



Industry leading training
- put your trust in FTA

Training delivered by industry professionals
Flexible and tailored solutions
Courses to ensure compliance

Delivering safe, efficient, sustainable logistics

Welcome


Welcome to FTA's Training Prospectus, which highlights our extensive range of training solutions for the coming year.

FTA remains recognised as the leading provider of industry training. We are continuously working to respond to customer feedback for more innovative training options, with the introduction of interactive and e-learning choices for 2014. A key benefit of our interactive training includes extensive Management Information reporting options to identify training effectiveness and pinpoint any gaps in knowledge.

I am also keen to stress the value of in-company training for all courses we offer. Our trainers travelling to you not only eliminates the expenditure and time allowances for staff travel, but provides enhanced flexibility (we can usually tailor training to meet your specific business needs at no extra cost) and significant cost savings in comparison to staff attending individual public courses.

With all courses, our Quality Assurance (QA) processes ensure standardised delivery across the UK to guarantee exceptional quality for all and our training team provide a wealth of knowledge and experience to enhance delegates' skills and expertise, ultimately improving your company's productivity and compliance.

We hope to assist with your training needs in the near future and look forward to working with you.



June Powell
Director of Compliance Management
Freight Transport Association



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*Calls may be recorded for training purposes

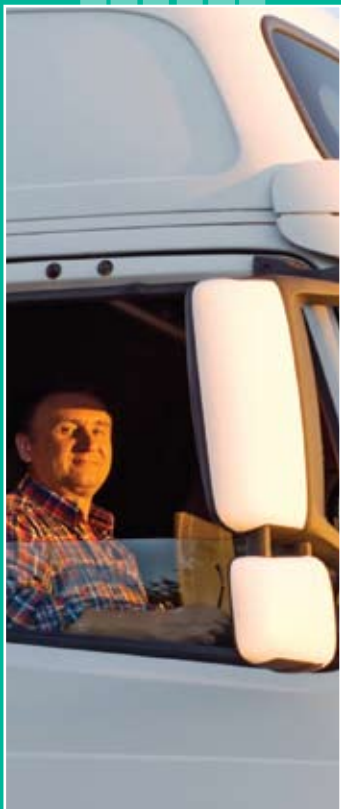
Come to us, or we can do the travelling!

FTA Training is very flexible. We have nationwide venues, but for your convenience, we can do the travelling and come to you.



FTA can work in partnership with you to provide a high quality, tailored training solution at your premises to enable you to meet your specific business objectives and get the most out of training your staff.

Our expert trainers can deliver all of our courses in-company, which could save you time and money, and are skilled in the development and delivery of bespoke offerings. We will match the expertise of the trainer to your specific needs, ensuring that we provide exactly what is required.



Driver Certificate of Professional Competence (CPC)

FTA will work with you to help identify the most practical, efficient and cost effective way to manage your Driver CPC programme. We pride ourselves on providing training solutions to suit your business requirements and driver training needs. We have a range of courses available and a selection of nationwide public courses and in-company options. Couple this with our bespoke course development and FTA has the right solution for you.

With FTA's Driver CPC training you benefit from:

- **competitive rates** for both members and non-members to offer excellent value for money
- **block booking options** available for those who need to complete a lot of training in a short amount of time before the 2014 Driver CPC deadline
- **a professional team of trainers** who offer a wealth of knowledge and experience
- **flexible training** solutions available at public venues throughout the UK or in-company to save you having to travel

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In-company training

FTA's in-company Driver CPC training options offer a wealth of benefits and significant cost savings.

Why choose in-company training?

- **Value for money** – with up to 29 per cent cost savings on the price of public courses[†]
- **Convenience** – with on-site training eliminating the need for expenditure and time allowances for staff travel
- **Consistency** – FTA's Quality Assurance (QA) processes ensure standardised delivery across the UK – crucial for evaluating training effectiveness and promoting excellence
- **Flexibility** – an element of content control increases relevancy and alignment with your systems and policies – and the option of bespoke training is available to match your business objectives (see page 33)
- **High standards** – with our expert trainers using their wealth of experience to tailor courses to your company needs and requirements
- **Business insight** – with Management Information (MI) reports which identify potential further training needs and gaps in knowledge



[†]Discount based on 20 delegates attending the course.

Guide to a successful Driver CPC training plan



What is Driver CPC?

Driver CPC is compulsory periodic training for vocational drivers, introduced in order to improve road safety and fuel efficiency and also to encourage driving as a career in a bid to reduce the reported driver shortage.

Driver CPC is a level 2 qualification and can include modules such as drivers' hours, working time and record keeping, vehicle safety, driving values and operator licence compliance.

Who is affected and when?

Drivers who held a vocational licence issued before September (2008 for PCV and 2009 for HGV) will need to complete 35 hours of periodic training by 10 September 2014 (goods vehicles), and every five years from then onwards.

New drivers will need to undertake initial training, which involves a test. Following this, drivers must complete 35 hours worth of periodic training within five years of the initial test and every five years from then onwards.



Interactive learning

FTA has now implemented a voting response system to various Driver CPC training sessions for effective, interactive training to facilitate learning retention and provide return on investment.

How does it work?

Within the training session delegate understanding is assessed by the use of questions and responses. Feedback data can then be easily collated and reports generated, displaying a wide range of information and analysis. The voting system is integrated within the training presentation and each participant uses a hand-held keypad to respond. Results are instantly displayed and gathered in detailed reports for further analysis.

Over 15 years of research has confirmed the effectiveness of response systems for learning and engagement purposes. Other key benefits including the following.

- ✓ *Effective reporting:* all data collated throughout the training session can be managed to produce reports on individual and group performance on specific questions, to identify any areas that require further attention
- ✓ *Business insight:* receive Management Information (MI) reports to assist with training needs analysis
- ✓ *Performance tracking:* track individual performance or gather responses anonymously where required to gauge training effectiveness and identify any gaps in knowledge
- ✓ *Time saving:* eliminate the need for paper assessment and feedback by recording results directly
- ✓ *Delegate engagement:* increase retention of information through interactive engagement with delegates
- ✓ *Proof of learning:* pre and post course knowledge assessment helps ensure delegates reach their highest learning potential and demonstrates proof of learning



Vehicle Safety

This course provides practical instruction and encourages understanding of driver and operator responsibilities with regards to maintaining a vehicle in a roadworthy condition. The course will highlight best practices surrounding safe loading and load security, the role of the enforcement authorities, how to carry out vehicle checks to identify defects and the possible consequences for the driver and operator in the event of non-compliance.

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
- Operator Compliance Risk Score (OCRS) and fixed penalty systems
- The effect of non-compliance on the driver and operator licence

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates depending on facilities.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.



Price

Public course per delegate

members

£68.75+VAT

non-members

£83.75+VAT

This price includes the Driving Standards Agency (DSA) upload fee of currently £8.75 per seven hour block (subject to change at the discretion of DSA).

**For in-company course
prices please contact us.**



Venues and dates

BELFAST	
21	January
8	April
17	June

BRISTOL	
28	January
9	June

CHELMSFORD	
26	May
15	October

CORBY	
25	July

COVENTRY	
10	May

LANCING	
1	February

LEAMINGTON SPA	
7	January
25	March
8	May
20	August
15	October

LEEDS	
8	January
11	February
9	April
18	June
24	September
5	December

NORTHAMPTON	
25	February

PLYMOUTH	
15	April

READING	
22	February
25	May
23	August

SEVENOAKS	
4	February
13	May
8	August

STIRLING	
22	January
29	April
17	June
15	October

STOCKPORT	
14	July

SWINDON	
4	September

WAKEFIELD	
22	April
22	July
16	December

WISBECH	
22	March

Road Legal

This course offers a practical, in-depth review of road traffic law to support a driver's knowledge of navigating roads safely and securely with confidence. It aims to enable a proficient and competent response in the event of a roadside incident, collision or breakdown.

Course content

- Are you ready for the road?
 - driver licensing including Driver CPC
- Is your vehicle ready for the road?
 - vehicle checks and load safety
- Driving on the road:
 - planning your route
 - Highway Code
 - Penalty Charge Notices (PCN)
 - load safety
 - bridge strikes
 - parking, loading and unloading requirements
 - security and theft prevention
- Enforcement procedures and penalties
- Emergencies
- Practical – what to do at the scene of an accident

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates depending on facilities.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.



Public course per delegate

members

£68.75+VAT

non-members

£83.75+VAT

This price includes the Driving Standards Agency (DSA) upload fee of currently £8.75 per seven hour block (subject to change at the discretion of DSA).

For in-company course prices please contact us.



Compliance guides and DVDs



Shopfta offers a range of unique compliance guides and DVDs.

Why buy from Shopfta?

- Useful training tools for drivers and managers which are comprehensive and exclusive to us
- Ensure a consistent company message
- Large orders can be personalised with your company logo
- Price discounts available for bulk orders

For more information visit www.shop.fta.co.uk or call 08717 11 11 11*



Venues and dates

BELFAST	
20	January
7	April
2	September

BRISTOL	
27	January
20	May

CHELMSFORD	
17	July
22	December

CORBY	
17	January

COVENTRY	
11	October

LANCING	
17	May

LEAMINGTON SPA	
6	January
24	March
10	April
16	June
19	August
11	December

LEEDS	
12	February
15	February
27	March
29	July
27	August

NORTHAMPTON	
18	June

PLYMOUTH	
14	March
21	November

READING	
25	January
26	April
26	July

SEVENOAKS	
7	August

STIRLING	
11	March
28	April
16	July
16	October

STOCKPORT	
9	June
11	November

SWINDON	
9	May
13	November

TONBRIDGE	
13	January
20	January

WAKEFIELD	
18	February
17	June
16	September

WISBECH	
18	January
22	November

Driving Values

This course follows the principles of the Good Lorry Code, demonstrating a commitment to the best safety and environmental standards possible. The course aims to ensure that legal, safety and environmental obligations are met and encourages drivers to follow best practice as well as compliance standards. Drivers will become more aware of how their actions can improve their general wellbeing, accident rates and vehicle downtime as well as fuel consumption and environmental emissions.

Course content

- Getting to work
- Fitness to drive:
 - drugs, alcohol, fatigue, stress, diet
- Ready to drive?
 - working at height and manual handling
- Types of transport operation:
 - vehicle component parts
 - vehicle checks
- Overview of load security and load position
- Load documentation
- Driver competencies incorporating principles of safe and fuel efficient driving:
 - defensive driving techniques
 - all weather driving
 - cyclists
 - parking/reversing
 - fuel efficient driving

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates depending on facilities.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.



Price

Public course per delegate

members

£68.75+VAT

non-members

£83.75+VAT

This price includes the Driving Standards Agency (DSA) upload fee of currently £8.75 per seven hour block (subject to change at the discretion of DSA).

**For in-company course
prices please contact us.**



Venues and dates

BELFAST	
22	January
16	June
1	September

BRISTOL	
29	January
18	August

CHELMSFORD	
18	February
24	September

CORBY	
24	May

COVENTRY	
12	July
23	August

LANCING	
12	July

LEAMINGTON SPA	
5	February
28	March
20	June
9	September
20	November

LEEDS	
10	January
11	April
20	June
26	September

NORTHAMPTON	
9	April

PLYMOUTH	
10	January

READING	
22	March
21	June
25	October

SEVENOAKS	
6	February
15	May

STIRLING	
23	January
30	April
19	June
13	August
7	November

STOCKPORT	
13	May

SWINDON	
11	July

WISBECH	
26	July

Safety First

This course is designed to encourage a positive workplace safety culture, concentrating on high risk activities. The course highlights the responsibilities of those covered by health and safety legislation and gives clear advice on industry best practice. Drivers will be given the opportunity to gain understanding through discussion and interactive learning.

Course content

- Employer and employee duties under UK and EU legislation
- Regulations, including Personal Protective Equipment (PPE), manual handling, working at height and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Accident causes, consequences and prevention
- Risk assessments and the requirement for safe systems of work
- Workplace transport issues including:
 - pre-drive checks
 - getting in/out of the vehicle
 - reversing
 - safe parking
 - coupling and uncoupling
 - loading and unloading
 - depot one way systems/road design
- Causes of work related road accidents, methods of reducing risk and actions to take in an emergency
- The powers of enforcement authorities

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates depending on facilities.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.



Price

Public course per delegate

members

£68.75+VAT

non-members

£83.75+VAT

This price includes the Driving Standards Agency (DSA) upload fee of currently £8.75 per seven hour block (subject to change at the discretion of DSA).

**For in-company course
prices please contact us.**



Venues and dates

BRISTOL	
11	February
8	September

CHELMSFORD	
8	May
4	December

CORBY	
13	September

LEAMINGTON SPA	
8	January
26	March
18	June
21	August
19	November

LEEDS	
11	January
14	March
26	March
21	June
30	July

NORTHAMPTON	
4	November

PLYMOUTH	
25	April

SEVENOAKS	
7	February
5	August

STIRLING	
12	March
2	May
9	July
3	November

STOCKPORT	
15	March
14	April
9	September

SWINDON	
21	February
5	September

Operator Licence Compliance

This course is aimed at drivers of goods vehicles operating in both private and public sectors. The course will provide an overview of the operator licensing system and highlight both a driver's and an employer's responsibilities. It also details the many other areas of legislation that directly feed into the operator licence obligations.

The overall aim of the course is to enhance a driver's knowledge of transport law.

Course content

- Operator licensing
- Enforcement sanctions
- Vehicle checks and defect reporting
- Overview of EU drivers' hours rules and working time regulations
- Driver licensing
- Road Traffic Act
- Safety of loads on vehicles

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates depending on facilities.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.



Price

Public course per delegate

members

£68.75+VAT

non-members

£83.75+VAT

This price includes the Driving Standards Agency (DSA) upload fee of currently £8.75 per seven hour block (subject to change at the discretion of DSA).

