



# Course Calendar January - March 2021

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## 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) may 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
Familiarisation: IMI Senior Panel Technician (ATA) Pre-assessment Training	1		16	
IMI Accreditation Light Vehicle (ATA) – Master Technician	1			25
IMI Accreditation Light Vehicle Diagnostic Technician (ATA)	3			16 - 18
IMI Accreditation Light Vehicle Inspection Technician (ATA)	1	7, 8		4, 5
IMI Accreditation Light Vehicle Inspection Technician (ATA) Pre-assessment Training	2	5-6		2-3
IMI Accreditation MET Technician (ATA)	1		3, 4	
IMI Accreditation MET Technician (ATA)-Familiarisation	1		2	
IMI Accreditation Senior Paint Technician (ATA)	1	12, 13, 14, 15	9, 10, 11, 12	16, 17, 18, 19
IMI Accreditation Senior Panel Technician (ATA)	1	19, 20,21	17, 18, 19	23, 24, 25
IMI Level 2 Award in MOT Testing (Class 4 and 7)	4	11-14	8-11, 8-12, 22-25, 22-26	8-11, 15-18, 15-19, 22-25
IMI Level 3 Award in Automotive Management	1		11, 12	
IMI Level 3 Award in Automotive Refrigerant Handling EC 842-2006 (Air Conditioning)	1			26
IMI Level 3 Award in MOT Test Centre Management	1	20, 21		4, 5, 30,31
IMI Re-accreditation Senior Paint Technician (ATA)	1	12, 13, 14, 15		16, 17, 18
IMI Re-Accreditation Senior Panel Technician	1	19, 20, 21, 22	18, 19	23, 24, 25
Level 3 Award in Hybrid Electric Vehicle Repair and Replacement (ATA)	2	18-19	18-19	
MOT CPD Morning Session	1	6, 7, 8, 14, 15, 27, 28, 29	3, 4, 5, 15, 19, 24, 25, 26	3, 4, 5, 8, 12, 18, 19, 24, 25, 26

Automotive	Days	January	February	March
Level 2 Award in Electric/Hybrid Vehicle Routine Maintenance & Repair Activities (VRQ)	1			15, 16, 23, 24, 25,26
Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement (VRQ)	2		18-19	2-3, 17-18, 23-24, 25-26
Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement (VRQ) HRm1 S Dunning	2	18-19		

Health and Safety	Days	January	February	March
COSHH Risk Assessment	1			10
Emergency First Aid	1	13	5, 26	9, 26
Fire Warden - AM	1	7, 15, 25	15	9, 31
Fire Warden - PM	1	7, 15, 25	15	9, 31
First Aid At Work	3	27-29	8-10	22-24, 12-26
First Aid At Work Refresher	2	26-27		11-12
H&S in a Construction Environment (CSCS)	1		8	4, 29
IOSH Managing Safely	3	13-15	9-11, 22-24	16-18
IOSH Working Safely	1	22		
NEBOSH Fire Safety & Risk Management	8			1-8
ROLO (Landscaping Industry Training)	1	7		

Business Skills	Days	January	February	March
Dealing With Challenging Customers	1		4	
Interviewing Techniques	2	14-15		18-19
Leading and Managing People	3	18-20		
Microsoft Excel 2016 - Developing Spreadsheets	1	12		
Microsoft Excel 2016 - Introduction	1		22	
Minute Taker's Workshop	1	25		
The Fundamentals of Supervising and Leading People	2		18-19	
Time Management - Get Organised	1		12	
Train the Trainer	3	26-28		

Transport	Days	January	February	March
Abrasive Wheels	1	13		8
Abrasive Wheels and Stihl Saw	1	13		8
ADR Carriage of Dangerous Goods By Road	5	18-22	22-26	15-19
Classroom - Glasgow City Council Introduction to the Role of the Professional Taxi and Private Driver 3	22		25 February - 18 March	
Counterbalance Forklift Truck Operator - Experienced	3	27-29		30-1
Counterbalance Forklift Truck Operator - Novice	4	4-7, 5-8, 11-14, 12-15, 18-21, 19-22, 25-28	1-4, 2-5, 22-25, 23-26	1-4, 2-5, 8-11, 9-12, 15-18, 16-19, 22-25, 23-26, 29-1, 30-2
Counterbalance Forklift Truck Operator - Refresher	1	6, 8, 11, 15, 18 22, 29	1, 5, 26	5, 12, 15, 26
DCPC: Digital Tachograph & Drivers Hours Training Course in accordance with JAAPT - CRS0994/383 7.0hrs	1	13	9	18
DCPC: Fire Fighting & Emergency First Aid in accordance with JAAPT - CRS1909/383 7.0hrs	1	11	12	19
DCPC: Realities of Transport in accordance with JAAPT - CRS10019/383 7.0hrs	1	14	8	15
DCPC: Safety in Transport and Manual Handling in accordance with JAAPT - CRS11733/383 7.0hrs	1	12	11	17
DCPC: The Law and You in accordance with JAAPT - CRS5850/383 7.0hrs	1	15	10	16
Lorry Loader (HIAB) - Novice	3	11-13	22-24	15-17
NAT/INT P1 - Exam Only (Passenger)	1			12

