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# Course Calendar

## January - March 2022

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GTG Training



## About GTG

With locations in Glasgow, Edinburgh and the West Midlands, GTG Training has 40 years' experience of delivering exceptional training, personal development and education in the following fields:

- Automotive
- Transport
- Apprenticeships
- Health and Safety
- Computer and IT
- Business Skills

We also offer exceptional conferencing facilities and hire out our contemporary, well-equipped spaces to businesses for all manner of functions, events and professional gatherings.

At GTG we understand that different organisations have different training needs. So, working with our qualified instructors, we can create tailor-made training solutions to meet your specific business requirements.

Funding (including government funding) February be available for some of the courses and programmes that we offer. Just ask us if you need any more information about this.

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Automotive	Days	January	February	March
MI Accreditation Light Vehicle Inspection (ATA) Familiarisation	3	11-13, 11-14		01-03, 01-04
IMI Accreditation Senior Paint Technician (ATA) Familiarisation	2	18-19, 20-21		15-16, 17-18
IMI Re-accreditation Senior Paint Technician (ATA)	1		08, 09, 10, 11	
IMI Accreditation Senior Paint Technician	1		09, 10, 11	
IMI Level 2 Award in MOT Testing (Class 4 and 7)	4	10-13, 10-14, 24-27, 24-28	07-10, 07-11, 14-17, 14-18, 21-24, 21-25, 28-03, 28-04	14-17, 14-18
IMI Level 3 Award in MOT Test Centre Management	2	25-26		10-11
IMI Level 1 Award in Electric/Hybrid Vehicle Awareness (VRQ)	1	31	01, 02	
IMI Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement	2		14-15, 17-18	01-02, 22-22, 23-24
IMI Level 3 Award in Automotive Refrigerant Handling	1		16	
IMI Accreditation Senior MET Technician (ATA)	2		22-23, 24-25	
IMI Accreditation Resistance Spot Welding (Level 2)	1			09
IMI Level 2 Award in Electric/Hybrid Vehicle Routine Maintenance Activities (VRQ)	1		03, 04	
MOT CPD	1	03, 06, 07, 25, 26	03, 04, 14, 15, 28	07, 08, 14, 15, 21, 22, 29, 30
IMI Accreditation Senior Panel Technician (ATA) + Familiarisation	4	11-14		
IMI Accreditation Senior Panel Technician	1	12, 13		
IMI Accreditation Autoglazing - Bodyshop Technician (ATA) Full Route	1	26		11
IMI Re-Accreditation Senior MET Technician (ATA)	1		22	

Health and Safety	Days	January	February	March
Emergency First Aid	1	12, 21	14, 18, 25	10, 24, 28
Fire Warden - AM	1	14	23	11
Fire Warden - PM	1	14	23	11
First Aid at Work	3	17-19	07-09	07-09, 22-24
First Aid at Work Refresher	2	19-20	10-11	30-31
GTG - COSHH Risk Assessment	1		28	
IOSH Managing Safely	3	17-19	01-03	08-10
IOSH Working Safely	1	31	14	18
Mental Health Awareness First Aid	2	13-14		
ROLO (Landscaping Industry Training)	1	20	01	
SMSTS- Site Managers Safety Training Scheme	5			14-18
GTG- Manual Handling Instructors	2		02-03	
IOSH Managing Safely - Refresher	1		03	
GTG Risk Assessment	1		04	
H&S in a Construction Environment (CSCS)	1		07	07
Manual Handling - AM	1		25	
Manual Handling - PM	1		25	

IT Skills	Days	January	February	March
Time Management - Get Organised	1	24		
Train the Trainer	3		01-03	
Conflict Resolution - Dealing with Difficult People	1		04	
Communication Skills	2		10-11	
Leading and Managing People	3		15-17	

