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# Transport and Logistics Training

## Course Outlines



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## About GTG Training

With centres in Glasgow, Edinburgh and Wolverhampton, GTG has over 40 years' experience in training and has been declared Learning Provider of the Year at the Scottish Modern Apprenticeship Awards.

With the approval of many prestigious bodies such as IOSH, NEBOSH and British Safety Council, we've cemented our position as one of the UK's most innovative, experienced and qualified training establishments.

Our state-of-the-art training facilities deliver first-class training to delegates and apprentices, offering the latest in training technology. All centres also boast an on-site café, ample free parking and easy accessibility via bus or train.

We also provide students with the best learning environment in which to develop their skills, together with full-time employment opportunities to help them go even further.





## Transport and Logistics Apprenticeships

### What is an apprenticeship and what will it do for your company?

An apprentice is employed from the start of their training, allowing them to earn a wage while learning new skills and gaining a qualification. Training will take place at your workplace and at one of our centres. To make sure the training is right for the apprentice, a training plan is devised at the start of the course and agreed by the apprentice, the employer and GTG Training.

### How an apprenticeship can benefit your business:

- The average apprentice can deliver productivity gains of over £10,000 per annum.
- Apprentices bring in fresh ideas and energise other employees.
- Apprenticeships result in a more skilled and loyal staff force.
- There's funding available to support you... and your apprentice.
- The best part? You'll know you helped someone get into employment.

GTG apprenticeships are aimed at individuals who are capable of achieving Vocational Qualifications at Level 2 or above.

### How long will it last?

The duration of the course will be approximately 12 months.

### How much will it cost?

Funding is available across all age groups although some costs may apply, subject to eligibility.

### List of apprenticeships

- Driving Goods Vehicles Level 3
- Logistics Operations Level 3
- Plant Operations Level 2
- Warehouse and Storage Level 2
- Warehouse and Storage Level 3



## LGV and PCV Driver Training

**Duration:**  
Various

This course is designed to train selected personnel in driving large goods vehicles (LGV) and passenger-carrying vehicles (PCV) in the following categories:

Category	Vehicle Type
C1	Up to 7.5 tonne
C	Rigid
C + E	Artic
D1	Minibus
D	Bus

This course instructs participants in the skills and principles involved in driving large goods vehicles and passenger-carrying vehicles, to a standard which allows them to pass the DVSA driving test and pursue their chosen career path.

To take this course, it would be expected for candidates to have the following:

- Medical (D4 form to be completed by doctor before sending away for provisional. This can be arranged by GTG).
- Provisional licence with category C1, C, D1 or D entitlements (GTG can assist in completing this form and process it to the DVLA).
- Multiple choice and hazard perception theory test (GTG can supply theory test study material and book at the nearest test centre).

This is an instructor-led course and the length of the training course usually consists of five, seven or ten-day courses depending on a driving assessment. This is conducted when the participant receives their provisional licence.

## Defensive Driving and Fuel Economy

**Duration:**  
1 day

This course is designed for people looking to upgrade their driving knowledge and ability. Defensive driving is a style of driving that helps you to counteract the bad driving practices of other road users. The skills covered in this course will prepare you to cope with the everyday challenges of driving on the UK's busy road network.

**The content covered includes:**

- An introduction to defensive driving
- The Road Craft System of Vehicle Control
- Summer driving
- Winter driving
- Driving and the environment
- Motorway driving
- Driving in poor weather conditions and the theory of skid control
- Drink, drugs and coping with fatigue
- First aid and emergency action



## Vehicle Banksman

 **Duration:**  
1/2 day

This course is designed to raise awareness of the dangers caused when reversing vehicles and introduces practical techniques and hand signals to assist drivers.

This course is for personnel responsible for assisting in the manoeuvring and loading/unloading of vehicles. Completion of this course will ensure that the organisation meets the legal requirements when reversing a vehicle and reduces the number and/or cost of accidents caused by these situations.

