

# COMMERCIAL PACKAGE TO SUPPORT GROUNDWORKS NVQ



All Course are NPORS accredited\*  
Cost below per candidate

Course Code		Course Length (Days)	Cost to Employer	CITB Grant
S001	Site Safety Awareness	1	£125.00	£30.00
N017	Abrasive Wheels (Petrol Driven)	1	£185.00	£30.00
N304	Cable Avoidance Tool	1	£150.00	£70.00
I/H*	Utility Excavation	1	£125.00	£70.00
N133	Plant Machinery Marshall	1	£325.00	£120.00
N031	Asbestos Awareness	0.5	£95.00	£30.00
N404	Safe Working at Height	0.5	£95.00	£30.00
N711	Safe Use of Ladders	0.5	£95.00	£30.00
Highfield	Manual Handling	0.5	£30.00	£0.00
N402	Slinger / Signaller	3	£625.00	£240.00
N204	Forward Tipping Dumper	3	£575.00	£240.00
N214	Road Roller	3	£525.00	£190.00
	City & Guilds Confined Space - Medium Risk	2	£395.00	£30.00
Highfield	Control of Substances Hazardous to Health (COSHH)	1	£125.00	tbc
	NPORS Accreditation fee £25.00			

No. of Days	19		
Costs		£3,470	£1,110

Net Cost to Employer	£2,360		
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- 18 Week Programme based on 1 week per calendar month
- 6 Weeks in centre training for tech cert
- 6 Weeks to deliver the Commercial package qualifications 3 - 5 days per week
- 6 weeks onsite visits to deliver work based NVQ

# WORKING AT HEIGHT



**MAX NO. OF DELEGATES:**  
10

**DURATION:**  
1/2 DAY

**LENGTH OF CERTIFICATION:**  
3 YEARS

**ACCREDITATION:**  
NPORS OR COTS CERTIFICATE



## WHO SHOULD ATTEND

This programme is designed for employees, supervisors, and managers working at height in various scenarios or for those who supervise at height activities.



## COURSE AIM

This course will provide you with the basic skills, knowledge and information to safely carry out safe and effective working at height tasks.



## TRAINING METHODS

A high proportion of hands-on demonstrations and practical exercise, supplemented with classroom based tutorials. Students will be required to demonstrate their new skills in a range of scenarios.



## X:Y RATIOS

Accred	In-house	NPORS
1/2 Day	10:1	10:1



## COURSE CONTENT

- Relevant Legislation
- What are the hazards
- Duty of care
- Risk assessments and safe systems of work
- What is considered as working at height
- Understanding the necessary equipment used
- Assessing the various means of access of working at height
- Planning activities when working at height including harnesses
- Safety signs and signals
- Dealing with emergencies
- PPE
- Practical assessment



## ADDITIONAL INFO

Delegates attending this course should be **18+ years** and be physically and mentally fit to withstand the rigours of training.



## LOCATIONS

Cardiff, Swansea, Client Site

# SLINGER / SIGNALLER NOVICE & EXPERIENCED

**MAX NO. OF DELEGATES:**  
1 - 10

**DURATION:**  
1 DAY

**LENGTH OF CERTIFICATION:**  
3 YEARS

**ACCREDITATION:**  
IN-HOUSE OR NPORS



## WHO SHOULD ATTEND

This programme is designed for those personnel responsible for undertaking the role of slinger/signaller and to refresh the skills needed to carry out this role effectively

## COURSE AIM

This course will provide you with the basic skills, knowledge and information to safely carry out the role and duties of a slinger/signaller. Covering the use of various methods of lifting and security of products using straps, strops and chains.

## TRAINING METHODS

A high proportion of hands-on demonstration and practical exercises, supplemented with classroom based tutorials.

## ADDITIONAL INFO

Delegates attending this course should be **18+ years** and be physically and mentally fit to withstand the rigours of training.