Transport	Days	January	February	March
NAT/INT R1 - Exam Only (Freight)	1			12
National International CPC - Freight	10			1-12
National International CPC - Passenger	10			1-12
Reach Forklift Truck Operator - Conversion	2		4-5	
Reach Forklift Truck Operator - Novice	4	25-28		
Reach Forklift Truck Operator - Refresher	1		23	
RTITB - Forklift Truck Instructor (10 Days)	10		8-19	
RTITB - Forklift Truck Instructor Re-registration (3 Days)	3		17-19	
RTITB - Forklift Truck Instructor Re-Registration (5 days)	5		15-19	
Self Study - Glasgow City Council Introduction to the Role of the Professional Taxi and Private Driver	48	6 January -22 February, 25 January -19 March	8 February - 2 April, 22 February - 16 April	8 March - 26 April, 22 March - 10 May
Transport Manager - Professional Competence Refresher Course (2 Days) FREIGHT	2		22-23	
Transport Manager - Professional Competence Refresher Course (2 Days) Passenger	2		10-11	
Working at Heights Awareness	1	13		

# Edinburgh

Automotive	Days	January	February	March
AOM 030 Bonding and Riveting	1			19
IMI Accreditation Autoglazing - Bodyshop Technician (ATA)	1	28		
IMI Accreditation Light Vehicle Inspection Technician (ATA) Pre-assessment Training	2	18-19	22-23	8-9
IMI Accreditation Light Vehicle Inspection Technician (ATA)	1	20	24	10
IMI Accreditation Resistance Spot Welding (BS1140) Mag Welding (BS4872) AOM 009 - Level 2	1		11	17
IMI Accreditation Senior MET Technician (ATA)	1	26, 27		
IMI Level 2 Award in MOT Testing (Class 4 and 7)	4	11-14, 11-15, 25-28, 25-29	8-11, 8-12	1-4, 1-5, 22-25, 22-26
IMI Level 3 Award in Automotive Refrigerant Handling (EC842-2006) (VRQ)- 500/6771/0	1			3, 15, 31
IMI Level 3 Award in MOT Test Centre Management	1		17, 18	15,16
IMI Re-Accreditation Senior MET Technician (ATA)	1		12	18
IMI Accreditation Senior Panel Technician (ATA)	3		8-10	
IMI Re-Accreditation Senior Panel Technician	1		16, 19	16
LGV DVSA Inspections	2			1-2
MOT CPD Morning Session	1	4, 5, 6, 7, 8		1, 2, 3, 4, 5, 17, 18, 19, 22, 23, 24, 25, 26
PCV DVSA Inspections	2			29-30
AOM133 Bonding and Mechanical Fastenings Following Researched Repair Methods	1	29		
IRTEC Inspection Technician	1			31
IRTEC Inspection Technician (HGV)	1			3



# Edinburgh

Automotive	Days	January	February	March
AOM133 Bonding and Mechanical Fastenings Following Researched Repair Methods	1	29		
IRTEC Inspection Technician	1			31
IRTEC Inspection Technician (HGV)	1			3
Level 2 Award in Electric/Hybrid Vehicle Routine Maintenance & Repair Activities (VRQ)	1			1, 2, 29, 30
Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement (VRQ)	2	21-22	25-26	11-12, 16-17
Level 2 Award in Electric/Hybrid Vehicle Routine Maintenance & Repair Activities (VRQ)	1			1, 2, 29, 30
Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement (VRQ)	2	21-22	25-26	11-12, 16-17

Health and Safety	Days	January	February	March
Emergency First Aid	1	25	12, 17	19
Fire Warden - AM	1	29	5, 19	19
Fire Warden - PM	1	29	5, 19	19
First Aid at Work	2	20-22	4-18	3-5
First Aid At Work Refresher	2	14-15	1-2	24-25
IOSH Managing Safely	3	20-22		22-24
IOSH Working Safely	1		26	5

Business Skills	Days	January	February	March
Conflict Resolution - Dealing with Difficult People	1	21		