**Content covered in this course:**

- Ensuring the safe passage of reversing vehicles in confined spaces
- Identifying areas of possible danger within the site
- Demonstrating HSE code of signals to GS9 standards

## Yard Shunter

 **Duration:**  
3 days (Novice), 2 days (Experienced) or 1 day (Refresher)

This course is designed to teach safe working practices to drivers who are moving vehicles in and around confined spaces, transport yards and onto loading bays. This course aims to improve existing driving standards and teach new techniques to ensure the safe movement of vehicles within a transport environment.

This course is for anyone employed as a yard shunter or responsible for assisting in the manoeuvring and loading/unloading of vehicles.

**Content covered in this course:**

- Vehicle pre-use inspection
- Correct coupling and uncoupling of vehicle with a fifth wheel
- Hand signals for marshalling other drivers in confined spaces
- Manoeuvring the vehicles onto loading bays or garages
- Safe parking procedures
- Health and safety
- Licencing requirements



## DCPC – Digital Tachograph and Driver's Hours

 **Duration:**  
1 day

This course is designed to inform and update knowledge of driver hours and digital tachograph rules for goods vehicles in the UK and Europe. This course should be attended by operators and drivers who will be required to use digital tachograph equipment.

**Content covered in this course:**

- How to use a digital tachograph correctly.
- Information on driver and company smart cards, tachograph operations, mode switch requirements, universal time coordination, manual entries and producing printout reports
- Refreshing the candidates' knowledge on the legality of driver's hours.

## DCPC – Fire Fighting and First Aid

 **Duration:**  
1 day

This course is designed to give greater knowledge of firefighting and first aid within the transport/logistics industry. This will involve exploring the cause of fire, the risks it may present and the extinguishers that can be used. It also covers the basic procedures to be used when administering first aid.

This course should be attended by all personnel in transport/logistics sector wishing to gain the Driver CPC qualification.

**Content covered in this course:**

**Fire fighting**

- Fire statistics
- Effects of heat and smoke
- Fire classifications
- Fire extinguishers
- Practical fire fighting

**First aid**

- How the body operates
- Incident and casualty management
- Circulatory shock
- CPR
- External bleeding

## DCPC – Realities of Transport

 Duration:  
1 day

This course is designed to give delegates a greater knowledge of their licence categories, speed limits for class of vehicles, electronic data, eco driving, vehicle offences and penalties within the transport/logistics workplace. This will involve interaction along with question and answer sessions.

This course is for all personnel in the transport/logistics sector wishing to gain the Driver CPC qualification.

**Content covered in this course:**

- Driver licencing and speed limits
- Understanding licence categories
- Knowledge of licencing codes
- Speed limits for class of vehicle and category of road
- Eco-driving benefit for driver and operator
- Electronic data

**Vehicle offences and penalties**

- What the DVSA and the police look for during driver's checks
- Drug driving
- Sleep-related illness and your duty to inform the DVLA
- Drink driving – the consequences

## DCPC - Safety in Transport and Manual Handling

 Duration:  
1 day

This course is designed to give delegates information on vehicle tyres and wheels to help them comply with safety regulations. They will be able to conduct a vehicle walk round check to ensure that they and their organisation stay within the law.

In addition, delegates will have the opportunity to rethink the way in which they lift and carry items at work and explore safer methods. Risk assessment planning is imperative prior to carrying out any moving and handling task.

There are no formal criteria for this course and this course is designed for all personnel in the transport/logistics sector wishing to gain another seven hours towards achieving their driver qualification card.

**Content covered in this course:**

- Identifying the information on the sidewall of a tyre
- Identifying various flaws that can occur with tyres and wheels
- The differences between steer and directional tyres and their handling
- Daily walk round check of vehicles
- Current legislation relating to manual handling operations
- Spinal awareness, including injuries and their causes
- Employers and employees duties
- Correct lifting and handling techniques
- Team lifting and handling

## DCPC – The Law and You

 Duration:  
1 day

This course is designed to give delegates a thorough knowledge of the risks they can encounter on today's busy roads. As part of this course, there will be theory question sessions and delegate interaction.