**For in-company course
prices please contact us.**



Venues and dates

BELFAST	
23	January
10	April
19	June
4	September

BRISTOL	
30	January
8	October

CHELMSFORD	
29	April
19	November

CORBY	
21	March

COVENTRY	
8	March

LANCING	
29	March

LEAMINGTON SPA	
9	January
27	March
19	June
22	August
10	December

LEEDS	
9	January
10	April
19	June
25	September

NORTHAMPTON	
13	August

PLYMOUTH	
28	February

SEVENOAKS	
5	February
14	May
16	May

STIRLING	
15	July
12	August
9	September
8	December

STOCKPORT	
18	March
14	June

SWINDON	
14	November

WAKEFIELD	
21	January
20	May
21	October

WISBECH	
25	May



Operator Licence Compliance Information Service (OLCIS)



OLCIS is a subscription service designed to keep your operation up-to-date with the latest transport laws and safety regulations.

As a member of OLCIS you'll receive:

- the latest information on changing transport regulations
- expert guidance and support to keep you compliant
- best practice advice to improve the efficiency of your operation
- member-only discounts on our products and services

For more information please call 08717 11 22 22*, email enquiry@fta.co.uk or visit www.fta.co.uk/olcis

First Aid

This course is designed to provide professional drivers with the skills and confidence to administer first aid in emergency situations while on the road.

Course content

- Driver's first aid kit – contents and avoiding cross infection
- Recording of incidents and accidents
- Assessing the situation in order to act safely and effectively in an emergency
- Administering first aid to casualties who:
 - are unconscious (including seizures) including recovery position
 - are wounded or bleeding
 - have possible fractures
 - have potentially inhaled or ingested poisons
 - are choking
 - are suffering from shock
 - have scalds and burns
 - require Cardio Pulmonary Resuscitation (CPR)

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 12 delegates.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.

Drivers get a three year EFAW certificate from the Association of First Aiders (AoFA), renewable every five years.



Price

Public course per delegate

members

£73.75+VAT

non-members

£88.75+VAT

This price includes both the Driving Standards Agency (DSA) upload fee of currently £8.75 per seven hour block (subject to change at the discretion of DSA) and the first aid certificate fee.

For in-company course prices please contact us.



Venues and dates

BELFAST	
24	January
11	April
20	June
5	September

BRISTOL	
12	March
9	July

CHELMSFORD	
18	June

LEAMINGTON SPA	
4	February
7	May
17	June
7	July
16	October

LEEDS	
7	January
8	April
17	June
14	August
23	September
12	November

PLYMOUTH	
13	June

SEVENOAKS	
3	February
12	May
6	August

STIRLING	
5	February
1	May
10	July
10	September

STOCKPORT	
11	February
13	August

SWINDON	
8	May

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 analogue and digital equipment.

The course will develop a delegate's knowledge of drivers' hours and tachograph rules and will detail the importance of a compliant drivers' hours system, how this relates to the operator licence obligations and the potential penalties for non-compliance for both the driver and the vehicle operator.

Course content

- EU drivers' hours rules and working time regulations
- Recording equipment
- Domestic regulations
- Enforcement sanctions
- Summary and assessment

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates depending on facilities.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.



Price

Public course per delegate

members

£68.75+VAT

non-members

£83.75+VAT

This price includes the Driving Standards Agency (DSA) upload fee of currently £8.75 per seven hour block (subject to change at the discretion of DSA).

For in-company course prices please contact us.



Venues and dates

BELFAST	
9	April
18	June
3	September

BRISTOL	
31	January
9	April
3	November

CHELMSFORD	
9	January
14	August

LEAMINGTON SPA	
10	January
9	April
10	July
8	September

LEEDS	
12	April
8	May
27	September
16	October

PLYMOUTH	
18	July

STIRLING	
4	February
18	June
11	July
9	December

STOCKPORT	
13	January

SWINDON	
20	February
10	July

TONBRIDGE	
14	January

WAKEFIELD	
18	March
19	August
18	November

WISBECH	
6	September



Public Sector – Driving for Work

This in-company course is designed for drivers of goods vehicles operating in the public sector and aims to enhance a driver's knowledge of transport law. 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.

£ Price
Price on application

Course content

- Operator licensing
- Driver responsibilities in the public sector 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
 - reversing
 - enforcement procedures
 - driver licensing categories and variant types of vehicles
 - Road Traffic Act
 - keeping safe:
 - manual handling, slips, trips and falls
 - safety for waste operations
 - driver wellbeing

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates depending on facilities.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*

Drivers' Hours, Working Time and Record Keeping – PCV

This course will highlight responsibilities under drivers' hours legislation and give drivers practical experience of working with analogue and digital equipment.

The aim of this course is to develop a delegate's knowledge of drivers' hours and tachograph rules. It also details the importance of a compliant drivers' hours system, how this relates to the operator licence obligations and the potential penalties for non-compliance for both the driver and the vehicle operator.

Course content

- EU drivers' hours rules and working time regulations
- Recording equipment
- Domestic regulations
- Enforcement sanctions
- Summary and assessment

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates depending on facilities.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.



Price

Public course per delegate

members

£68.75+VAT

non-members

£83.75+VAT

This price includes the Driving Standards Agency (DSA) upload fee of currently £8.75 per seven hour block (subject to change at the discretion of DSA).

For in-company course prices please contact us.



Venues and dates

LEEDS

11 December

SWINDON

9 July



Products to support your operation



Shopf^{ta} sells a range of products to help drivers understand and manage their legal obligations to drivers' hours and working time regulations. Products include:

- Drivers' Hours and Working Time Rules DVD
- Drivers' Hours and Working Time Compliance Pack
- EU Drivers' Hours Poster
- EU Drivers' Hours Rules Cab Sticker
- Driver's Working Time Daily Log Book

To view the full range of Shopf^{ta} products visit www.shop.fta.co.uk or call 08717 11 11 11*

Vehicle Safety – PCV

This course provides practical instruction and encourages understanding of driver and operator responsibilities with regards to maintaining a vehicle in a roadworthy condition.

As well as carrying out checks to identify defects and prevent possible prohibitions, the course will highlight best practices for a safe operation, the role of the enforcement authorities and the possible consequences for the driver and operator in the event of non-compliance.

Course content

- The regulatory requirements in respect to key aspects of the vehicle and its passengers
- The procedure for carrying out checks
- Identifying key components to be checked
- Understanding check sheets, defect reports and their completion
- An appreciation of the principles of safe luggage loading/unloading and 'carry on' stowage
- The effect of inertia and motion on passenger safety and security
- Establishing an understanding of passenger safety requirements
- Understanding items and situations which may represent a risk to safety
- Appreciation of the rules regarding alcohol at sporting events
- Operator Compliance Risk Score (OCRS) and fixed penalty systems
- The effect of non-compliance on the driver and operator licence

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates depending on facilities.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.



Price

Public course per delegate

members

£68.75+VAT

non-members

£83.75+VAT

This price does not include the Driving Standards Agency (DSA) upload fee of currently £8.75 per seven hour block (subject to change at the discretion of DSA).

**For in-company course
prices please contact us.**



Venue and date

LEAMINGTON SPA

15 April

Road Legal – PCV

This course provides practical instruction and encourages understanding of driver and operator responsibilities with regards to maintaining a vehicle in a roadworthy condition. The course will highlight best practices surrounding safe loading and load security, the role of the enforcement authorities, how to carry out vehicle checks to identify defects and the possible consequences for the driver and operator in the event of non-compliance.

Course content

- Are you ready for the road?
- Driver licensing including Driver CPC
- Other legal requirements:
 - fitness
 - records, eg smartcards and record keeping
- Workplace transport safety
- Is your vehicle ready for the road?
 - vehicle checks
- Driving on the road:
 - planning your route
 - vehicle height, weight and length
 - bridge strikes
 - Highway Code
 - boarding and disembarking requirements
 - passenger safety and security
- Enforcement procedures at roadside checks
- Emergencies
 - how to assess, react and respond
- Breakdown
 - how to stay safe if you break down at the roadside
- The role of the emergency services
- Emergency care
 - the driver first aid kit, different types of injury and assisting those involved
- Fire
- Accident reporting

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates depending on facilities.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.



Price

Public course per delegate

members

£68.75+VAT

non-members

£83.75+VAT

This price includes the Driving Standards Agency (DSA) upload fee of currently £8.75 per seven hour block (subject to change at the discretion of DSA).

**For in-company course
prices please contact us.**



Venues and dates

REIGATE

8 September

TUNBRIDGE WELLS

24 January

Driving Values – PCV

This course is aimed at drivers of passenger vehicles allowing them to demonstrate a commitment to the best safety and environmental standards possible. It is designed to ensure legal, safety and environmental obligations are met; it will encourage drivers to follow best practice as well as compliance standards. The course aims to make drivers aware of how their actions can improve their general wellbeing, accident rates, vehicle downtime as well as fuel consumption and environmental emissions.

Course content

- Getting to work
- Fitness to drive:
 - drugs, alcohol, fatigue, stress, diet
- Ready to drive?
 - working at height and manual handling
- Types of transport operation:
 - vehicle component parts
 - vehicle checks
- Passenger security
- Luggage
- Driver competencies:
 - customer care
 - defensive driving techniques
 - all weather driving
 - cyclists
 - parking/reversing
 - fuel efficient driving
 - gearing systems

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates depending on facilities.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.



Price

Public course per delegate

members

£68.75+VAT

non-members

£83.75+VAT

This price includes the Driving Standards Agency (DSA) upload fee of currently £8.75 per seven hour block (subject to change at the discretion of DSA).

**For in-company course
prices please contact us.**



Venues and dates

LEAMINGTON SPA

7	August
22	October

READING

3	June
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Safety First – PCV

This course is designed to encourage a positive workplace safety culture, concentrating on high risk activities. The course highlights the responsibilities of those covered by health and safety legislation and gives clear advice on industry best practice. Drivers will be given the opportunity to gain understanding through discussion and interactive learning.

Course content

- Employer and employee duties under UK and EU legislation
- Regulations, including Personal Protective Equipment (PPE), manual handling, working at height and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Accident causes, consequences and prevention
- Risk assessments and the requirement for safe systems of work
- Workplace transport issues including:
 - pre-shift checks
 - getting in/out of the vehicle
 - reversing
 - safe parking
 - loading and unloading luggage and passengers
 - fire procedures
 - site emergency procedures
- Causes of work related road accidents, methods of reducing risk and actions to take in an emergency
- The powers of enforcement authorities

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates depending on facilities.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.



Price

Public course per delegate

members

members
£68.75+VAT

non-members

£83.75+VAT

This price includes the Driving Standards Agency (DSA) upload fee of currently £8.75 per seven hour block (subject to change at the discretion of DSA).

**For in-company course
prices please contact us.**



Venues and dates

LEAMINGTON SPA

25 February

LEEDS

5 November

TUNBRIDGE WELLS

19 May

Operator Licence Compliance – PCV

This course is aimed at drivers of passenger vehicles operating in both private and public sectors. It will provide an overview of the operator licensing system and highlight both a driver's and an employer's responsibilities. It also details the many other areas of legislation that directly feed into the operator licence obligations.

Course content

- Operator licensing
- Enforcement sanctions
- Vehicle checks and defect reporting
- Overview of EU drivers' hours rules and working time regulations
- Driver licensing
- Road Traffic Act
- Public Passenger Vehicles Act
- Passenger safety

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 20 delegates depending on facilities.

7 hours upload time is recorded on the Driving Standards Agency database for Driver CPC for this course.



Price

Public course per delegate

members

£68.75+VAT

non-members

£83.75+VAT

This price includes the Driving Standards Agency (DSA) upload fee of currently £8.75 per seven hour block (subject to change at the discretion of DSA).

For in-company course prices please contact us.



Venue and date

BRISTOL

17 March



Passenger Transport Information and Compliance Service (PTICS)



PTICS is designed to provide easily digested and straightforward support for managers and supervisors tasked with the operation of their organisation's operator licensed PCV fleet.

As a member of PTICS you'll receive:

- the latest information to ensure you are kept up-to-date with industry developments
- expert guidance and support to keep you compliant with the latest industry legislation
- best practice advice to help with the smooth running of your operation
- member-only discounts on FTA products and services

For more information please call 08717 11 22 22*, email enquiry@fta.co.uk or visit www.fta.co.uk/ptics



Are your drivers a risk to your business?

We can quickly perform licence checks for all your drivers against current records, which are continually and automatically re-checked, to minimise the risk of employing disqualified drivers and safeguard your business.

www.fta.co.uk/driverlicence

08717 11 22 22*

Training Support Services

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.

In these tough economic conditions it is important to establish a return on investment with your training delivery and FTA can help you to do this and improve your organisational performance in an efficient and cost effective way.

Purchase of Driver CPC Training Materials

Designed to support companies that use their own staff to train drivers in Driver CPC, FTA can supply a range of training presentation materials for freight and passenger operations ready to be submitted to Joint Approvals Unit for Periodic Training (JAUPT) under your own centre approval.

All training materials are:

- developed by FTA specialists
- meet JAUPT standards
- can be customised to suit your company requirements

Presentation materials consist of: PowerPoint presentation, lesson plan, instructor notes, course exercises or workbook where required.

DCPC Professional Driver seven hour modules include:

- Drivers' Hours Working Time and Record Keeping
- Vehicle Safety
- Road Legal
- Driving Values
- Safety First
- Operator Licence Compliance

Buy five
modules and
pay for
three

FTA can also offer bespoke training course development for Driver CPC. Refer opposite for further details.

Various 3.5 hour module options are also available. Contact trainingdevelopment@fta.co.uk for further information.

Price

Basic module

members

£1,980+VAT each

non-members

£2,280+VAT each

Base presentation materials without corporate customisation.

