent and external quality assurance benchmark that demonstrates training delivery and content have been reviewed for quality assurance, rigour, structure and fairness.

Why choose FTA Endorsement?
Endorsement is the process of evaluating training materials and delivery to ensure that your training programme is:

- clear and logical.
- technically accurate.
- meets good practice in learning design and delivery.
- has the correct level of content suitable for the intended audience.

Endorsement offers you the opportunity to use the FTA logo on your materials and certificates, affirming your training materials are of the highest quality industry standard.

Quality assurance checks may include the following.

- Timings and duration.
- Training delivery and lesson plan.
- Format and content is clear and logical.
- Overall aims and objectives.
- Learning outcomes.

- Method of delivery.
- Subject matter content.
- Content level and approach is suitable for the learners.
- Evaluating good practice in learning design and delivery.
- Technical accuracy.
- Assessment method(s)
- Types of learning materials used.
- Version control.
- Internal review process.

FTA Endorsement ensures that your delegates gain the best learning experience.

Price on application
Please contact trainingdevelopments@fta.co.uk
Administration Support

FTA offers a first class administration support package. Our dedicated team of administrators can provide you with support to manage your training administration processes.

The support you require may vary, but our experienced team can help you to do the following.

- Hold detailed records of all driver training delivered by FTA.
- Plan future training.
- Ensure smart scheduling based on driver and depot locations.
- Book convenient training venues – external or internal.

- Liaise with the management team regarding attendance.
- Provide regular management information (MI) on training progress and return on investment, eg group and individual assessment reports.
- Arrange ADR licence acquisition and renewal (see ADR Track and Train below)

**Price on application**
Please contact trainingdevelopments@fta.co.uk

ADR Track and Train

Let us take the headache out of scheduling your ADR requirements. Simply present us with your drivers’ details, including ADR expiry dates and we’ll do the rest – contacting you when they are eligible to re-validate and notifying you of the next available course in your area.

**Price on application**
Please contact trainingdevelopments@fta.co.uk
Bespoke e-Learning Development

This new service gives members the opportunity to implement interactive, innovative and simple to use e-learning tools that reflect current logistics topics, policies and regulation.

Our learning tools are designed to engage and challenge the way the learner thinks and operates in today’s working environment.

If you are looking for effective ways for staff to gain the knowledge and skills needed to manage a complaint operation, e-learning could provide a cost effective solution for your organisation.

Why choose FTA?

We listen to you
We will work with you in partnership to develop the right training packages to meet your needs.

No one knows logistics quite like us
With 125+ years’ experience in logistics, FTA can provide both the subject matter and e-learning expertise to support your organisation in developing engaging and challenging learning tools.

With FTA’s e-learning courses you can
- achieve high levels of upskilling, delivering a consistent message across your organisation.
- eliminate travel costs and reduce time away from the workplace.
- learn at your own pace and convenience.
- demonstrate a return on investment through effective measurement of learning activity.

What we offer
- Dedicated project manager.
- Subject matter experts to support with content development.
- e-learning specialist to develop interactive and innovative learning content.
- Fully managed services available including hosting of your packages or licensed packages to be implemented to your own LMS.
- Support with developing video or audio content.

All packages are bespoke and you can input as little or as much as you want into the process.

If you are interested in developing e-learning tools then please email trainingdevelopments@fta.co.uk
How to book a training course

To book please:

📞 phone 0371 711 2222*

💻 visit website www.fta.co.uk/training

ℰ email training@fta.co.uk

Please make sure you read through the Terms and Conditions on page 146

FTA members will be invoiced and our normal payment terms will be applied. For non-FTA members payment will be required at the time of booking. Cheques should be made payable to ‘Freight Transport Association Limited’. A VAT invoice will be issued in all cases. All major credit cards and purchase cards are accepted other than American Express.

Feedback

We would like all experiences with FTA to be of the highest level and are committed to providing you with the best service we possibly can. If your experience has fallen short of your expectations or indeed has surpassed them, or you would like to provide us with valuable feedback on our services, we would love to hear from you.

How to contact us

If you wish to comment on any of our services, please call us on 01786 457519 or email memberfeedback@fta.co.uk Alternatively please fill out our feedback form online at www.fta.co.uk/feedback or write to Member Feedback Department, FTA, Hermes Suite, Pavilion 1, Castlecraig Business Park, Players Road, Stirling FK7 7SH.

Our response

We respond to all feedback whether positive or negative and will aim to send you an initial acknowledgement within 3 working days and a full response to feedback within 28 days of receipt. If we cannot respond within this timescale we will keep you informed on the progress of our investigation.
Terms and conditions

5.3 **All courses (including in-company bookings)**

Where notification is received in writing more than four weeks prior to the commencement of the course, the full fee will be refunded or the booking may be transferred to another course.

Where cancellation in writing is received less than four weeks but more than two weeks prior to the starting date of the course, fees cannot be refunded but can be transferred to another course, subject to an administration fee of £50 plus VAT, or another delegate may be substituted, subject to a £50 administration fee (excluding VAT).

Where notice of cancellation is received less than two weeks prior to the commencement of the course, fees cannot be refunded or transferred and a full charge is applicable.

Full terms and conditions are available. Please contact us on 0371 711 2222*
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VC40 Defect Report Pad

HGV Walk Around Check App

Contact us today for more information

Free p&p plus a Yorkie bar on all orders over £100!

*Calls may be recorded for training purposes

0371 711 1111* www.shop.fta.co.uk/TP20
What makes FTA training different?

We are the only national Transport Manager CPC provider to offer a completely ‘blended’ course - our classroom course is supplemented by comprehensive e-learning and tutor support.

24-7 delivery. All of our courses are available, round-the-clock, seven days a week, across the UK.

We use Electronic Voting Software (EVS) on our courses. This aids delegate interaction and helps demonstrate Return on Investment. Ask our team about in-company reporting.

We have a dedicated product development team, including a qualification officer and a learning technologist.

We provide quality course content – our information is underpinned by the expertise of FTA's Member Advice Centre (MAC).

We employ many specialists who can assist in the training of your staff, including our team of qualified engineers.