There are no formal criteria for this course and this course is designed for all personnel in the transport/logistics industry wishing to gain the Driver CPC qualification.

**Content covered in this course:**

- Highway Code acts and regulations
- Fitness to drive
- Alcohol and drugs
- Seat belts
- Sign signals and road markings
- Hazard perception



## ADR – Carriage of Dangerous Goods by Road

**Duration:**  
5 days (Initial) and 3 days (Refresher)

This course is designed for all drivers requiring an ADR certificate to fulfil the requirement under the legislation for the Carriage of Dangerous Substances by Road – in tankers, tank containers and packages. Training for this course can only be carried out at Department of Transport approved centres. It is a legal requirement that all drivers carrying hazardous cargo require an ADR certificate.

**Content covered in this course:**

- Product knowledge
- First aid
- Fire precautions
- Loading and unloading procedures
- Emergency procedures and vehicle marking

On successful completion of this course, delegates will be issued a licence as proof of competence from the SQA in partnership with the DVLA.

## CPC – National/International Passenger

**Duration:**  
10 days

This course is designed to teach potential passenger transport managers or owner-drivers the basic knowledge to be named as a competent person on the company's operator licence. The CPC is a Level 3 (equivalent to A-level standard) and to achieve success, delegates should have a good level of numeracy and literacy skills. This course is for anyone who wishes to enter the passenger transport industry.

**Content covered in this course:**

- Civil law
- Commercial law
- Social law
- Fiscal law
- Business and financial management
- Technical standards and aspects of operation
- Road safety

## CPC – National/International Freight

**Duration:**  
10 days

This course is designed to teach potential freight transport managers or owner-drivers the basic knowledge to be named as a competent person on the company's operator's licence. The CPC is a Level 3 (equivalent to A-level standard) and to achieve success, delegates should have a good level of numeracy and literacy skills. This course is for anyone who wishes to enter the transport industry.

**Content covered in this course:**

- Business and company law
- Health and safety
- Operator licensing
- Financial management
- Access to the market
- Technical standards and aspects of operation
- International operations



## Abrasive Wheels/Stihl Saw

Duration:  
1 day

The aim of this course is to ensure that the delegates are competent in operating equipment containing abrasive wheels and Stihl saws.

**Content covered in this course:**

- Health and Safety at Work Act 1974 requirements for operating abrasive wheels/Stihl saws
- Duties and responsibilities under the Health and Safety at Work Act 1974
- Identifying hazards associated with abrasive wheels/Stihl saw operation
- Importance of safe working practices and identifying fault-finding and reporting procedures
- Practical and theoretical exercises in the safe use of abrasive wheels/Stihl saws.

## Abrasive Wheels

Duration:  
1/2 day

This course is mandatory to all workshop personnel involved in the adjusting, assembling and changing of abrasive wheels. This course also integrates an understanding of the implications of the HASAWA. A "must" for all works shop floor workers.

**Content covered in this course:**

- Select, store and mount abrasive wheels correctly and in line with the relevant health and safety regulation.
- Complete approved advisory literature relating to the mounting of abrasive wheels.
- Recognise hazards arising from the use of abrasive wheels and understand the precautions, which should be observed.
- Understand the markings of abrasive wheels with regards to type and speed.
- Inspect and test wheels for damage, wear and tear etc.
- Understand the functions of all major/minor components.
- Correct, assemble and balance abrasive wheels.
- Understand the implications of the HASAWA 1974.

## Working at Heights

Duration:  
1/2 day

This course is designed to raise awareness of the dangers involved when working at heights. It is for anyone who is required to work at any height as part of their daily duties.

During this course, delegates will be made aware of the regulations regarding work at heights, including ladders, scaffolding, mobile elevated work platforms and safety harnesses.