Customised corporate module

members

£2,500+VAT each

non-members

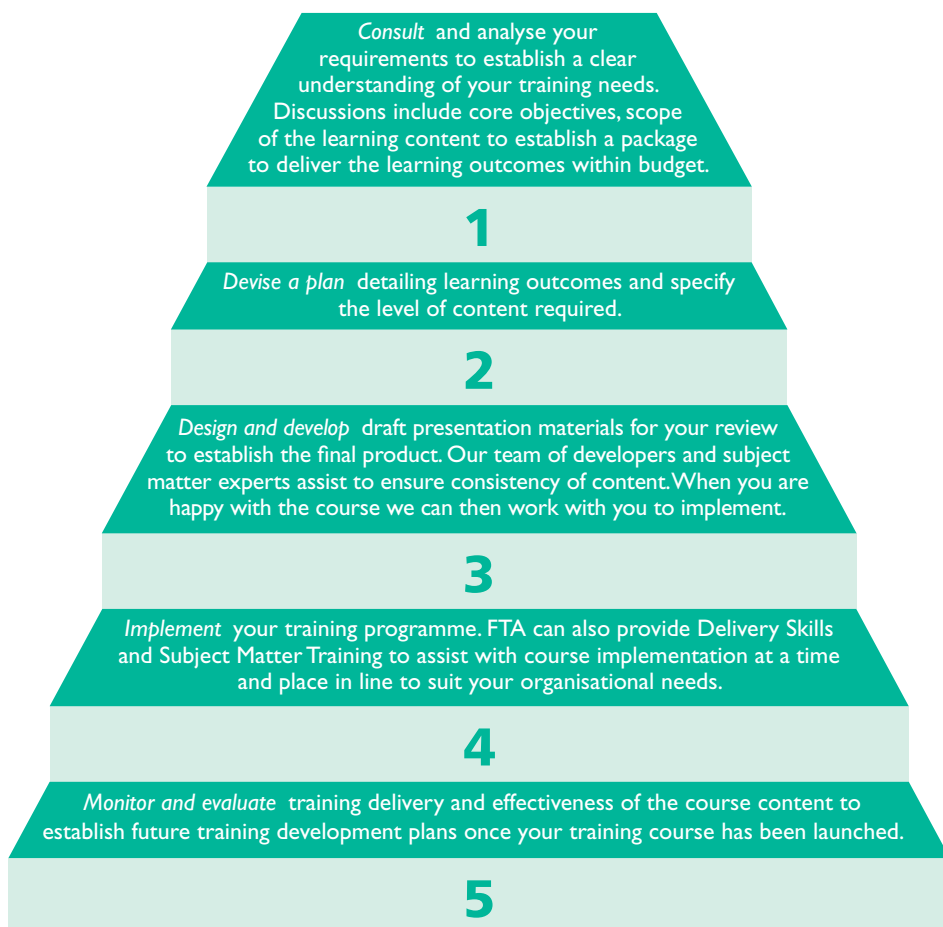
£2,875+VAT each

Course content designed to suit your company corporate image including presentation format featuring FTA logo and company images as supplied.

Development of Bespoke Training Materials

FTA can work with you to design, develop and deliver your own training course, including Driver CPC modules. Our approach is designed to bring you a highly cost-effective return on investment.

Member requirements frequently vary and therefore each course is inherently unique. There are, however, common elements in the process of developing a bespoke course. In addition, we can provide further support with delivery skills training and subject matter training for your trainers to assist with implementation of your training course.



Our bespoke training offer can assist you with delivering new training course materials or update existing training course materials in order to comply with Driver CPC or other legislative requirements. We also provide bespoke e-learning development – see page 112 for further information.

Contact training@fta.co.uk for further information.

Delivery Skills Training

This course is aimed at those responsible for delivering training to a variety of personnel within an organisation. It encourages delegates to develop a systematic approach to training through participating in group activities and completing course assessment requirements and enables future trainers to evidence their ability to successfully deliver training in a classroom environment.

FTA's experienced trainers teach delegates essential training skills and delivery methods enabling them to identify different learning styles.

Course content

Delegates learn how to:

- apply SMART principles to all aspects of training
- plan and prepare training
- conduct a Training Needs Analysis
- complete a lesson plan
- recognise and respond to different learning styles
- assess learning and evaluate training

Course duration

1 or 2 days depending on training experience.

Maximum of 10 delegates depending on facilities.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*



Price

Per delegate

members

£599+VAT

non-members

£750+VAT

Price includes tuition and certification.

Subject Matter Training

This course is designed to up-skill your in-house trainers in subject matter knowledge to FTA standards of delivery. It can assist with implementing bespoke FTA course development for your organisation or can be provided as a stand-alone training session covering the subject matter of your choice.

For a half-day module the course will take one day's delivery. For a full-day module the course will take two days' delivery.

Course content

The course will cover delivery of any module developed plus a thorough explanation of the presentation materials needed, research required, expectations of in-company delegates, pitfalls and preparation. Exercises and assessments will be looked at from both the trainer and the delegate perspectives as applicable to the developed module. Delegates must have sound subject knowledge and experience.

This also aligns with the Joint Approvals Unit for Periodic Training (JAUPT) guidelines for Driver CPC delivery which state that 'trainers will be expected to present evidence of knowledge in the relevant subject area' and that 'evidence will take the form of an appropriate qualification in the relevant subject or a certificate of knowledge from an employer or customer that can evidence expertise in the subject delivered'.

Please note FTA does not provide ADR Instructor certification.

Course duration

1 or 2 days.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*

Price

**For a 3.5 hour module –
1 day of training**

members

£1,150+VAT

non-members

£1,437+VAT

**For a 7 hour module
– 2 days of training**

members

£2,300+VAT

non-members

£2,875+VAT

Price includes tuition and certification.

FTA Training Audit

Using FTA to conduct an external training audit allows your company to demonstrate a consistent approach to high quality training standards and can also assist with meeting internal Driver CPC audit standards for the Joint Approvals Unit for Periodic Training (JAUPT).

A successful audit will enable your trainers to demonstrate their ability to train and knowledge of the subject concerned. Audits can also be used as a pre-assessment for a JAUPT or Driving Standards Agency audit visit.

To enable us to maintain the accuracy and quality of your presentation and the standard of delivery an annual audit can be conducted.

Audit content

The audit will consist of a review of materials, delivery format, and observation of the relevant member of training staff. A report is written, detailing improvements or alterations required in order to maintain standards.

Please email training@fta.co.uk or call 08717 11 22 22* for more details.



Price

Per trainer audited

members

£635+VAT

non-members

£794+VAT

Administration Support

Whether you have 10 or 500 drivers, this first-class support package is designed to reduce time and ensure your compliance with Driver CPC regulations.

The support you require may vary, but our experienced training team can help you to:

- keep detailed records of all driver training delivered by FTA
- plan future training
- ensure smart scheduling based on your drivers and depot locations
- book convenient training venues – external or internal
- liaise with depot managers and individual drivers regarding attendance
- provide regular management reports on training progress
- arrange ADR licence acquisition and renewal



Price

Per driver per module

£18+VAT

Negotiable for large quantities of drivers.



Transport Manager Certificate of Professional Competence (CPC)

The Transport Manager CPC is a legal requirement of the operator licensing system for both Standard National and International licences.

We have listened to our members' requirements for more innovative and flexible means of undertaking the Transport Manager CPC qualification and have developed our new course structures in response to this.

This qualification can now be completed in one of three ways, to provide you with the most convenient option to fit your training requirements and maintain the smooth operation of your business – see page 39 for details of this.

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

- **an industry-recognised qualification** providing transferable skills recognised throughout the EU
- **relevant information** to provide you with the complete skill set to run an efficient transport operation
- **three different ways** to complete the training for the flexibility to suit you and your transport operation

Since 2012 the 'combined' qualification means that holders can be nominated on National and International operator licences

Contents of this section

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In-company training

FTA's in-company Transport Manager CPC training options offer a wealth of benefits and significant cost savings.

Why choose in-company training?

- **Value for money** – with significant cost savings on the price of public courses
- **Convenience** – with on-site training eliminating the need for expenditure and time allowances for staff travel
- **Standardised training** – FTA's Quality Assurance (QA) processes ensure consistency of delivery of training – crucial for evaluating effectiveness and promoting excellence
- **Networking** – with the opportunity to assemble your company's aspiring transport managers for group training and the sharing of ideas
- **Collaborative learning** – for group support to solve challenges and reach solutions collectively



You can now complete the Transport Manager CPC qualification in 1 of 3 ways

Split course

The split course can be taken over the period of **two non-consecutive weeks** (Tuesday to Friday) to provide flexibility for those who don't want to take two solid weeks away from the work place. This allows time for reflection between training. Additional case study revision days are optional to supplement this.

Back-to-back course

This option provides **two consecutive weeks'** training (Tuesday to Friday) for those who want to complete all their training in the shortest amount of time or who respond well to intensive learning methods. Included in the price is the case study revision course to underpin knowledge learnt throughout the two weeks.

3-2-3

Developed to cater for reflective learners, or to allow time to revise in between modules, is the new '3-2-3' option undertaken over the course of **six weeks**. Candidates participate in three days of training, followed by a week's break, two days of training, followed by a week's break, and then the final three days of training. Benefits include time between modules for candidates to recap and revise material covered. Additional case study revision days are optional to supplement this.

Online testing

Online testing of the Freight and Passenger multiple-choice exams will be available from January 2014.

Key benefits to learners include the ability to take the multiple choice exam at the end of the course, faster results and focused concentration on the remaining case study element.

More details available on request.

Email training@fta.co.uk or call 08717 11 22 22*

Quick look at venues for Certificate of Professional Competence (CPC) courses

EXAM CENTRES
Belfast
Bristol
Falkirk
Leamington Spa
Leeds
Newcastle
Reading
Please note that the exam can be taken at any of these locations regardless of where delegates have attended the course.

COURSE LOCATIONS	
Belfast	Leeds
Bristol	Milton Keynes
Cardiff	Newcastle
Colchester	Reading
Coventry	Stirling
Hemel Hempstead	Warrington
Leamington Spa	Surrey [‡]

Individual course dates are shown on pages 40–41. Please contact us if you would like to discuss alternative venues.

[‡]Exact location to be confirmed

Transport Manager Certificate of Professional Competence (CPC) – Road Haulage

All holders of Standard National or International operator licences are required to be professionally competent or employ someone who is professionally competent. An effective way of demonstrating this is to hold a Transport Manager Certificate of Professional Competence (CPC) – Road Haulage.

This course will prepare you for the qualification and is relevant for aspiring transport managers, supervisors or anyone who is nominated on a Standard National or International operator licence.

Course content

- Operator licensing and legislation
- Drivers' hours and working time
- Record keeping
- Maintenance and vehicle operations
- Driver licensing
- Financial management and costings
- People management and employment legislation
- Health and safety and insurance
- Vehicle selection
- Contracts of Carriage
- International operations

Course duration

Dependent on which option is chosen.

Public course dates are listed below.

Maximum 16 delegates depending on facilities.



Price

Public course per delegate

Back-to-back courses
(including case study days
– 10 days)

members

£1,345+VAT

non-members

£1,681+VAT

Split course/3–2–3

members

£1,145+VAT

non-members

£1,431+VAT

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

Examination fees

£89.80 no VAT

Set by awarding body and
subject to change.

**For in-company course
prices please contact us.**



Venues and dates – SPLIT COURSES

BELFAST (SPLIT COURSE)

Part 1	Part 2
11–14 February	25–28 February
6–9 May	20–23 May
5–8 August	19–22 August
4–7 November	18–21 November

BRISTOL (SPLIT COURSE)

Part 1	Part 2
4–7 February	18–21 February
5–8 August	19–22 August

CARDIFF (SPLIT COURSE)

Part 1	Part 2
13–16 May	27–30 May
11–14 November	25–28 November

COLCHESTER (SPLIT COURSE)

Part 1	Part 2
13–16 May	27–30 May
11–14 November	25–28 November

HEMEL HEMPSTEAD (SPLIT COURSE)	
Part 1	Part 2
12–15 August	26–29 August
11–14 February	27–28 February

NEWCASTLE (SPLIT COURSE)	
Part 1	Part 2
11–14 February	25–28 February
5–8 August	19–22 August

WARRINGTON (SPLIT COURSE)	
Part 1	Part 2
4–7 February	25–28 February
6–9 May	27–30 May
5–8 August	26–29 August
4–7 November	25–28 November

MILTON KEYNES (SPLIT COURSE)	
Part 1	Part 2
13–16 May	27–30 May
11–14 November	25–28 November

STIRLING (SPLIT COURSE)	
Part 1	Part 2
4–7 February	18–21 February
13–16 May	27–30 May
12–15 August	26–29 August
11–14 November	25–28 November



Venues and dates – BACK-TO-BACK COURSES

COVENTRY (BACK-TO-BACK COURSE)	
Part 1	Part 2
18–21 February	25–28 February
20–23 May	27–30 May
19–22 August	26–29 August
18–21 November	25–28 November

LEEDS (BACK-TO-BACK COURSE)	
Part 1	Part 2
11–14 February	18–21 February
13–16 May	20–23 May
12–15 August	19–22 August
11–14 November	18–21 November

SURREY‡ (BACK-TO-BACK COURSE)	
Part 1	Part 2
4–7 February	11–14 February
6–9 May	13–16 May
5–8 August	12–15 August
4–7 November	11–14 November

‡Exact location to be confirmed



Venues and dates – 3-2-3 COURSES

LEAMINGTON SPA (3-2-3 COURSE)

3 days	2 days	3 days
21–23 January	4–5 February	18–20 February
22–24 July	5–6 August	19–21 August

LEEDS (3-2-3 COURSE)

3 days	2 days	3 days
23–25 April	7–8 May	20–22 May
21–23 October	4–5 November	18–20 November



Exam dates

7 March

13 June

12 September

5 December

CPC Case Study Revision Course

This course has been developed to fit around the level of delegates' existing knowledge and aims to prepare them for the case study exam.