## COURSE CONTENT

- Relevant Legislation
- What are the hazards
- Duty of care
- Risk assessments and safe systems of work
- Safety signs and signals
- Using recognised hand signals in the operation
- Understanding weight limits
- Selecting and attaching the correct lifting accessory
- Movement of loads
- Making loads safe before, during and after movement
- PPE
- Practical assessment

## X:Y RATIOS

Ratio	In-house	NPORS
1:1	1 Day	1 Day
2:1	3 Days	3 Days
Refreshers	4:1 X 1 Day	6:1 (EWT) 1 Day

## LOCATIONS

Cardiff, Swansea, Client Site

# SAFE USE OF STEPLADDERS AND LADDERS



**MAX NO. OF DELEGATES:**  
10

**DURATION:**  
1/2 DAY

**LENGTH OF CERTIFICATION:**  
3 YEARS

**ACCREDITATION:**  
NPORS

## WHO SHOULD ATTEND

This programme is designed for employees, supervisors, and managers working at height in various scenarios or for those who supervise at height activities using stepladders or ladders.

## COURSE AIM

The course will provide you with basic skills, knowledge and information to safely carry out safe and effective working at height tasks when using stepladders or ladders.

## TRAINING METHODS

A proportion of hands-on demonstrations and practical exercises, supplemented with classroom based tutorials. Students will be required to demonstrate their new skills in a range of scenarios.

## RATIOS

Accred	In-house	NPORS
1/2 Day	10:1	10:1

## COURSE CONTENT

- Relevant Legislation
- What are the hazards
- Duty of care
- Risk assessments and safe systems of work
- What is considered as working at height
- Correct security and angles when erecting a ladder
- Precautions of using a ladder in a public area
- Consider the main hazards encountered when erecting a ladder
- Consider overhead cables and the condition of the ground
- Dealing with emergencies
- PPE
- Practical Assessment

## ADDITIONAL INFO

Delegates attending this course should be **18+ years** and be physically and mentally fit to withstand the rigours of training.

## LOCATIONS

Swansea, Client Site

# ROAD ROLLER



**MAX NO. OF DELEGATES:**  
**3:1**

**DURATION:**  
**3 DAY**

**LENGTH OF CERTIFICATION:**  
**3 YEARS**

**ACCREDITATION:**  
**NPORS**



## WHO SHOULD ATTEND

This programme is designed for those personnel who are required to use a Road Roller as part of their work role.



## TRAINING METHODS

A high proportion of hands-on demonstration and practical exercises, supplemented with classroom based tutorials



## COURSE AIM

It is envisaged that by the end of this course of training the trainee operator will be able to proficiently use a Road Roller.



## ADDITIONAL INFO

Delegates attending this course should be **18+ years** and be physically and mentally fit to withstand the rigours of training



## LOCATIONS

Cardiff, Swansea, Client Site



## COURSE CONTENT

- Have a basic understanding of the industry, the dangers of working in the industry and their responsibilities as an operator
- Have a working knowledge of the manufacturer's handbook for the machine to be used
- Be able to locate and identify the major components of the machine and explain their functions
- Be able to locate and identify key controls and explain their functions
- Conduct all pre-operational checks in accordance with manufacturer's and legislative requirements
- Identify and maintain PPE appropriate for roller use
- Prepare the roller for use and operate machinery safely and efficiently
- Conduct all necessary safety checks at the work area
- Operate machinery safely and efficiently
- Environmental considerations
- Demonstrate knowledge and understanding of loading and unloading procedures for machine transportation
- Carry out all end of shift and shut down procedures

# PLANT MACHINERY MARSHALL NOVICE & EXPERIENCED



**MAX NO. OF DELEGATES:**  
NPORS: 3 RTITB: 4

**DURATION:**  
1 DAY

**LENGTH OF CERTIFICATION:**  
3 YEARS

**ACCREDITATION:**  
NPORS OR RTITB



## WHO SHOULD ATTEND

This programme is designed for those personnel responsible for supervising the movement of vehicles and pedestrians safely on a site.