**Content covered in this course:**

- Health and Safety at Work Act 1974
- Power Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992



## Ladder Safety

Duration:  
1/2 day

This course is designed to raise awareness of the dangers involved when using ladders, steps and trestle work platforms in the workplace. This course is for those who are required to use this equipment as part of their daily duties.

In this course, delegates will be shown the correct methods of selecting, inspecting and using the most appropriate and safe means of ladders, step and trestle for a specific task.

**Content covered in this course:**

- Codes of practice within HSE at Work 1974
- PUWER 1998
- HSE Work Regulations 1999
- Construction of Health and Safety Welfare 1996
- Manual Handling 1992

## Harness Safety Awareness

Duration:  
1/2 day

This course is designed to raise awareness of using harnesses to operate safely at heights. It is for any person who works with harnesses and requires the knowledge to work safely at height.

**Content covered in this course:**

- Health and Safety at Work Act 1974
- Hazard analysis and risk assessment
- The categories for safe work at heights
- Work restraint
- Fall arrest
- Work position
- Strength and characteristics of equipment
- The correct fitting of harnesses
- Identification of different styles of rescue equipment
- Identification of damaged equipment using samples



## Forklift Truck Instructor - RTITB

 Duration:  
10 days

This course is designed to allow selected personnel to teach candidates to drive forklift trucks and to gain the Forklift Truck Competence certificate as required by the code of practice. It will also act as a refresher for those who wish to renew their certificate. This course is approved by the Road Transport Industry Training Board (RTITB).

Successful candidates will have their names entered on the national register and will gain the necessary qualification to carry out training and testing. The qualification is valid for five years.

This course is for anyone who wishes to become a recognised forklift truck instructor or refresh a previously gained certificate.

### Content covered in this course:

- Relevant health and safety relating to forklift trucks
- How to design and implement a structured training programme
- Assessment of theoretical knowledge and instructor ability
- Basic report writing
- Planning and implementing a lesson
- Qualities of a good instructor

## Forklift Truck - Novice

 Duration:  
5 days

This course is designed to teach new entrants to drive forklift trucks and to gain a competence certificate as required by the code of practice. This course is for any personnel who wish to achieve a high standard of forklift truck training and gain a certificate of competence.

### Content covered in this course:

- Achieving safe operating procedures in accordance with the approved code of practice for the lift truck industry.
- Gaining associated knowledge in safe handling techniques
- Awareness of health and safety relating to forklift trucks
- Theoretical knowledge and practical skills to safely and efficiently operate a forklift truck under varying work and operating conditions.

## Forklift Truck - Experienced

 Duration:  
3 days

This course is designed to teach experienced but uncertified entrants to drive forklift trucks and to gain a competence certificate as required by the code of practice. This course is for any personnel with current operating experience of forklift trucks who wish to achieve a high standard of forklift truck training and gain a certificate of competence.

### Content covered in this course:

- Achieving safe operating procedures in accordance with the approved code of practice for the lift truck industry
- Gaining associated knowledge in safe handling techniques
- Awareness of health and safety relating to forklift trucks
- Theoretical knowledge and practical skills to operate a forklift truck safely and efficiently under varying work and operating conditions



## Forklift Truck – Counter Balance Refresher

Duration:  
1 day

This course is designed to refresh entrants' knowledge of current practices to drive counter balance forklift trucks and help them gain a competence certificate required by the code of practice. This course is for any personnel who wish to renew their current operator's licence and gain a certificate of competence.

**Content covered in this course:**

- Achieving safe operating procedures in accordance with the approved code of practice for the lift truck industry
- Gaining associated knowledge in safe handling techniques
- Awareness of health and safety relating to forklift trucks
- Theoretical knowledge and practical skills to operate a forklift safely and efficiently under varying work and operating conditions.

## LGV Assessor

Duration:  
5 days

This course is designed to train delegates to a standard that allows them to assess LGV drivers and give corrective tuition where required. It will help delegates to improve their own driving standards and offer accurate demonstration drives as part of the assessment procedure.