The course will be of interest to candidates who require further support in preparing for the case study exam. This includes candidates who are required to resit the exam.

Course duration

2 days.

Maximum 16 delegates depending on facilities.

How will this help me?

- Focused revision of all the information required for the case study exam in a learner-centred format for the perfect aid to revision
- Designed to fit around delegates' existing knowledge for a tailored solution to learning
- Provides support and guidance for those required to re-sit the exam or who are not entirely confident with the subject matter



Price

Public course per delegate

members

£300+VAT

non-members

£375+VAT

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

**For in-company course
prices please contact us.**



Venues and dates

BELFAST
5–6 March
11–12 June
10–11 September
3–4 December

BRISTOL
5–6 March
10–11 June
10–11 September
3–4 December

COVENTRY	
Course 1	Course 2
3–4 March	5–6 March
11–12 June	11–12 June
10–11 September	10–11 September
1–2 December	3–4 December

LEEDS	
Course 1	Course 2
3–4 March	5–6 March
9–10 June	11–12 June
8–9 September	10–11 September
1–2 December	3–4 December

NEWCASTLE
5–6 March
10–11 September

STIRLING
5–6 March
11–12 June
10–11 September
3–4 December

READING	
Course 1	Course 2
3–4 March	5–6 March
9–10 June	11–12 June
8–9 September	10–11 September
1–2 December	3–4 December



Exam dates

7 March

13 June

12 September

5 December



Transport Manager Conferences



FTA's Transport Manager Conferences aim to provide all the key information you need to maintain a successful transport operation.

- Keep your operation at the forefront of industry developments, best practice and compliance
- Hear first-hand about new legislation and how to safeguard your operation for the future
- Held at a range of nationwide venues for your ease and convenience between September and December each year

For more information please call 08717 22 22 22* or visit www.fta.co.uk/events

CPC Refresher for Freight Operators

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

A certificate of attendance is issued following course completion, which provides tangible evidence attendees have taken positive steps to demonstrate their professionalism and continued development. The course also offers an opportunity to network with other transport professionals.

Course content

- Drivers' hours and working time
- Operator Compliance Risk Score (OCRS) and enforcement issues
- Analogue and digital tachograph records
- Maintenance and driver defect reporting
- Operator licensing
- Driver CPC
- Driver licensing

Course duration

2 days.

Maximum 16 delegates depending on facilities.

How will this help me?

- Provides the information and tools to ensure you are completely up-to-date with the current developments in legislation
- Provides peace of mind you are operating legally and compliantly
- Offers the opportunity to network with other industry professionals for a chance to share ideas and best practice



Price

Public course per delegate

members

£499+VAT

non-members

£623+VAT

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

For in-company course prices please contact us.



Venues and dates

BELFAST	
Course 1	Course 2
18–19 February	12–13 August

BRISTOL
Course 1
2–3 June

HEMEL HEMPSTEAD
Course 1
17–18 June

LEEDS	
Course 1	Course 2
11–12 March	14–15 October

LEAMINGTON SPA	
Course 1	Course 2
21–22 January	15–16 April
8–9 July	29–30 October

NEWCASTLE
Course 1
11–12 November

STIRLING	
Course 1	Course 2
10–11 February	5–6 August

SURREY†	
Course 1	Course 2
12–13 March	7–8 October

WARRINGTON
Course 1
8–9 April

†Exact location to be confirmed

Transport Manager Certificate of Professional Competence (CPC) – Passenger Transport

All holders of Standard National or International operator licences are required to be professionally competent, or employ someone who is professionally competent. An effective way of demonstrating this is to hold a Transport Manager Certificate of Professional Competence (CPC) – Passenger Transport.

This course will prepare you for the qualification and is relevant for aspiring transport managers, supervisors or anyone who is nominated on a Standard National or International operator licence.

Course content

- Operator licensing and legislation
- Driver licensing
- Drivers' hours and working time
- Record keeping
- Maintenance and vehicle operations
- Financial management and costings
- People management and employment legislation
- Health and safety and insurance
- Environmental (site and vehicle)
- International operations
- Documentation, information and communication

Course duration

Dependent on which option is chosen.

Public course dates are listed below.

Maximum 16 delegates depending on facilities.



Price

Public course per delegate

members

£1,112+VAT

non-members

£1,390+VAT

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

Examination fees

£89.80 no VAT

Set by awarding body and subject to change.

For in-company course prices please contact us.



Venues and dates

BRISTOL

Course 1	Course 2
12–15 August	26–29 August

COVENTRY

Course 1	Course 2
6–9 May	20–23 May

LEEDS

Course 1	Course 2
11–14 February	25–28 February

MILTON KEYNES

Course 1	Course 2
4–7 November	18–21 November



Exam dates

7 March

13 June

12 September

5 December

CPC Refresher for PCV Operators

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

A certificate of attendance is issued following course completion, which provides tangible evidence attendees have taken positive steps to demonstrate their professionalism and continued development. The course also offers an opportunity to network with other transport professionals.

Course content

- Drivers' hours and working time
- Operator Compliance Risk Score (OCRS) and enforcement issues
- Analogue and digital tachograph records
- Maintenance and driver defect reporting
- Operator licensing
- Driver CPC
- Driver licensing

Course duration

2 days.

Maximum 16 delegates depending on facilities.



Price

Public course per delegate

members

£499+VAT

non-members

£623+VAT

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

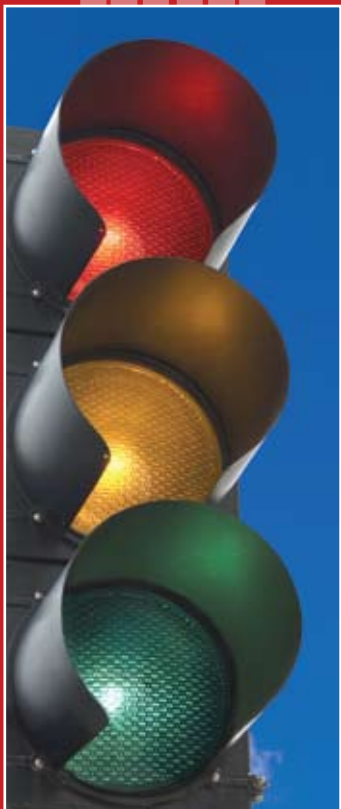
For in-company course prices please contact us.



Venues and dates

BRISTOL	LEAMINGTON SPA	LEEDS	SURREY*
18–19 March	2–3 June	9–10 December	16–17 September

*Exact location to be confirmed



Compliance Management

Our range of management and compliance courses offer guidance and instruction for those responsible for transport and logistics operations. The breadth and scope of options available will ensure you are able to choose specific and appropriate courses to suit your company's individual requirements.

With FTA's Compliance Management training you benefit from:

- **an element of course content control** for greater relevancy and training that aligns with your systems and policies
- **training delivered by industry experts** with an appreciation of industry segmentation and how legislation impacts specialist sectors, resulting in relevant and specific training solutions
- **the option of completely bespoke training** courses to match your business objectives and company goals

Contents of this section

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In-company training

FTA's in-company compliance management training options offer a wealth of benefits and significant cost savings.

Why choose in-company training?

- **Value for money** – with huge savings of up to £190 per delegate on the price of public courses[†]
- **Convenience** – with on-site training eliminating the need for expenditure and time allowances for staff travel
- **Consistency** – FTA's Quality Assurance (QA) processes ensure standardised delivery across the UK – crucial for evaluating training effectiveness and promoting excellence
- **Flexibility** – through an element of content control increases relevancy and alignment with your systems and policies
- **High standards** – with our expert trainers using their wealth of experience to tailor courses to your company needs and requirements
- **Business insight** – with Management Information (MI) reports which identify potential further training needs and gaps in knowledge



[†]Savings based on 16 delegates attending the course.

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 spurious or incorrect data is produced. This course highlights the complexities and nuances that the drivers' hours rules create, particularly the relationship between the rules and parallel 'working time regulations'.

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
- Chart analysis and problem solving
- Management of analogue and digital tachographs
- Implications of running two systems simultaneously

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities.



Price

Public course per delegate

members

£245+VAT

non-members

£306+VAT

Price includes tuition, course handouts, certification, lunch and refreshments.

For in-company course prices please contact us.



Venues and dates

BELFAST

4 February

BRISTOL

4 August

LEAMINGTON SPA

8 April

9 December

LEEDS

10 June

STIRLING

28 January

SURREY†

23 April

†Exact location to be confirmed

Operator Licence Awareness Training (OLAT)

This course is designed to help transport staff at any level develop an active role in ensuring legal compliance within their operation. The course provides an overview of the operator licensing system and details the fundamental undertakings that apply to operators. Those responsible for the governance of an operation will benefit from the big picture the course provides, whilst frontline staff benefit greatly from the detailed course content.

Organisations often use this course as a stepping stone for supervisors aspiring to the Transport Manager CPC – Road Haulage qualification (see page 40) as well as a useful update to those managers who already hold the qualification.

Course content

- Operator licence undertakings
- The role of the enforcement authorities
- The Operator Compliance Risk Score (OCRS) system
- The Guide to Maintaining Roadworthiness
- An overview of drivers' hours, working time and records
- Driver licensing system
- Driver CPC
- Safety of loads

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities.

See page 112 for e-learning options available as an extension of OLAT training.



Price

Public course per delegate

members

£245+VAT

non-members

£306+VAT

Price includes tuition, course handouts, certification, lunch and refreshments.

For in-company course prices please contact us.



Venues and dates

BELFAST	
20	February
13	May
14	August
11	November

BRISTOL	
11	March
9	September

CARDIFF	
15	April
21	October

CHELMSFORD	
23	January
27	February
28	August
23	October

HEMEL HEMPSTEAD	
9	April
21	October

LEAMINGTON SPA	
14	January
11	March
13	May
15	July
23	September
10	November

LEEDS	
21	January
13	March
7	May
8	July
9	September
4	November

NORTHAMPTON	
6	February
8	April
17	June
12	August
14	October
9	December

PLYMOUTH	
12	June
25	November

STIRLING	
21	January
4	March
8	July
14	October

SWANSEA	
28	January
17	June

SURREY†	
27	January
14	July

WARRINGTON	
5	February
10	April
11	June
6	August
7	October
9	December



Operator Licence Compliance Information Service (OLCIS)



OLCIS is a subscription service designed to keep your operation up-to-date with the latest transport laws and safety regulations.

As a member of OLCIS you'll receive:

- the latest information on changing transport regulations
- expert guidance and support to keep you compliant
- best practice advice to improve the efficiency of your operation
- member-only discounts on our products and services

For more information please call 08717 11 22 22*, email enquiry@fta.co.uk or visit www.fta.co.uk/olcis

†Exact location to be confirmed

Passenger Operator Licence Awareness Training

This course is designed to help transport staff 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. Those responsible for the governance of a passenger operation will benefit from the big picture the course provides, whilst frontline staff benefit greatly from the detailed course content.

Organisations often use this course as a stepping stone for supervisors aspiring to the Transport Manager CPC – Passenger Transport qualification as well as a useful update to those managers who already hold the qualification.

Course content

- Operator licence undertakings
- The role of the enforcement authorities
- The Operator Compliance Risk Score (OCRS) system
- The Guide to Maintaining Roadworthiness
- An overview of drivers' hours, working time and records
- Driver licensing system
- Driver CPC
- Safety of passengers and luggage

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities.



Price

Public course per delegate

members

£245+VAT

non-members

£306+VAT

Price includes tuition, course handouts, certification, lunch and refreshments.

For in-company course prices please contact us.



Venues and dates

BRISTOL

10 June

LEAMINGTON SPA

2 December

LEEDS

4 March

SURREY[‡]

18 September

[‡]Exact location to be confirmed

Digital Tachograph Training

This course will provide information to underpin a basic knowledge and understanding of digital tachographs and analysis.



Price

Price on application

Course content

- Legislative awareness
- Basic understanding and application
- Complex uses
- Analysis

Course duration

Half day: 1 type of digital tachograph unit

Full day: 2 types of digital tachograph unit

Maximum 16 delegates depending on facilities.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*



Reporting Gateway



The FTA Gateway is an interactive online reporting service that gives you a clear overview of your drivers' hours and tachograph compliance.

Drill down through reports to show detail by region, depot or even to each individual driver within that depot.

For more information about the Gateway and other tachograph services call 08717 11 22 22*, email enquiry@fta.co.uk or visit www.fta.co.uk/tacho

Certificate of Excellence – Van Operators/ Passenger Van Operators

Any organisation that operates vehicles as part of its business activity must ensure the safety of drivers, passengers and the public. Failure to operate roadworthy vehicles could lead to fines, penalties and even imprisonment for the most serious cases.

These half day courses are based upon the best practice guidelines contained in FTA's Van Excellence Code and are designed for individuals engaged in the management or supervision of freight van fleets or passenger operations. The courses provide a wealth of best practice guidance for operating safely, legally and efficiently and are designed to both raise and improve standards across van operators.

Course content – Van Operators

- Vehicle maintenance systems
- Vehicle administration
- Driver licensing
- Securing the load, method of restraint and overloading
- Speed limits
- Towing equipment
- Driver identification, behaviour and competence

Course content – Passenger Operators

- Vehicle maintenance systems
- Vehicle administration
- Operator licensing and permits
- Driver licensing
- Securing passenger effects and load
- Speed limits
- Towing equipment
- Driver identification, behaviour and competence

Assessment

Delegates will be provided with a workbook containing stand-alone or group exercises to supplement the course content. Additionally, 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 three years on successful completion of the assessment.