## COURSE AIM

This course will provide you with the basic skills, knowledge and information to safely carry out Plant Machinery Marshal duties in construction sites, yards or goods received areas.



## TRAINING METHODS

A high proportion of hands-on demonstrations and practical exercises, supplemented with classroom based tutorials. Students will be required to demonstrate their new skills in a range of scenarios.



## ADDITIONAL INFO

Delegates attending this course should be **18+ years** and be physically and mentally fit to withstand the rigours of training.



## COURSE CONTENT

- Relevant Legislation
- What are the hazards
- Duty of care
- Risk assessments and safe systems of work
- Safety signs and signals
- Hand signals for directing vehicles
- Traffic management
- Protection of third parties
- Who to allow on site
- Dealing with emergencies
- PPE
- Practical assessment



## RATIOS

Accreditation	NPORS
3:1	1 Day
6:1	1 Day (EWT)



## LOCATIONS

Cardiff, Swansea, Client Site

# MANUAL HANDLING



**MAX NO. OF DELEGATES:**

**10**

**DURATION:**

**1/2 DAY**

**LENGTH OF CERTIFICATION:**

**3 YEARS**

**ACCREDITATION:**

**NPORS, HIGHFIELD, COTS CERT**

## WHO SHOULD ATTEND

This programme is designed for Employees, Supervisors and Managers who are likely to lift items in various scenarios or for those who supervise a team that may do so.

## COURSE AIM

This course will provide you with the basic skills, knowledge and information to safely lift, carry and manoeuvre items to reduce the risk of damage or injury to various parts of the body.

## TRAINING METHODS

A proportion of hands-on demonstrations and practical exercises, supplemented with classroom based tutorials. Students will be required to demonstrate their new skills in a range of scenarios.

## RATIOS

Accred	In-house	Highfield
1/2 Day	10:1	10:1

## COURSE CONTENT

- Relevant legislation
- What are the hazards
- Duty of care
- Consider Manual Handling operations
- Risk assessments and safe systems of work
- What is considered manual handling
- Understand the skeletal structure and how force causes injury
- Carry out correct manual handling techniques
- Dealing with emergencies
- PPE
- Practical assessment

## ADDITIONAL INFO

Delegates attending this course should be **16+ years** and be physically and mentally fit to withstand the rigours of this training.

## LOCATIONS

Cardiff, Swansea, Client Site

# FORWARD TIPPING DUMPER



**MAX NO. OF DELEGATES:**  
3:1 OR 6:1 (ASSESSMENTS ONLY)

**DURATION:**  
DEPENDENT ON EXPERIENCE

**LENGTH OF CERTIFICATION:**  
3 YEARS

**ACCREDITATION:**  
NPORS, IN-HOUSE



## WHO SHOULD ATTEND

This programme is designed for those personnel responsible for operating a Forward Tipping Dumper within the plant and construction arena



## COURSE AIM

To provide delegates with a thorough understanding of the hazards associated with operating such as machinery including working limits. To have a working knowledge of the risks of working on building sites and to consider the various manoeuvring techniques of the machine



## TRAINING METHODS

A high proportion of hands-on demonstration and practical exercises, supplemented with classroom based tutorials



## ADDITIONAL INFO

Delegates attending this course should be **18+ years** and be physically and mentally fit to withstand the rigours of training



## COURSE CONTENT

- Health & Safety at Work Act
- Accident statistics
- Identifying main components, functions and operating controls
- Access and Egress
- Control techniques
- Transporting loads
- Discharging loads
- Ascending and descending inclines
- Carry out tasks at height
- PPE
- Practical assessment



## RATIOS

Accred	Novice	Experienced
In-House	3:1 X 3 Days	6:1 X 1 Day
NPORS	3:1 X 3 Days	6:1 X 1 Day
Assessment Only (NPORS)		6:1 X 1 Day



## LOCATIONS

Cardiff, Swansea, Client Site



# THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)



**MAX NO. OF DELEGATES:**

12

**DURATION:**

1 DAY

**LENGTH OF CERTIFICATION:**

3 YEARS

**ACCREDITATION:**

HIGHFIELD



## WHO SHOULD ATTEND

This programme is designed for Employees, Supervisors and Managers who are likely to work closely with hazardous substances that could pose a risk to health.