Transport	Days	January	February	March
Counterbalance Forklift Truck Operator - Experienced	1	05-07	23-25	15-17
Counterbalance Forklift Truck Operator - Novice	4	03-06, 04-07, 10-13, 17-20, 25-28, 31-03	14-17, 15-18, 28-03	07-10, 08-14, 15-18, 21-25
Counterbalance Forklift Truck Operator - Refresher	1	07, 12, 17, 21, 24, 28	18, 21	04, 08, 18, 21
DCPC: Digital Tachograph & Drivers Hours Training Course in accordance with JAAPT	1	18, 21	10	08
DCPC: Fire Fighting & Emergency First Aid in accordance with JAAPT	1	17	11	07
DCPC: Realities of Transport in accordance with JAAPT	1	20	07	
DCPC: Safety in Transport and Manual Handling in accordance with JAAPT	1	19	09	09
DCPC: The Law and You in accordance with JAAPT	1	21		11
Lorry Loader (HIAB) - Novice	3	17-19	07-09	07-09
Nat/Int R1 - Exam Only (Freight)	1		08	
RTITB - Forklift Truck Instructor (10 Days)	10	31-11		
RTITB - Forklift Truck Instructor Re-registration (5 Days)	5		07-11	
DCPC: Bridge Strikes and Winter Driving in accordance with JAAPT - CRS15111/383 7.0hrs	1		04	10
Self Study - Glasgow City Council Introduction to the Role of the Professional Taxi and Private Driver	7	14-01, 31-28 March	09-11 April, 25-18 April	07-02 May, 21-09 May
CILT Certificate of Professional Competence (CPC) for Transport Managers in Passenger Transport	10	26-08		
(CILT) Certificate of Professional Competence (CPC) for Transport Managers in Road Haulage	10	26-08		
GTG - Forklift Truck Instructor	5	11-14		
Transport Manager - Professional Competence	2	10-11		08-09

Transport	Days	January	February	March
ADR - Core	5	17-21	14-18	14-18
Abrasive Wheels Course	1	20	03, 28-04	
PASMA Towers	1			01, 02, 03, 07, 08
Managing and Supervising Material Handling Equipment Operations	1		14	
Pedestrian Stacker Operator - Novice	3		21-23	
Reach Forklift Truck Operator - Novice	4		22-25	01-04

# Edinburgh

Automotive	Days	January	February	March
IMI Accreditation Light Vehicle Inspection Technician (ATA) Familiarisation	1		02-04	02-04
IMI Level 2 Award in MOT Testing (Class 4 and 7)	4	24-27, 24-28	21-24, 21-25	
IMI Level 3 Award in MOT Test Centre Management	2	31-01	28-01	21-24, 21-25
Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement (VRQ)	2	31-01	03-04	03-04
IMI Level 2 Award in Electric/Hybrid Vehicle Routine Maintenance Activities (VRQ)	2			03
IMI Level 3 Award in Automotive Refrigerant Handling	1		09	
IMI Re-Accreditation Senior Panel Technician	1		15	29
IMI Accreditation Autoglazing - Bodyshop Technician (ATA) Full Route	1		14	
MOT CPD	1		07, 08, 10, 16, 18, 23, 24, 25	02, 03
IMI Re-Accreditation Senior MET Technician (ATA)	1		02, 16-18	04
Advanced Drive Assistance Systems (ADAS)	2		09-10	
IMI Accreditation Resistance Spot Welding	1			30
Large Commercial Vehicle Inspection Technician (Full Course)	3		28-02	
IMI Level 1 Award in Electric/Hybrid Vehicle Awareness (VRQ)	1		03	03



# Edinburgh

Health and Safety	Days	January	February	March
Emergency First Aid	1	13, 28	15	25
Fire Warden - AM	1		24	
Fire Warden - PM	1		04, 24	
First Aid at Work	3	10-12	01-03	04-18
First Aid at Work Refresher	2	20-21		03-04
IOSH Managing Safely	3		07-09, 15-17	
Mental Health Awareness First Aid	2			09-10
IOSH Working Safely	1		11	
IOSH Managing Safely- Refresher	1	25		
Manual Handling - AM	1		04	
SMSTS - Site Managers Safety Training Scheme	5		21-25	
GTG Risk Assessment	1			23
GTG - Manual Handling Instructors	2			23-24
IT Skills	Days	January	February	March
Conflict Resolution - Dealing with Difficult People	1			21
Train the Trainer	3		07-09	
Time Management - Get Organised	1			01
Communication Skills	2			24-25