Price

Public course per delegate

members

£149+VAT

non-members

£186+VAT

Price includes tuition, course handouts, certification and refreshments.

In-company price per half day

members

£550+VAT

non-members

£687+VAT



Note

We are able to offer this course without the qualification option if required. For example this may suit operations who do not operate vans over 3.5t gvw or with trailers. Please contact us for further details.

Course duration

Half day, including breaks and written assessment.
Maximum 16 delegates depending on facilities.

Venues and dates	
BRISTOL	LEAMINGTON SPA
7 October	11 March
LEEDS	STIRLING
11 June	3 June
SURREY†	
24 April	


Van Excellence



Van Excellence is an award winning, industry-led initiative that aims to:

- enhance standards of van operator compliance
- celebrate operators who demonstrate excellence
- represent the interests of the van industry

For more information please call 08717 11 22 22*,
email info@vanexcellence.co.uk or visit www.vanexcellence.co.uk

†Exact location to be confirmed

Public Sector: Scope and Exemptions Awareness

This one day course is aimed at managers and supervisors. It has been developed to help ensure compliance and protect the business through awareness and knowledge of the legal framework regulating employers operating vehicles within the road transport public sector. It provides essential information for those concerned with the operation of specialist vehicles in the utilities, essential services and public sectors.

Course content

- Managing public sector fleet operations
- Managing duty of care
- Key legal areas of scope, exemptions and concessions in relation to:
 - operator licensing
 - working time
 - Driver CPC
 - rebated fuel
 - drivers' hours
 - driver licensing
 - testing and plating
 - Vehicle Excise Duty

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities.



Price

Public course per delegate

members

£125+VAT

non-members

£156+VAT

Price includes tuition, course handouts, certification, lunch and refreshments.

For in-company course prices please contact us.



Venues and dates

BRISTOL

8 April

LEAMINGTON SPA

14 October

LEEDS

12 June

STIRLING

4 March

SURREY†

9 September

†Exact location to be confirmed

Transporting Children and Young Persons

This course has been designed to help ensure managers and supervisors are aware of the legal, moral and safety issues involved in the transportation of children and young persons. It covers operator, education authority, parent and driver responsibilities.

£	Price
	Price on application

Course content

- Driver and passenger safety procedures and policies
- Child seats
- Seat belts
- Working with parents and the Local Education Authority
- Local Education Authority organised home-to-school transport
- Emergency and disaster planning
- School tours and excursions in the UK
- School tours abroad
- Risk assessments
- Unacceptable behaviour
- Criminal Records Bureau (CRB) checks
- Special needs issues

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*

Road Transport Legislation and Management

This course is designed to provide delegates with a clear understanding of the legal requirements for the operation of vehicles. It aims to enable delegates to audit their own operations for legal compliance and to perform any appropriate changes.

Course content

- Operator licensing
- Drivers' hours and record keeping regulations
- Traffic regulations
- Vehicle taxation
- Driver licensing
- Construction and use regulations
- Plating and testing requirements
- Vehicle weights and dimensions
- Lighting regulations
- Maintenance and annual test requirements

Course duration

2 days (each day is 7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities.



Price

Public course per delegate

members

£499+VAT

non-members

£623+VAT

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

For in-company course prices please contact us.



Venues and dates

LEAMINGTON SPA

29–30 July

LEEDS

28–29 January

General Health and Safety Awareness

This course provides the information needed to understand the impact of health and safety in the workplace and employee responsibilities.

Course content

- How the law applies
- Health and Safety at Work Act
- Workplace safety
- Ergonomics
- Accident investigation
- Accident reporting and prevention
- Risk assessment

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities.



Price

Public course per delegate

members

£150+VAT

non-members

£188+VAT

Price includes tuition,
course handouts,
certification, lunch and
refreshments.



Venue and dates

LEAMINGTON SPA

13	March
10	September



Health and safety products to support your transport operation



Maintain the highest safety standards with the diverse product range available from Shopfta, including:

- workplace first aid kits
- spill kits
- hazard warning diamonds
- reflective signs

View the full range of products at www.shopfta.co.uk.
Orders can be placed online or over the phone on 08717 11 11 11*

Management of Workplace Transport Safety

This course provides a general overview of health and safety in the workplace and aims to provide delegates with a basic understanding of the principles of risk assessment, enabling them to advise company staff on the main practical issues affecting vehicles, depots and warehouses.

£	Price
Price on application	

Course content

- Relevant legislation
- Personal protective equipment: use, specification and maintenance
- Control of Substances Hazardous to Health (COSHH)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Contractors and visitors
- Loading and unloading
- Sheeting and working at height
- Reversing, shunting and parking
- Defect reporting
- Accident reporting
- Liability
- Risk assessment
- Effective safety management

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities..

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*



Introduction to the Principles of Risk Assessment and Safe Systems of Work

This course is designed to assist and inform those with responsibilities for carrying out risk assessments or implementing safe systems of work.

Course content

- Relevant legislation
- Responsibility and liability
- The competent person
- Concept of hazard and risk
- Display screen equipment
- Planning and carrying out risk assessments
- Recording and reporting
- Safe systems of work
- Training

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities.



Price

Public course per delegate

members

£245+VAT

non-members

£306+VAT

Price includes tuition, course handouts, certification, lunch and refreshments.

For in-company course prices please contact us.



Venue and dates

LEAMINGTON SPA

3 June

23 September



Safety in Logistics

This course is designed to provide managers responsible for health and safety within transport and logistics operations with an update on industry initiatives, the Health and Safety Executive (HSE) strategy, best practice and enforcement focus areas.



Price

Price on application

Current HSE health and safety issues

- Road haulage has high injury rates in comparison with other industries
- Load-related accidents have accounted for many fatalities and major injuries in recent years
- Operators (including lone workers) who frequently work on other businesses' or customers' premises face risks outside their direct control
- Heavy lifting and workplace transport dominate risks
- Improvements are needed in industry health and safety competence and workplace safety culture

Course content

- HSE enforcement strategy and industry best practice
- Manual handling
- Load security, enforcement and good practice
- Coupling and uncoupling of articulated vehicles
- Reversing vehicles – safe working practices
- Managing and assessing occupational road risk
- HSE cost recovery for enforcement

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*



Managing Drivers

This course has been developed for managers responsible for hiring and managing drivers on a daily basis and provides sample forms and checklists to assist in day-to-day tasks.

Course content

- Driver recruitment and induction
- Checking driving entitlement
- Managing drivers' hours and driver infringements
- Best practice when using agency drivers

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities.



Price

Public course per delegate

members

£245+VAT

non-members

£306+VAT

Price includes tuition,
course handouts,
certification, lunch and
refreshments.

For in-company course
prices please contact us.



Venues and dates

BRISTOL	
8	July

LEAMINGTON SPA	
1	April
24	September

LEEDS	
23	May
17	October

STIRLING	
15	April
11	December

SURREY‡	
19	June

‡Exact location to be confirmed



Transport Office Administrator

This course is designed for those who work in a transport office and need to understand transport administrative processes. It provides delegates with an understanding of the legal documentation and associated record keeping requirements required to comply with operator licensing legislation. Systems and procedures covered on the course are based on FTA best practices.

Course content

- Tachographs – issue and retention of records including digital and analogue
- Driver licence types – frequency of checks and what to check for
- Defect reporting – the process and procedures
- Vehicle record keeping – the legal requirements

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities.



Price

Public course per delegate

members

£245+VAT

non-members

£306+VAT

Price includes tuition, course handouts, certification, lunch and refreshments.

For in-company course prices please contact us.



Venues and dates

LEAMINGTON SPA

12 March

LEEDS

10 September



Collision Investigation

The course aims to provide an understanding of various types of collisions thus enabling delegates to identify the root causes and make quality recommendations to prevent recurrences. It also explores interviewing techniques and reporting requirements.

Course content

- The regulatory requirements in respect to key aspects of the Highway Code
- Understanding the immediate, direct and underlying root causes of a collision
- Collecting and analysing information
- Interview techniques
- Recommending and implementing preventative measures
- Monitoring and review
- Case studies and practical exercises

Assessment

All delegates will be expected to demonstrate their understanding and knowledge of collisions, causes and risk prevention in an assessment.

Certification

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

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities.



Price

Public course per delegate

members

£245+VAT

non-members

£306+VAT

Price includes tuition, course handouts, certification, lunch and refreshments.

For in-company course prices please contact us.



Venues and dates

BRISTOL	
8	July

LEAMINGTON SPA	
9	January

LEEDS	
28	October

SURREY†	
18	March

†Exact location to be confirmed



Supporting you with your drivers' hours compliance

From tachograph analysis to driver and management training, - FTA offers a range of services and tools to support you in the task of drivers' hours compliance.

Tachofa

We can analyse and interpret your charts and digital data and audit your systems to ensure compliance and tailored support when introducing digital vehicles to your fleet.

Training

We offer a range of courses for drivers and managers to provide the knowledge and practical skills to maintain compliance with drivers' hours and tachograph regulations.

Expert recommendations

Our consultants can review your tachograph systems and make recommendations to help improve your compliance and efficiency.

Information

FTA members can access invaluable information including a Digital Tachograph Compliance Guide and telephone access to our Member Advice Centre to assist with legal and operational enquiries

www.fta.co.uk

08717 11 22 22*

Delivering safe, efficient, sustainable logistics



Our instructors have been professionally trained as SAFED instructors and are DSA registered as HGV driving instructors.

Assessments and Technical Training

Our assessment and technical courses are specifically designed to ensure your drivers are as responsible as possible, environmentally conscious, aware of health and safety requirements and know the importance of conducting vehicle checks to stay safe and cost efficient.

In addition, we offer a range of engineering courses which relay the importance of maintaining vehicles and identifying defects to increase the overall compliance of your operations and safety of your premises.

With FTA's Assessment and Technical Training you benefit from:

- **promoting driving best practice** and correcting unsafe habits on the road to ensure your drivers and vehicle fleet remain safe and cost efficient
- **training carried out by engineering experts**, utilising FTA's unrivalled knowledge on the latest legislation requirements for safer, more reliable vehicles
- **a varied range of courses designed** to up-skill and monitor workshop staff resulting in the overall technical compliance of your business and operational efficiency

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In-company training

FTA's in-company assessments and technical training options offer a wealth of benefits and significant cost savings.

Why choose in-company training?

- **Value for money** – with significant savings of up to £190 per delegate on the price of public courses[†]
- **Convenience** – with on-site training eliminating the need for expenditure and time allowances for staff travel
- **Consistency** – FTA's Quality Assurance (QA) processes ensure standardised delivery across the UK – crucial for evaluating training effectiveness and promoting excellence
- **Flexibility** – through an element of content control increases relevancy and alignment with your systems and policies, and the option of bespoke training to match your business objectives
- **High standards** – with our expert trainers using their wealth of experience to tailor courses to your company needs and requirements
- **Business insight** – with Management Information (MI) reports which identify potential further training needs and gaps in knowledge



[†]Savings based on 16 delegates attending the course.

HGV Driving Assessment and Corrective Training

This course is designed for drivers of heavy goods vehicles, in order to assess their current driving practices and provide the relevant corrective training. An assessment is carried out in the driver's vehicle over a designated route; therefore drivers must already hold the appropriate full category of licence entitlement to drive the vehicle.

The detailed assessment can identify drivers' strengths and weaknesses and the provision of corrective training allows potentially dangerous practices to be eliminated, thereby improving general safety and best practice. It also serves to increase drivers' awareness surrounding their own driving habits, fuel economy and vehicle condition. A full report is issued for each driver.

Course content

- Licence check
- Eyesight check
- Vehicle checks
- Coupling and uncoupling
- Driving position and seat belt
- Acceleration (including cruise control)
- Braking (service, engine and exhaust brake)
- Clutch control
- Steering
- Gear selection and use
- Hazard perception and prioritisation
- Use of speed (legal and appropriate)
- Road and weather conditions
- Lane discipline and positioning
- Making progress and planning
- Use of mirrors, blind spots and signals
- Overtaking/meeting oncoming traffic
- Reaction to markings, signs and traffic lights
- Driver's attitude
- Vehicle sympathy/fuel economy
- Manoeuvring at slow speed

Course duration

Half or full day depending on delegate numbers.
Maximum 4 delegates.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22*

Price

Price includes
up to 2 delegates

Half day

members

£500+VAT

non-members

£625+VAT

Price includes
up to 4 delegates

1 day

members

£850+VAT

non-members

£1,063+VAT

Price includes tuition,
course handouts and
certification.

HGV Driving Assessment and Corrective Training – Assessor

This course focuses on the practical aspects of driver assessment and corrective training and can prove an extremely cost effective way of providing training throughout a company. This helps ensure drivers are taught about driving safely and responsibly, with consideration of their fuel economy and other road users.

The course will train candidates to carry out driving assessments, and provide corrective training for HGV drivers. Courses can be customised to accommodate your business requirements to ensure maximum benefits.

Delegates who successfully complete the course will be certified by FTA for four years.

Course content

Refer also to HGV Driving Assessment and Corrective Training on page 71.

- Licence, eyesight and vehicle checks
- Assessment routes
- An awareness of driving assessment reports
- How to mark assessments
- Practical driving techniques
- Commentary driving
- Instructional techniques
- Dealing with negative driver skills and behaviours
- Communicating safety performance and implementing improvements
- Safe and fuel efficient driving

Each delegate will receive an electronic assessment report, a copy of the DSA Guide to Driving Goods Vehicles and a current copy of the Highway Code.

Course duration

4–5 days depending on delegate numbers.
Maximum 2 delegates.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*

Price

**1 delegate
4 days**

members

£3,192+VAT

non-members

£3,990+VAT

**2 delegates
5 days**

members

£3,990+VAT

non-members

£4,987+VAT

Price includes tuition, course handouts and certification.