## COURSE AIM

The Control of Substances Hazardous to Health (COSHH) Training Course is designed to ensure compliance with the COSHH Regulations 2002 (as amended) by teaching learners how to identify and control substances hazardous to health.

The course explains both employer and employee responsibilities under the COSHH regulations. It details how to undertake a COSHH risk assessment, common ill-health effects from working with hazardous substances, and safe working methods.



## ADDITIONAL INFO

Delegates attending this course should be **16+ years** and be physically and mentally fit to withstand the rigours of this training.



## COURSE CONTENT

- What is a substance hazardous to health?
- Common hazardous substances
- Where do hazardous substances exist?
- Ill-health from hazardous substances
- Statistics
- Benefits of COSHH
- Risk assessment
- Control of Substances Hazardous to Health Regulations 2002 (as amended)

### Health and Hazardous Substances

- Common health hazards
- Occupations most at risk
- Routes of entry
- Dermatitis, Asthma
- Effects of hazardous substances to health
- RIDDOR

### Identifying Hazardous Substances

- Chemical labelling
- Safety data sheets
- Emergency procedures
- Dangerous substances
- Flammable substances
- Flammable liquids, dusts, and gases
- Asthma-causing substances
- Asbestos
- Lead



## LOCATIONS

Cardiff, Swansea, Client Site

# CONFINED SPACE MEDIUM RISK 6150-02



**MAX NO. OF DELEGATES:**  
8

**DURATION:**  
2 DAYS

**LENGTH OF CERTIFICATION:**  
3 YEARS

**ACCREDITATION:**  
CITY & GUILDS



## WHO SHOULD ATTEND

This programme is designed for those personnel who may enter a confined space of any kind.



## COURSE AIM

To provide delegates with basic skills and knowledge to safely enter a confined space, to recognise different atmospheric changes, understand risk assessments and safe systems of work. You will be trained in the use of gas monitors and escape sets and use of the equipment required.



## TRAINING METHODS

A high proportion of hands-on demonstrations and practical exercises, supplemented with classroom based tutorials. Students will be required to enter and egress entry / exit points repeatedly.



## LOCATIONS

Swansea



## COURSE CONTENT

- Relevant Legislation
- What are the hazards
- Legal requirements
- Risk assessments and safe systems of work
- Testing of equipment
- Safe use of gas monitors
- Safe use of BA equipment
- Safe use of harnesses
- Safe use of tripods and man riding winches
- Communication and entry procedures
- PPE
- Practical assessment



## ADDITIONAL INFO

Delegates attending this course should be **18+ years** and be physically and mentally fit to withstand the rigours of training.

# CABLE AVOIDANCE TOOL



**MAX NO. OF DELEGATES:**  
6:1

**DURATION:**  
1 DAY

**LENGTH OF CERTIFICATION:**  
3 YEARS

**ACCREDITATION:**  
NPORS



## WHO SHOULD ATTEND

This programme is designed for those personnel who are required to use a Cable Avoidance Tools as part of their work role.



## TRAINING METHODS

A high proportion of hands-on demonstration and practical exercises, supplemented with classroom based tutorials



## COURSE AIM

It is envisaged that by the end of this course of training the trainee operator will be able to proficiently use a Cable Avoidance Tool.