# Edinburgh

Transport	Days	January	February	March
Counterbalance Forklift Truck Operator - Experienced	3	26-28	28-02	
Counterbalance Forklift Truck Operator - Novice	4	31-03	07-10	07-11, 15-18, 28-31
Counterbalance Forklift Truck Operator - Refresher	1		04	03, 14
DCPC: Digital Tachograph & Drivers Hours Training Course in accordance with JAAPT	1		17	23
DCPC: Fire Fighting & Emergency First Aid in accordance with JAAPT	1		18	21
DCPC: Realities of Transport in accordance with JAAPT	1		15	24
DCPC: Safety in Transport and Manual Handling in accordance with JAAPT	1		14	25
DCPC: The Law and You in accordance with JAAPT	1		16	22
RTITB - Forklift Truck Instructor (10 Days)	10		14-25	
RTITB - Forklift Truck Instructor Re-registration (3 Days)	3		23-25	
RTITB - Forklift Truck Instructor Re-registration (5 Days)	5		21-25	
(CILT) Certificate of Professional Competence (CPC) for Transport Managers in Road Haulage	10			23-05
GTG - Forklift Truck Instructor	5	31-05		
ADR - Core	5	10-14	28-04	
LGV Assessors Course	3	05-07, 12-14		

# West Midlands

Automotive	Days	January	February	March
IMI Level 2 Award in MOT Testing (Class 4 and 7)	4	31-03, 31-04	28-03, 28-04	28-21, 28-01
Level 3 Award in Electric/Hybrid Vehicle Routine Maintenance & Repair Activities	1	06-07, 25-26	14-15, 17-18	09-10
IMI Accreditation Light Vehicle Inspection (ATA) Familiarisation	3	03-05		15-17
IMI Level 2 Award in Electric/Hybrid Vehicle Routine Maintenance Activities	1			18
MOT CPD	1	14		
IMI Level 3 Award in Automotive Refrigerant Handling	1	21	16	11
IMI Level 3 Award in MOT Test Centre Management	2	10-11		07-08
IMI Level 1 Award in Electric/Hybrid Vehicle Awareness	1	19		
Large Commercial Vehicle Inspection Technician (Full Course)	3			29-31

# West Midlands

Health and Safety	Days	January	February	March
Emergency First Aid	1		01	
Fire Warden - AM	1			03, 18
Fire Warden - PM	1			01
First Aid at Work	3	24-26		
First Aid at Work Refresher	2		16-17	
IOSH Working Safely	1		15	14
IOSH Managing Safely	3		16-18	
Mental Health Awareness First Aid	2			22-23

Transport	Days	January	February	March
Counterbalance Forklift Truck Operator - Novice	4	24-27	07-10, 21-24	
Counterbalance Forklift Truck Operator - Refresher	1		11, 25	
Nat/Int R1 - Exam Only (Freight)	1		08	
Nat/Int R2 - Exam Only (Freight)	1		08	
(CILT) Certificate of Professional Competence (CPC) for Transport Managers in Road Haulage	10			23-05
DCPC: Bridge Strikes and Winter Driving in accordance with JAAPT - CRS15111/383 7.0hrs	1	10		
DCPC: The Law and You in accordance with JAAPT - CRS5850/383 7.0hrs	1	11		
DCPC: Realities of Transport in accordance with JAAPT - CRS10019/383 7.0hrs	1	13		
DCPC: Fire Fighting & Emergency First Aid in accordance with JAAPT - CRS1909/383 7.0hrs	1	14		

# Kilbirnie Street

<b>Automotive</b>	<b>Days</b>	<b>January</b>	<b>February</b>	<b>March</b>
IRTEC Inspection Technician (Assesment only)	1		09	16, 17, 30, 31
Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement	2	06-07, 24-25, 31-01	02-03, 14-15, 16-17	21-22, 22-23, 23-24, 24-25
LGV DVSA Inspections	2		10-11, 14-15	28-29
PCV DVSA Inspections	2		07-08	

IT Skills	Days	January	February	March
Microsoft Excel 2016 - Presenting Information	1	14	09	10
Microsoft Excel 2016 - Developing Spreadsheets	1	27	24	29
Microsoft Excel 2016 - Introduction	1	10	02	02
Microsoft Excel 2016 - Managing Data	1	19	17	17

Transport	Days	January	February	March
DCPC: Digital Tachograph & Drivers Hours Training Course in accordance with JAAPT	1	04	22	07, 24
DCPC: Fire Fighting & Emergency First Aid in accordance with JAAPT	1	03	21	08, 25
DCPC: Realities of Transport in accordance with JAAPT	1	06	23	10, 22
DCPC: Safety in Transport and Manual Handling in accordance with JAAPT	1	05	25	11, 23
DCPC: The Law and You in accordance with JAAPT	1		24	09, 21
DCPC: Bridge Strikes and Winter Driving in accordance with JAAPT	1	07		
Transport Manager - Professional Competence Refresher Course	2		10-11	



GTG Glasgow



GTG Edinburgh



GTG West Midlands



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All courses can be tailored to your organisation's specific requirements.