DCPC uploads, if required, will incur additional costs.



HGV Driving Assessment and Corrective Training – Assessor Revalidation

This course is designed for candidates who have previously completed the HGV Driving Assessment and Corrective Training – Assessor course and wish to revalidate their certificate.

Delegates who successfully complete the course will be re-certified by FTA for a further four years.

Course content

- Personal driving re-assessment
- Instructional techniques re-assessment
- Legislative updates
- Presentations and assessments
- Safe and fuel efficient driving

Each candidate will receive any updates in the electronic assessment report, a copy of the HGV Driving Manual and a current copy of the Highway Code.

Course duration

2 days.

Maximum 2 delegates.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*

£ Price
Price per course
2 delegates
2 days
<i>members</i>
£1,700+VAT
<i>non-members</i>
£2,125+VAT
Price includes tuition, course handouts and certification.



Safe and Fuel Efficient Driving

This classroom-based course is aimed at drivers of goods vehicles and will ensure drivers enhance their skills and demonstrate best practice, addressing a safer, environmentally conscious and fuel efficient style of driving.

Course content

- Driver licensing
- Vehicle checks
- Costs associated with vehicle maintenance
- Benefits of fuel efficiency
- Aerodynamics
- Operating environment
- Driving standards and key areas for improvement
- Good driving practices
- Planning ahead
- Road safety awareness
- Reducing environmental pollution
- Driver responsibilities; safety and efficiency

Certification

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

Course duration

Approximately 8 hours including lunch and breaks.
Maximum 20 delegates depending on facilities.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*



Price

**Price includes
up to 20 delegates**

members

£950+VAT

non-members

£1,188+VAT

Price includes tuition,
course handouts and
certification.



Safe and Fuel Efficient Driving – Train the Trainer

This course is designed for existing driver assessors involved in training drivers to develop and pass on safer driving practices that are more environmentally conscious and fuel efficient.

The benefits of investing in training include a reduction in vehicle accidents and incidents, reduction in costs associated with vehicle maintenance, improved road awareness, reduced environmental pollution, improvement in fuel consumption and improved driver retention.

Course content

- Licence and vehicle checks
- An assessment drive, identifying the competence of the driver and gaps in their safe and fuel efficient performance
- A classroom review session, illustrating key improvement areas and further instruction
- A second drive applying the new techniques and coaching the driver's performance
- Driver responsibilities; safety and environmental issues
- Final feedback session, developing an action plan and a discussion on the programme

Course duration

1 day.

Maximum 2 delegates.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*

Price

Price includes
up to 2 delegates

members

£950+VAT

non-members

£1,188+VAT

Price includes tuition,
course handouts and
certification.



Collision Investigation

The course aims to provide an understanding of various types of collisions thus enabling delegates to identify the root causes and make quality recommendations to prevent recurrences. It also explores interviewing techniques and reporting requirements.

Course content

- The regulatory requirements in respect to key aspects of the Highway Code
- Understanding the immediate, direct and underlying root causes of a collision
- Collecting and analysing information
- Interview techniques
- Recommending and implementing preventative measures
- Monitoring and review
- Case studies and practical exercises

Assessment

All delegates will be expected to demonstrate their understanding and knowledge of collisions, causes and risk prevention in an assessment.

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

Course duration

1 day (7 hours excluding lunch and breaks).
Maximum 16 delegates depending on facilities.



Price

Public course per delegate

members

£245+VAT

non-members

£306+VAT

Price includes tuition, course handouts, certification, lunch and refreshments.

For in-company course prices please contact us.



Venues and dates

BRISTOL

8 July

LEAMINGTON SPA

9 January

LEEDS

28 October

WEYBRIDGE

18 March

Yard Shunter

Drivers receive training on techniques to move heavy goods vehicles around the company premises and off-road parking areas. They are also taught best practice skills to ensure the safety of yard personnel, other vehicles and property within the area.

Course content

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

Refresher training

Refresher training is available for candidates who have previously completed this FTA course.

Course duration

1–4 days dependent on type of vehicle, delegate numbers and experience. This will be confirmed by a senior trainer at the time of booking.

Maximum 4 delegates depending on facilities.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.

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.



Price

Price includes up to 4 delegates

members

£850+VAT

non-members

£1,063+VAT

Price includes tuition, course handouts and certification.

Yard Shunter – Train the Trainer

This course enables candidates to train internal employees in the skills of yard shunting. It can prove an extremely cost effective way of cascading training through a company and improving safety around the premises.

This course is designed to provide the necessary information for those responsible for training others in manoeuvring HGVs around the company premises and off-road parking areas. Candidates should already be experienced in yard shunter operations.

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
- hand signals to be used for assisting other drivers to manoeuvre other vehicles
- practice manoeuvring the vehicles onto loading bays or parking areas
- safe parking procedures
- health and safety

Course duration

1 day.

Maximum 4 delegates.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*

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.

Price

**Price includes
up to 4 delegates**

members

£950+VAT

non-members

£1,188+VAT

Price includes tuition, course handouts and certification. Presentation materials can be supplied. Contact FTA for further information.



Reversing Assistant

This course is designed to provide candidates 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 the appropriate health and safety requirements are met.

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

Course duration

Half day.

Maximum 6 delegates.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*



Price

**Price includes
up to 6 delegates**

members

£500+VAT

non-members

£625+VAT

Price includes tuition,
course handouts and
certification.



Vehicle maintenance products from Shopfta



Browse Shopfta's range of vehicle maintenance accessories sourced to help you keep organised, safe and compliant at www.shop.fta.co.uk, including our vehicle maintenance stationery, satellite navigation, tracking products and much more.

If we do not already stock a product you are looking for, do let us know – we may be able to source it for you.

For more information please call 08717 11 11 11* or visit www.shop.fta.co.uk

Reversing Assistant – Train the Trainer

This course enables delegates to train internal employees in the skills of guiding reversing vehicles and can prove an extremely cost effective way of cascading training through a company while improving safety around the premises.

This course is designed for candidates involved in training those guiding reversing vehicles to ensure the appropriate health and safety requirements are met.

Course content

Provides 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

Course duration

1 day.

Maximum 4 delegates.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*



**Price includes
up to 4 delegates**

members

£950+VAT

non-members

£1,188+VAT

Price includes tuition, course handouts and certification. Presentation materials can be supplied. Contact FTA for further information.

Lorry-Loader Operator

This course offers candidates a good understanding of both the theory and the practical elements involved with the safe operation of lorry-loader equipment.

This course is designed for operators of lorry-loader cranes to ensure that appropriate health and safety requirements are met. A well maintained lorry-loader with suitable loads and slings/lifting tackle will be required. Additionally, an appropriate room for the theory training will be needed.

Course content

- Current health and safety legislation as it affects lorry-loader operation
- Safety awareness – an appreciation of the hazards involved in machine operation
- Engineering principles
- Site conditions
- Pre-shift checks
- Operator safety procedures
- Slings and signalling
- Practical training in safe loader operation
- Theoretical and practical assessments

Course duration

2 day course for novices.

1 day course for experienced operators (who can demonstrate previous training or at least 15 hours practical experience).

To ensure compliance with accreditation, FTA is required to operate a maximum trainee/instructor/machine ratio of 4:1:1.

Driver CPC

2 day novice course – 14 hour upload.

1 day experienced operator course – 7 hour upload.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*

Price

Price per day

members

£750+VAT

non-members

£938+VAT

ALLMI registration per delegate

members

£38+VAT

non-members

£47+VAT

Price includes operator's manual in addition to tuition, course handouts and FTA certification.



Basic Safe Loading of Goods Vehicles

Course description

This classroom and practical-based course is aimed at drivers of goods vehicles to provide them with the skills to be competent with regard to the safe loading of the vehicle.

Course content

- Legislative requirements
- Consequence of non compliance
- Role of the operator, loader and driver
- Vehicle checks
- 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
- Effects of transportation
- Working at height
- What to do/what not to do

Certification

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

Course duration

1 day (approximately 8 hours including lunch and breaks).
Maximum 12 delegates.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*



Price

**Price includes
up to 12 delegates**

members

£850+VAT

non-members

£1,062+VAT

Price includes tuition,
course handouts and
certification.



HGV Driver Walk Around and Defect Assessment

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.

Course content

- Explaining why and how to conduct a walk around check on a vehicle
- Ensuring vehicle performance is monitored throughout the working day
- Highlighting potential defects and promptly reporting in writing
- Identifying the legal requirements with regard to walk around checks
- Exploring the procedure for carrying out checks
- Identifying the components to be checked
- Completing defect reports
- Explaining the powers of enforcement and the consequences of non-compliance

Course duration

Half day.

Maximum 12–15 delegates depending on facilities.

Vehicle required.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*



Price

**Price includes
up to 15 delegates**

members

£500+VAT

non-members

£625+VAT

Price includes tuition, course handouts and certification.

PCV Driver Walk Around and Defect Assessment

This course ensures drivers fully understand their responsibilities when carrying out walk around checks. It also helps to identify defects, ensure operator compliance and prevent possible prohibitions and on-the-spot fines.

Aimed primarily at drivers and supervisors of passenger vehicles, this course outlines the importance of conducting regular vehicle checks.

Course content

- Explaining why and how to conduct a walk around check on a vehicle
- Ensuring vehicle performance is monitored throughout the working day
- Highlighting potential defects and how to promptly report them in writing
- Identifying the legal requirements with regard to walk around checks
- Exploring the procedure for carrying out checks
- Identifying the components to be checked
- Completing defect reports
- Explaining the powers of enforcement and the consequences of non-compliance

Course duration

Half day.

Maximum 12–15 delegates depending on facilities.

Vehicle required.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*



Price

**Price includes
up to 15 delegates**

members

£500+VAT

non-members

£625+VAT

Price includes tuition,
course handouts and
certification.

Vehicle Inspection Courses

Our vehicle inspection courses have been developed to help you unlock your inspection technicians' full potential – by investing in your technicians it ultimately provides savings through the reduction of vehicle downtime and the overall cost of vehicle fleet maintenance, as well as ensuring you are adhering to your legally recognised compliance obligations.

Our courses can offer a thorough insight into the VOSA Tester's Manual to provide technicians with the expertise to inspect vehicles to a higher standard and improve their ability to make calculated judgements on component wear; ultimately maximising component life and more cost effective parts replacement.

We also provide a full overview of operator licensing, covering the legislative framework regarding vehicle inspection and maintenance requirements, along with details on how VOSA applies vehicle testing and enforcement standards, detailing the prohibition and graduated fixed penalty systems. We also offer recognised qualification through the irtec licence – technical staff competency assessments (see page 91 for more information).

Delegates benefit from delivery by FTA vehicle inspection engineers who are able to share a wealth of knowledge and information from their own inspection experience.

HGV Inspection Procedures and Standards

This course is aimed at 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.

£	Price
	Price on application

Course content

- Assessment of delegates' base knowledge
- HGV operator licensing
- Vehicle and Operator Services Agency (VOSA) and enforcement
- The responsibilities of maintenance staff, drivers and operators as per the Guide to Maintaining Roadworthiness
- Operator's licence
- PG9 – paperwork associated with enforcement
- HGV Inspection Manual
- Braking systems exercise and rolling road brake testing exercise (optional) if equipment available
- HGV inspection procedure (theory)
- HGV inspection procedure (practical): this can be either an assessment of the candidates or a practical demonstration for those wishing to follow the irtec licensing route

Course duration

3 days.

Maximum 6 delegates depending on facilities.

This course is usually only available as an in-company option. However, we occasionally run public courses if demand is high enough. Please call 08717 11 22 22* or email training@fta.co.uk for more information on any public course dates available.

HGV Categorisation of Defects

Aimed at supervisory staff, this course gives a more in-depth insight into the following topics.

£	Price
Price on application	

Course content

- Operator licensing
- Vehicle and Operator Services Agency (VOSA) and enforcement
- PG9 – paperwork associated with enforcement
- HGV categorisation of defects – immediate, delayed and inspection notice defects
- Decision making on vehicle serviceability

Course duration

2 days.

Maximum 8 to 10 delegates depending on facilities.

This course is usually only available as an in-company option. However, we occasionally run public courses if demand is high enough. Please call 08717 11 22 22* or email training@fta.co.uk for more information on any public course dates available.



Fleet Engineer Conferences



Held annually, FTA's highly-regarded Fleet Engineer conferences explore the latest developments in commercial vehicle technology, forthcoming maintenance legislation changes and best practice procedures.

Visit www.fta.co.uk/events for information about these events, and to view the full programme of conferences and events for the coming year.

PCV Inspection Procedures and Standards

This course is aimed at vehicle maintenance staff responsible for preventative maintenance safety inspections (PMI) or annual test preparation, and will focus on the importance of maintaining vehicles and the responsibilities of the operator.

£	Price
	Price on application

Course content

- Assessment of candidates' base knowledge
- PCV operator licensing
- Vehicle and Operator Services Agency (VOSA) and enforcement
- The responsibilities of maintenance staff, drivers and operators as per the Guide to Maintaining Roadworthiness
- Operator's licence
- PG9 – paperwork associated with enforcement
- PCV Inspection Manual
- Braking systems exercise and rolling road brake testing exercise (optional) if equipment available
- PCV inspection procedure (theory)
- PCV inspection procedure (practical): this can be either an assessment of the candidates or a practical demonstration for those wishing to follow the irtec licensing route

Course duration

3 days.

Maximum 6 delegates depending on facilities.

This course is usually only available as an in-company option. However, we occasionally run public courses if demand is high enough. Please call 08717 11 22 22* or email training@fta.co.uk for more information on any public course dates available.

PCV Categorisation of Defects

Aimed at supervisory staff, this course gives a more in-depth insight into the following topics.