## ADDITIONAL INFO

Delegates attending this course should be physically and mentally fit to withstand the rigours of training



## LOCATIONS

Cardiff, Swansea, Client Site



## COURSE CONTENT

- Have a basic understanding of the industry, the dangers of working in the industry and their responsibilities as an operative
- Have a working knowledge of the manufacturer's handbook for the particular equipment to be used and be familiar with other sources of information and relevant legislation
- Be able to locate and identify the controls of the equipment and explain their functions
- Conduct all pre-operational checks in accordance with manufacturer's and legislative requirements
- Configure the equipment for use
- Define underground services
- Know how to identify the different types of underground services
- Identify risks that underground services can present and how people may be affected by them
- Causes of accidents from underground services
- Conduct all necessary safety checks at the work area
- Carry out detection tasks
- Identify the risks of excavating near to underground services, and the safe digging practices that should be adopted
- Carry out all end of shift and shut down procedures

# ASBESTOS AWARENESS

**MAX NO. OF DELEGATES:**

**12**

**DURATION:**

**1 DAY**

**ACCREDITATION:**

**COTS CERTIFICATE**



## **COURSE AIM**

This course will provide you with the basic skills, knowledge and information to understand the hazards associated with asbestos including: the precautions necessary to limit the effects of the materials on anyone likely to come into contact with asbestos, and; the law relating to the control of asbestos in the working environment. Participants will be able to comply with current legislation. This course is for those whose work may bring them into contact with asbestos products and who need to be able to recognise the risks and act accordingly

## **TRAINING METHODS**

Candidates will be continuously assessed and will have to complete an end-of-course multiple-choice test. Successful training and test outcomes from this training will result in an In-house certificate

## **RATIOS**

Accred	In-house	NPORS
1/2 Day	12:1	12:1

## **COURSE CONTENT**

- Asbestos legislative guidance and related legislation
- Types and properties of asbestos
- Health effects of exposure to asbestos
- Uses and likely occurrences of asbestos
- Identification and location of asbestos in buildings
- Asbestos containing materials and products
- Duty to manage asbestos in non-domestic premises
- Emergency and accident arrangements
- Licensable work and notification requirements
- Types of asbestos surveys
- Avoiding the risks from asbestos
- Asbestos risk assessments
- Management control measures to prevent exposure and reduce exposure
- Respiratory Protective Equipment
- Emergency procedures
- Decontamination procedures
- Waste handling
- Medical examination
- Hygiene requirements
- Control limits and air monitoring

## **ADDITIONAL INFO**

The minimum entry requirement is a good understanding of spoken and written English. Course manuals, notepads, etc. are provided

## **LOCATIONS**

Cardiff, Swansea, Client Site

# ABRASIVE WHEELS



**MAX NO. OF DELEGATES:**

6

**DURATION:**

1 DAY

**LENGTH OF CERTIFICATION:**

3 YEARS

**ACCREDITATION:**

NPORS OR RTITB



## WHO SHOULD ATTEND

This programme is designed for employees, supervisors, and managers operating abrasive wheels in various scenarios for non precision machines.



## COURSE AIM

The course will provide you with basic skills, knowledge and information to safely carry out safe and effective operation of the equipment.



## TRAINING METHODS

This course is a practical based session with an amount of theory to backup all H&S requirements. Students will be required to demonstrate their skills in a range of scenarios and prove competence.

**N017** - Abrasive Wheel - Hand Held Cut Off Saw

**N301B** - Abrasive Wheels with Practical Cutting / Grinding



## RATIOS

Accred	In-house	NPORS
1 Day	3:1	3:1



## COURSE CONTENT

- Relevant Legislation
- What are the hazards
- Duty of care
- Risk assessments and safe systems of work
- Understanding the equipment used and identify the key components
- Risk of electrocution
- Vibration
- Marking system and tool specification
- Safety checks before use
- Correct PPE
- Storage of equipment
- Practical assessment



## ADDITIONAL INFO

This training can be carried out at clients' premises but full equipment and safety checked tools must be available, together with full relevant PPE.

Delegates attending this course should be **18+ years** and be physically and mentally fit to withstand the rigours of training.



## LOCATIONS

Cardiff, Swansea, Client Site