This course is for any personnel who will be employed in the role as a company-driving assessor – either on a part-time or full-time basis – conducting initial and periodic assessment.

**Content covered in this course:**

- Improvement of existing driving standards
- Report writing, route planning and fault analysis
- Structuring a driving assessment
- Instructional techniques, phraseology and role play

For this course, delegates must hold a relevant driving licence for the category of vehicle in which they will be conducting assessments.

## Forklift Truck – Reach Refresher

Duration:  
1 day

This course is designed to teach selected delegates to drive reach forklift trucks and help them gain a competence certificate as required by the code of practice. It will also act as a refresher for people who wish to renew a certificate. This course is for any personnel who wish to renew their current operator's licence and gain or refresh a certificate of competence.

**Content covered in this course:**

- Achieving safe operating procedures in accordance with the approved code of practice for the lift truck industry
- Gaining associated knowledge in safe handling techniques
- Awareness of health and safety relating to forklift trucks
- Theoretical knowledge and practical skills to operate a forklift truck safely and efficiently under varying work and operating conditions



## National Voluntary Driving Instructor Register

**Duration:**  
10 days

This course is designed to train personnel to pass the NVDIR driving examinations required to become a LGV driving instructor. Register qualification will depend on passing the 3-part entrance examination, including:

- Part 1 - Theory test
- Part 2 - Practical test of driving ability
- Part 3 - Practical test of instructional ability

This course enables delegates to instruct candidates to reach the required NVDIR test standards in the relevant category of vehicle. The register is open to anyone holding a full category C1, C1+E, C or C+E licence for a minimum of three years. The licence must be unrestricted and the applicant must not have been disqualified from driving at any time in the four years before qualifying for the register.

**Content covered in this course:**

- Instructing applicants to the relevant standard in order to successfully pass the NVDIR driving tests and gain a vocational licence.
- Enhancing driving skills and learning new driving techniques
- Learning instructional techniques, lesson plans and report writing

## Lorry Loader (HIAB) - Novice

**Duration:**  
3 days

This course is designed to teach selected personnel to operate lorry loader cranes and to gain a certificate as required by the code of practice. This course is for anyone who is required to operate lorry loaders as part of their duties and wishes to receive a high standard of training.

**Content covered in this course:**

- Achieving safe operating procedures in accordance with the approved code of practice for the lift truck industry
- Gaining associated knowledge in safe handling techniques
- Awareness of health and safety relating to lorry loaders
- Theoretical knowledge and practical skills to operate lorry loaders safely and efficiently under varying work and operating conditions.

## Lorry Loader (HIAB) - Experienced

**Duration:**  
2 days

This course is designed to teach experienced but uncertified entrants to operate lorry loader cranes and to gain a certificate as required by the code of practice. This course is for any personnel who are required to operate lorry loaders as part of their duties, and wish to achieve a high standard of operator training.

**Content covered in this course:**

- Achieving safe operating procedures in accordance with the approved code of practice for the lift truck industry
- Gaining associated knowledge in safe handling techniques
- Awareness of health and safety relating to lorry loaders
- Theoretical knowledge and practical skills to operate lorry loaders safely and efficiently under varying work and operating conditions.



## Lorry Loader (HIAB) - Refresher

**Duration:**  
1 day

This course is designed for delegates who are required to renew their current lorry loader certificate as required by the code of practice.

### Content covered in this course:

- Achieving safe operating procedures in accordance with the approved code of practice for the lift truck industry
- Gaining associated knowledge in safe handling techniques
- Awareness of health and safety relating to lorry loaders
- Theoretical knowledge and practical skills to operate lorry loaders safely and efficiently under varying work and operating conditions



## Onsite training

GTG Training also offers a range of courses that we can deliver onsite at company premises only.

### These courses include:

- Mobile Elevated Work Platforms (MEWPs) – Scissor or Boom
- Telescopic Handler
- Rough Terrain Forklift
- Aluminium Tower

Contact us for more information.



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