Price

Price on application

Course contents

- Operator licensing
- Vehicle and Operator Services Agency (VOSA) and enforcement
- PG9 – types of paperwork associated with enforcement
- PCV categorisation of defects – immediate, delayed and inspection notice defects
- Decision making on vehicle serviceability

Course duration

2 days.

Maximum 8 to 10 delegates depending on facilities.

This course is usually only available as an in-company option. However, we occasionally run public courses if demand is high enough. Please call 08717 11 22 22* or email training@fta.co.uk for more information on any public course dates available.



Passenger Transport Information and Compliance Service (PTICS)



PTICS is designed to provide easily digested and straightforward support for managers and supervisors tasked with the operation of their organisation's operator licensed PCV fleet.

As a member of PTICS you'll receive:

- the latest information to ensure you are kept up-to-date with industry developments
- expert guidance and support to keep you compliant with the latest industry legislation
- best practice advice to help with the smooth running of your operation
- member-only discounts on FTA products and services

For more information please call 08717 11 22 22*, email enquiry@fta.co.uk or visit www.fta.co.uk/ptics

Trailer Inspection and Defect Assessment

This course is aimed at vehicle maintenance staff responsible for preventative maintenance safety inspections (PMI) or annual test preparation of trailers only.



Price

Price on application

Course content

This course begins with a test to establish delegates' base knowledge, followed by a detailed look at the 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.

Course duration

1 day.

Maximum 6 delegates depending on facilities.

This course is usually only available as an in-company option. However, we occasionally run public courses if demand is high enough. Please call 08717 11 22 22* or email training@fta.co.uk for more information on any public course dates available.



Vehicle inspections and audits



FTA's experienced engineers can carry out a range of UKAS accredited inspections and fleet audits to:

- ensure compliance with the latest legislation
- minimise safety risks
- help minimise disruptions to your business caused by defective vehicles

For more information on this and other FTA services call 08717 11 22 22*, email enquiry@fta.co.uk or visit www.fta.co.uk/vis

irtec Licence – Technical Staff Competency Assessments

The irtec Licence is a qualification developed for vehicle technicians in the HGV, PCV and trailer sectors. It is a nationally recognised certificate that demonstrates a level of skill to any employer in the road transport industry. Technicians who take the irtec test are assessed on their theoretical and practical skills and, if successful, are awarded an irtec Licence.



FTA is one of the largest assessment centres offering the irtec licensing scheme from IMI registration through to certification. Alternatively, separate practical assessments are available if required. A minimum of three years' experience in the field of servicing and inspection of vehicles is required for participation in this course.

Registration with the IMI is required and can be completed by our dedicated admin team.

Course content

- An online knowledge test to underpin existing understanding
- Practical Inspection Technician Assessment

Course duration

Online knowledge test

Half day.

Up to 10 candidates.

Practical Inspection Technician Assessment

1 day.

Maximum 3 delegates or 4 delegates for trailer technicians.

It is possible to add an irtec Licence on to any of the following courses.

- HGV Inspection Procedures and Standards (page 86)
- PCV Inspection Procedures and Standards (page 88)
- Trailer Inspection and Defect Assessment (page 90)

Online knowledge test

Maximum 6 delegates depending on facilities.

Practical Inspection Technician Assessment

3 delegates per day depending on facilities.

This course is usually only available as an in-company option. However, we occasionally run public courses if demand is high enough. Please call 08717 11 22 22* or email training@fta.co.uk for more information on any public course dates available.



Bespoke Technical Staff Competency Assessments

Bespoke assessments based on individual needs tailored to suit your own in-company standards. Candidates are assessed by our technical assessors on vehicle inspection techniques, with reports on pass or fail criteria.



Price

Price on application

This course is usually only available as an in-company option. However, we occasionally run public courses if demand is high enough. Please call 08717 11 22 22* or email training@fta.co.uk for more information on any public course dates available.



FTA Consultancy



We offer audits ranging from fleet management and best practice issues to technical and engineering services to meet the needs of your operation.

Every operation is unique, which is why we can tailor our consultancy services to suit your bespoke requirements.

For more information about the FTA's consultancy services call 08717 11 22 22*, email enquiry@fta.co.uk or visit www.fta.co.uk/consultancy



Dangerous Goods

All operators involved in the carriage of dangerous goods must ensure that their staff are properly qualified to carry out their duties safely and legally.

Our range of dangerous goods courses have been developed to support dangerous goods operators, whether you require an audit, awareness of responsibilities, specialist training or a full qualification (ADR or DGSA).

With FTA's Dangerous Goods training you benefit from:

- **assurance that your staff are qualified** and competent to legally transport dangerous goods
- **courses developed to meet your needs**, whatever your involvement with the transportation of dangerous goods
- **training delivered by a professional team of trainers** with extensive industry knowledge, to ensure you are learning from the best

Contents of this section

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ADR Initial	98
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In-company training

FTA's in-company dangerous goods training options offer a wealth of benefits and significant cost savings.

Why choose in-company training?

- **Value for money** – with significant cost savings on the price of public courses
- **Convenience** – with on-site training eliminating the need for expenditure and time allowances for staff travel
- **Consistency** – FTA's Quality Assurance (QA) processes ensure standardised delivery across the UK – crucial for evaluating training effectiveness and promoting excellence
- **High standards** – with our expert trainers using their wealth of experience to tailor courses to your company needs and requirements
- **Business insight** – with Management Information (MI) reports which identify potential further training needs and gaps in knowledge



Dangerous Goods Awareness

This course is designed to assist in the provision of function specific and safety training and should be refreshed periodically to demonstrate compliance.

Persons employed by vehicle operators whose duties concern the carriage of dangerous goods by road are required to receive training appropriate to their responsibilities.

Course content

- Regulatory framework
- UN recommendations
- Road, rail, sea and air regulations
- General principles of classifications and identification:
 - hazard classes
 - risk routes
 - UN numbers
- Product containment
 - packages and gas cylinders
 - IBCs and large packages
 - portable tanks and tankers
 - marking and labelling
- Despatch and documentation procedures
- Vehicle, driver and transport equipment
- UK and EU tunnels
- Emergencies

Course duration

Half day.

Maximum 16 delegates depending on facilities.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*

Price

Price includes up to 16 delegates

members

£650+VAT

non-members

£813+VAT

Price includes tuition, course materials, certification and refreshments.



Products to support your dangerous goods operations



Shopfta sells a range of products to help those who are involved in the carriage and storage of dangerous goods. Products include:

- personal protective equipment
- ADR kits
- warning diamonds
- spill kits
- vehicle signs
- Hazard Warning Diamond Poster

To view the full range of Shopfta products visit www.shop.fta.co.uk or call 08717 11 11 11*

Dangerous Goods Safety Adviser

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 within companies that transport dangerous goods by road and rail should attend this course.

Course content

- Dangerous goods legislation
- Understanding the responsibilities of a qualified DGSA
- Ensuring delegates are fully equipped to sit the Scottish Qualifications Authority (SQA) verified exams

Course duration

5 days.

Maximum 16 delegates depending on facilities.

Examinations

Delegates attending the DGSA course will be required to enrol themselves onto the externally administered SQA examination. Full guidance will be provided.



Price

Public course per delegate

members

£792+VAT

non-members

£990+VAT

Price includes tuition, course materials, lunch and refreshments.

For in-company course prices please contact us.



Venues and dates

LEAMINGTON SPA	
24-28	February
12-16	May
18-22	August
17-21	November

LEEDS	
17-21	February
10-14	November

STIRLING	
19-23	May

SURREY†	
11-15	August



Exam dates

6 March

19 June

18 September

27 November

†Exact location to be confirmed

Receiving Deliveries of Petroleum Products

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

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.

This course is only available as an in-company option. For more information please email training@fta.co.uk or call 08717 11 22 22.*



Price

Price includes up to 6 delegates

members

£650+VAT

non-members

£813+VAT

Price includes tuition, course materials, certification and refreshments.



Dangerous goods consultancy services from FTA



Our team of Dangerous Goods Safety Advisers (DGSA's) 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 08717 11 22 22*, email enquiry@fta.co.uk or visit www.fta.co.uk/consultancy

ADR Initial

All drivers of vehicles carrying dangerous goods, within scope of the provisions, must attend a Department for Transport approved basic training course in order to be legally qualified to transport such loads.

FTA is an approved training provider and we offer ADR Initial training courses throughout the UK.

Course content

The courses equip 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 SQA to the driver between four and six weeks after the exams have been taken.

Basic 4 day course

- Core module
- Packages module
- Class 2 – Flammable and non-flammable gases
- Class 3 – Flammable liquids
- Class 4 – Flammable substances
- Class 5 – Oxidising agents/organic peroxides
- Class 6 – Toxic and infectious substances
- Class 8 – Corrosives
- Class 9 – Miscellaneous substances

5 day course

All of the 4 day content plus Road Tanker module

Driver CPC

Attendance on the four day ADR Initial course will entitle delegates to a maximum of 21 Driver CPC hours. Attendance on the full five day ADR Initial course will entitle the driver to a maximum of 28 Driver CPC hours. See page 5 for all our Driver CPC courses.

Price

**Public course
per delegate**

4 day course

members

£300+VAT

non-members

£375+VAT

Optional Tanker Module (Day 5)

members

£75+VAT

non-members

£94+VAT

Price includes tuition, course materials, lunch and refreshments.

SQA examinations

£20 no VAT per module

Driver CPC

£8.75 no VAT

per 7 hour upload

Exam fees are correct at time of publication but may be subject to change by SQA in 2014.

For details of in-company courses, duration, Driver CPC hours upload eligibility and cost, please contact us.



Venues and dates

BELFAST	
28–2	April–May
27–31	October

LEAMINGTON SPA	
17–21	March
9–13	June
15–19	September
8–12	December

LEEDS	
3–7	February
19–23	May
4–8	August
17–21	November

STIRLING	
20–24	January
7–11	April
21–25	June
6–10	October

SURREY*	
2–6	June
8–12	December
28–1	October–November

Courses (including in-company) may be available on any of the UK islands, please contact us for details.

Dates for Class 1 (Explosives) and Class 7 (Radioactives) on request only.



Tanker inspection and certification service



FTA's comprehensive tanker inspection and certification service provides an in-depth examination of your tankers and any associated equipment. The tanker inspection incorporates:

- a leakproof and tightness test
- low pressure oxygen-free nitrogen to fill the tank
- an examination to identify any leaks in the tank and ancillaries
- a comprehensive 31-point check on the safety and integrity of the remainder of the tank and its associated equipment

Following the inspection, we'll provide you with a certificate and certification plate/ relevant stamp.

For more information please call 08717 11 22 22*, email enquiry@fta.co.uk or visit www.fta.co.uk/vis

*Exact location to be confirmed

ADR Refresher

This course is for drivers of vehicles carrying dangerous goods who hold a Driver Training Certificate (DTC) that is due to expire. Refresher training and examination must be undertaken at least six 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.

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 SQA, the awarding body.

Driver CPC

Driver CPC upload is available at a cost of £8.75 per 7 hour upload.

Course duration

Up to 3 days.

Maximum 20 delegates depending on facilities.

Price

Public course per delegate

member

Refresher **£173+VAT**

Class 1 Explosives and
Class 7 Radioactives

£101+VAT

Exams **£20 no VAT**

non-member

Refresher **£216+VAT**

Class 1 Explosives and
Class 7 Radioactives:

£126+VAT

Exams **£20 no VAT**

Prices include tuition,
course materials, lunch and
refreshments.

**Exam fee is an additional
£20 (no VAT) per unit**

*Exam fees are correct at
time of publication but may
be subject to change by SQA
in 2014.*

**For details of in-company
courses, duration, Driver
CPC hours upload
eligibility and cost, please
contact us.**



Venues and dates

BELFAST	
18–20	March
23–25	September

LEAMINGTON SPA	
28–30	January
14–16	July
6–8	October

LEEDS	
18–20	March
16–18	September
2–4	December

STIRLING	
12–14	February
6–8	May
30–1	July–August
4–6	November

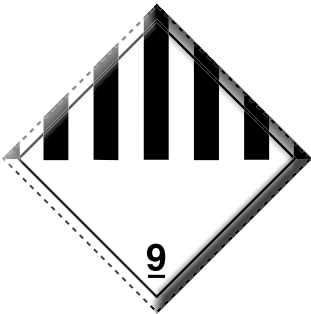
SURREY*	
22–24	July
4–6	November

Courses (including in-company) may be available on any of the UK islands, please contact us for details.

Dates for Class 1 (Explosives) and Class 7 (Radioactives) on request only.

*Exact location to be confirmed

Stock up on dangerous goods essentials from Shopfta



Order today!
www.shop.fta.co.uk
08717 11 11 11*



Delivering safe, efficient, sustainable logistics



International Operations

Our international training is of the highest quality for those working in international freight movement, manufacturing and purchasing.

All training offered is relevant, cost effective and of a very practical nature, designed to meet the latest industry demands.

The courses on offer will assist with the development of your international activities and navigating the often complex legal requirements, practices and paperwork that accompany international trade.

With FTA's International training you benefit from:

- **delivery by trainers with extensive knowledge** of the complex international trade legalities, to help you remain legally compliant and operationally efficient.
- **specialist courses** which have been developed to meet your needs, however niche your involvement with international trade
- **the option to tailor courses** for alignment with your business objectives and company goals, ensuring you are gaining the most from your training investment

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In-company training

FTA's in-company international operations training options offer a wealth of benefits and significant cost savings.

Why choose in-company training?

- **Value for money** – with significant cost savings on the price of public courses
- **Convenience** – with on-site training eliminating the need for expenditure and time allowances for staff travel
- **Consistency** – FTA's Quality Assurance (QA) processes ensure standardised delivery across the UK – crucial for evaluating training effectiveness and promoting excellence
- **Flexibility** – an element of content control increases relevancy and alignment with your systems and policies, and the option of bespoke training to match your business objectives
- **High standards** – with our expert trainers using their wealth of experience to tailor courses to your company needs and requirements





European Road Haulage Procedures

This course covers both exports and imports to and from Europe – for both EU and non EU countries.

Course content

- Critical sources of information
- European road haulage terminology
- Place covered – short sea shipments – differences between EU and non – EU despatches
- Advantages and disadvantages as a mode of transport
- How it works
 - a study of groupage, part and full load operations, TIR
- Typical problems associated with despatches
- Documentation
 - items of significance – with a understanding of the commodity code number; Incoterms 2010 and proving origin
 - the suppliers documents – invoice, packing lists, EUR1s, ATRs, ATA carnets
 - transport documents including CMR notes and certificates of shipment
 - the need to provide proofs of despatch
- Freight charging
 - the seven steps of an export/import
 - measuring cargo and volumetric charging
 - freight rates and the items to be charged for
- Commercial awareness
- Review of programme and further advice

This programme does not cover hazardous goods procedures (ADR etc) but support documents will be provided.

Course duration

1 day.

Minimum 4 delegates required for course to run.



Price

Public course per delegate

members

£245+VAT

non-members

£306+VAT

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



Venue and dates

LEAMINGTON SPA

8 April

16 October

Export Documentation Programme

This course is designed to ensure all delegates are aware of how to complete export documents, what to do with them and, most importantly, why they are required.

It is of particular relevance to freight forwarders and exporters, both in sales and administration.

Course content

- The basic principles – the key to export document success, including the importance of good administration, vital sources of information, documentary content and its significance, Incoterms 2010, the commodity code number and proving origin
- The commercial and official documents including the export quotation, export invoice, packing list, EC certificate of origin, ABCC certificate of origin, re-inspection certificates and more
- Getting the goods into a port facility with a focus on notifying the forwarder, SSNs – seafreight, and known shipper security certification – airfreight
- Customs' clearance
- Proof of export – the transport documents issued by forwarders/carriers, including legal considerations, Bills of Lading for sea freight, Airwaybills for airfreight and Certificates of Shipment for road haulage
- Payment methods and documentation, such as cargo insurance considerations, documentary collections and Bills of Exchange

Course duration

1 day.

Minimum 4 delegates required for course to run.



Price

Public course per delegate

members

£245+VAT

non-members

£306+VAT

Price includes tuition, course handouts, certification, lunch and refreshments.

For in-company course prices please contact us.



Venue and dates

LEAMINGTON SPA

5

June

13

November

An Introduction to International Trade

This course is a practical guide to exporting and importing, specifically designed for those companies that are new to trading internationally and require a sound foundation of the legal and financial consequences of dealing with foreign logistics companies and customers.

Course content

- 'How to get it wrong' – a video exercise
- Questions that need to be answered before trading internationally
- Possible pitfalls of trading internationally – and how to avoid them
- The over-riding rules of international trade
- Export and import steps
- Where to get good advice
- What goods can be imported and exported?
- EU or non-EU? – the differences for international traders
- The international trade jigsaw – the key pieces, ie Incoterms 2010, origin requirements and the tariff number
- Purchasing from and selling into overseas' markets – agents, distributors and contractual considerations
- The importance of documentation and an overview of the significant ones used
- How will I get the goods moved? The importance of good freight forwarders
- How much will it all cost me?
- Dealing with HMRC
- How will payment be made?

Course duration

1 day.

Minimum 4 delegates required for course to run.



Price

Public course per delegate

members

£245+VAT

non-members

£306+VAT

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

For in-company course prices please contact us.



Venue and dates

LEAMINGTON SPA

13 March

2 September



By subscribing to the European Road Freight Service, members receive a wealth of information including notifications of traffic disruptions, a monthly round up of news from the member states, the European Road Transport Guide and more!

Find out more today

www.fta.co.uk • 08717 11 22 22* • enquiry@fta.co.uk



If you would like us to develop a specific international course or service, please get in touch – we value your opinions and try and tailor our services to your needs.



Coming Soon

We are always working on developing our training to provide you with the most flexible and innovative options for both personal career enhancement and to maintain the safe and efficient operation of your business.

This section includes an overview of our e-learning course options, Learning Management System and the new Fleet Manager Qualification. All options are still in development and will be available over the course of the coming months. Please keep an eye on our website, www.fta.co.uk/training, for updates, or call us on 08717 11 22 22* for more information or if you would prefer to discuss your training requirements over the phone.

In the meantime, if you have any suggestions for improvements or further advancements to our current training options, we welcome your feedback.

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Fleet Manager Qualification (FMQ)

We have worked in partnership with Government and industry professionals to develop a professional qualification recognising the skills and expertise of those working at management level within the logistics industry.

The qualification is a recognition of the diverse nature of a Fleet Manager's role and has been considered and agreed by FTA's Skills Working Group[§], responsible for directing qualification development.

This qualification has been developed due to the following reasons.

- There are currently no **nationally recognised** qualifications for fleet management, other than elements of Traffic Office (levels 2 and 3) and Transport Manager CPC (level 3)
- There is **no mutually recognised** professional development framework structure in place, defined by qualification and competence
- We believe there is need to **recognise scope and responsibilities** of the role to raise the profile of commercial vehicle fleet management
- It is a chance to promote logistics as **attractive and accessible** to graduates and staff in other sectors
- It offers a **route of progression** and additional **learning opportunities** for aspiring and successful managers, to retain them in logistics
- To fulfil the need to reflect **diversity** of responsibilities throughout different supply chains

Benefits of accreditation with this qualification include:

- national recognition
- proof of competence to prospective employers
- potential for agreed recognition of learning between employers
- recognition of a wide range of existing qualifications as approved prior learning
- a route for, and source of, Continued Professional Development (CPD)
- an introductory apprenticeship framework for potential fleet managers of the future

For more information about this qualification, as well as the additional suite of further qualifications currently in development, please call 08717 11 22 22* to discuss the options available to you.

[§]The FTA Skills Working Group takes responsibility for the direction of policy and development of qualifications and funding.

Course content

In addition to the course content of the Transport Manager CPC qualification (see page 40), the Fleet Management Qualification content includes:

- Procurement
- Policy development
- Business and risk analysis
- Performance improvement
- Business interruption
- Commerce and contracts
- Delivery and customer service

In addition, we are currently developing further supply chain qualifications, including:

- chemicals and consumer commodities
- electrical and electronics
- construction and maintenance
- food and drink
- paper and printing
- pharmaceuticals and healthcare
- utilities maintenance
- transportation and automotive
- waste and recycling

Development

FMQ will be available at level 2, 3, 4 and 5 over the coming period.

Keep an eye on our website www.fta.co.uk/training or call 08717 11 22 22* for the latest information.



Transport Manager Conferences



FTA's Transport Manager Conferences aim to provide all the key information you need to maintain a successful transport operation.

- Keep your operation at the forefront of industry developments, best practice and compliance
- Hear first-hand about new legislation and how to safeguard your operation for the future
- Held at a range of nationwide venues for your ease and convenience between September and December each year

For more information please call 08717 22 22 22* or visit www.fta.co.uk/events

FTA e-learning

Quite simply, e-learning is using technology to deliver quality transport training anytime, at any place.

What are the benefits of e-learning?

- Achieve high levels of training programme coverage to deliver a consistent compliance message across your organisation
- Save costs with the reduced price of the classroom-based course, which provides 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 of weakness that require further attention
- Eliminate expensive travel costs and reduce time away from the workplace
- Give staff the freedom to learn when and where they want at their own pace
- See return on investment through effective measurement of learning activity

Each FTA e-learning module comprises information used to educate and inform. The following set of modules have been designed as an extension of the Operator Licence Awareness Training (OLAT) classroom course (see page 52) and include subject-specific information, images, quizzes and learning resources.

Modular topics

Five modules are included.

- 1 Operator Licensing
- 2 EC Drivers' Hours and Working Time
- 3 Recording EC Drivers' Hours
- 4 Vehicle Maintenance Systems
- 5 Driver Licensing

Modules can be completed on an individual basis, however to achieve full FTA certification all modules must be completed followed by a final online assessment.

1 Operator Licensing

The aims of this module are to:

- provide an overview of the operator licensing system, and to make clear the continuous responsibilities of goods vehicle operators

After completing this module you will be better able to:

- appreciate your organisation's commitment to the undertakings that apply to all operators
- enable your organisation to demonstrate compliance to enforcement authorities

Price

Cost per individual module per delegate

members

£17+VAT

non-members

£21+VAT

OLAT accreditation per delegate

All five modules plus final assessment

members

£85+VAT

non-members

£106+VAT

2 EC Drivers' Hours and Working Time

The aims of this module are to:

- raise awareness of the legislation surrounding EC drivers' hours
- raise awareness of the legislation surrounding EC drivers' hours and working time requirements

After completing this module you will be better able to:

- understand, monitor, apply and comply with the rules within your transport operation

3 Recording EC Drivers' Hours

The aims of this module are to:

- raise your awareness of the legislative requirements for the recording of EU driver's hours
- clarify the continuous responsibilities of operators, supervisors and drivers for evidencing compliance with the rules

After completing this section you will be better able to:

- appreciate your organisation's legal obligations and commitments by meeting the requirements to record and monitor driver activity and demonstrate compliance to enforcement authorities

4 Vehicle Maintenance Systems

The aims of this module are to:

- explain the responsibilities and systems involved in maintaining vehicles in a roadworthy condition, regardless of operating conditions, fleet size or vehicle type
- provide a clear indication of the key components of an efficient vehicle maintenance system, together with an understanding of the responsibilities of both operator and driver

After completing this section you will be better able to:

- ensure that you comply with the law and that your compliance can be monitored and controlled

5 Driver Licensing

The aims of this module are to:

- explain the legislation and format of driving licences
- assist with the understanding of the category entitlements required to drive small, medium and large goods vehicles
- provide a clear understanding of how to carry out licence checks and establish company procedures

After completing this section you will be better able to:

- carry out licence checks thoroughly and competently monitor, record and plan licence checks to safeguard your organisation and drivers

FTA Bespoke e-learning

E-learning is an increasingly popular choice for organisations investing in bespoke training. FTA can readily develop new modules or transform in-house conventional presentation materials such as training induction information into easy-to-follow modules.

Your employees can commence learning immediately, at a time, place and pace that suits them, without having to spend days off-site in a classroom.

A bespoke e-learning training course allows you to:

- deliver important information to employees in as short a time as possible
- reach unlimited numbers of people either simultaneously or at a time which suits them
- provide information relevant to new employees without disrupting the work of others
- offer employees a facility to work through training at their own pace and review material as many times as they wish

We are always working to develop our e-learning options. Keep an eye on our website www.fta.co.uk/training or call 08717 11 22 22* to discuss the options available to you.

Learning Management System (LMS)

This innovative learning management system maintains and tracks all class-based and e-learning activity, for the ideal solution to identify staff competency levels, skill gaps and compliance risk which can then be matched to meet organisational goals and objectives.

The software is easy to use, comprehensive and can be implemented seamlessly to help simplify your existing processes and increase company efficiency, staff management and training value.

Why are we using a Learning Management System (LMS)?

- **Convenience** – obtain real-time course information and administration benefits with the option to book courses 24/7, confirm bookings and receive reminders by email
- **Flexible reporting** – gain control over your learners' records with a customisable dashboard
- **Staff development** – track and report e-learning and classroom training from enrolment to evaluation to identify gaps in training knowledge and areas that require further attention

Keep an eye on our website www.fta.co.uk/training for the latest information, and email training@fta.co.uk or call 08717 11 22 22* to discuss the options available to you.



Lighten the load

Save 10p per litre at
motorway stations[§]

FTA and RHA have come together to offer a new fuel card which enables all FTA members to benefit from extensive cost savings through discounted fuel prices and interest-free credit.

Apply today and benefit from:

- a free to join scheme with all cards free in the first year^{§§}
- fixed weekly diesel price
- no set up fees, no contract and no cancellation fee
- convenient access to over 1,600 multi-branded sites nationwide
- enhanced business control with free management information
- saving time with a simplified administration process
- peace of mind due to minimised unauthorised spending
- VAT format compliant with 6th EU VAT Directive
- pin protected cards

Can you afford not to apply?

Visit www.fta.co.uk/fuelcard
or call 0844 415 7666^{§§§}

Delivering safe, efficient, sustainable logistics

[§] Based on the average Moto motorway pump prices for January 2013

^{§§} Cards are free in the first year; then £6 per year thereafter

^{§§§} Calls may be recorded for training purposes

How to book a training course

To book please:



phone 08717 11 22 22*



visit website www.fta.co.uk/training



email training@fta.co.uk

Please make sure you read through the Terms and Conditions on page 118.

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 three 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

*Full terms and conditions are available.
Please contact us on 08717 11 22 22**

5 CLIENT'S SUBSTITUTIONS AND CANCELLATIONS

5.1 CPC courses

For CPC courses, where notification is received in writing less than four weeks prior to the commencement of the course, fees cannot be refunded or transferred. 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. Any study material already issued must be returned before a credit is raised. You may substitute one delegate for another without penalty until registration takes place with the OCR examination board.

5.2 DGSA courses

For DGSA training courses, where notification is received in writing less than four weeks prior to the commencement of the course, both the course fee and the examination registration fees will be payable in full. Due to the examination

registration requirements for the Scottish Qualifications Authority transfers or substitutions for the examination will not be possible. 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

5.3 All other courses

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 and are subject to an administration fee of £50 plus VAT.

Where notice of cancellation is received less than two weeks prior to the commencement of the course, fees cannot be refunded or transferred. For FTA courses only, delegates may be substituted at any time without penalty other than CMI approved courses

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FTA Services

Drivers' hours and tachograph management

Vehicle maintenance and compliance

Industry training and assessments

Transport supplies

Independent auditing

Transport and logistics consultancy



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