Transport	Days	January	February	March
Abrasive Wheels and Stihl Saw	1	15		4
Abrasive Wheels Course	1	15		
ADR Carriage of Dangerous Goods By Road	5	18-22	8-12	
Counterbalance Forklift Truck Operator - Experienced	3	5-7		1-3
Counterbalance Forklift Truck Operator - Novice	4	11-14	15-18, 22-25	15-18, 22-25
Counterbalance Forklift Truck Operator - Refresher	1	4, 8, 15	19, 26	5, 19
DCPC: Digital Tachograph & Drivers Hours Training Course in accordance with JAAPT - CRS0994/383 7.0hrs	1	14	1	11
DCPC: Fire Fighting & Emergency First Aid in accordance with JAAPT - CRS1909/383 7.0hrs	1	13	3	10
DCPC: Realities of Transport in accordance with JAAPT - CRS10019/383 7.0hrs	1	11	5	9
DCPC: Safety in Transport and Manual Handling in accordance with JAAPT - CRS11733/383 7.0hrs	1	15	2	12
DCPC: The Law and You in accordance with JAAPT - CRS5850/383 7.0hrs	1	12	4	8
NAT/INT P1 - Exam Only (Passenger)	1			12
NAT/INT R1 - Exam Only (Freight)	1			12
National International CPC - Freight	10			1-12
Reach Forklift Truck Operator - Refresher	1			26
RTITB - Forklift Truck Instructor (10 Days)	10	18-29		
Transport Manager - Professional Competence Refresher Course (2 Days) (FREIGHT)	2		4-5	
Transport Manager - Professional Competence Refresher Course (2 Days) (PASSENGER)	2		4-5	

# West Midlands

Automotive	Days	January	February	March
IMI Accreditation Light Vehicle Inspection Technician (ATA)	1	7		17
IMI Accreditation Light Vehicle Inspection Technician (ATA) Pre-assessment Training	2	5-6		15-16
IMI Level 2 Award in MOT Testing (Class 4 and 7)	4	11-14, 11-15	8-11, 8-12	8-11, 8-12
IMI Level 3 Award in Automotive Refrigerant Handling (EC842-2006) (VRQ)- 500/6771/0	1	8	26	29
IMI Level 3 Award in MOT Test Centre Management	1	18, 19		18, 19
LGV DVSA Inspections	2	6-7		8-9
MOT CPD Morning Session	1		22, 23	1, 2
MOT CPD Afternoon Session	1		22, 23	1, 2
Level 2 Award in Electric/Hybrid Vehicle Routine Maintenance & Repair Activities (VRQ)	1	20		3
Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement (VRQ)	2	21-22	24-25	4-5
LGV (Truck) IRTEC Inspection Technician	1	8		
LGV IRTEC Inspection Technician	1			10

# West Midlands

Health and Safety	Days	January	February	March
Emergency First Aid	1	11	22	
Fire Warden - AM	1	18	1, 19	
Fire Warden - PM	1	18	1, 19	
First Aid At Work	3		15-17	
First Aid At Work Refresher	2	25-26	8-9	30-31
IOSH Working Safely	1	19	18	
Manual Handling - AM	1		2	
Manual Handling - PM	1		2	
Mental Health Awareness First Aid	2			29-30

# West Midlands

Transport	Days	January	February	March
Counterbalance Forklift Truck Operator - Novice	4	18-21		
Counterbalance Forklift Truck Operator - Refresher	1	8, 22		
DCPC: Digital Tachograph & Drivers Hours Training Course in accordance with JAAPT - CRS0994/383 7.0hrs	1	13		15
DCPC: Fire Fighting & Emergency First Aid in accordance with JAAPT - CRS1909/383 7.0hrs	1	15		19
DCPC: Realities of Transport in accordance with JAAPT - CRS10019/383 7.0hrs	1	14		17
DCPC: Safety in Transport and Manual Handling in accordance with JAAPT - CRS11733/383 7.0hrs	1	12		18
DCPC: The Law and You in accordance with JAAPT - CRS5850/383 7.0hrs	1	11		16
Reach Forklift Truck Operator - Novice	4	4-7		
NAT/INT R1 - Exam Only (Freight)	1			12
National International CPC - Freight	10			1-12

# Kilbirnie Street

Automotive	Days	January	February	March
BPW Axle and Suspension Maintenance Course	2	21-22	18-19	11-12
IRTEC Advanced Familiarisation	2		16-17	
LGV DVSA Inspections	2	11-12	1-2	15-16
PCV DVSA Inspections	2	25-26	22-23	
IRTEC Advanced Assessment	1		17	
IRTEC Inspection Familiarisation (Service Maintenance)	1	19		2
IRTEC Inspection Technician	1		3, 4	
IRTEC Inspection Technician (LGV)	1	13, 14		
IRTEC Inspection Technician (PCV)	1	27, 28	24, 25	
IRTEC Service Maintenance Technician	1	20		3

Business Skills	Days	January	February	March
Communication Skills	2			4-5
Interviewing Techniques	2			18-19
Time Management - Get Organised	1	29		
Train the Trainer	3		22-24	

Health & Safety	Days	January	February	March
Online Fire Warden - AM	1		12	
Online Fire Warden - PM	1		12	

Transport	Days	January	February	March
DCPC: Digital Tachograph & Drivers Hours Training Course in accordance with JAAPT - CRS0994/383 7.0hrs	1	29	26	23
DCPC: Fire Fighting & Emergency First Aid in accordance with JAAPT - CRS1909/383 7.0hrs	1	25	25	26
DCPC: Realities of Transport in accordance with JAAPT - CRS10019/383 7.0hrs	1	26	24	24
DCPC: Safety in Transport and Manual Handling in accordance with JAAPT - CRS11733/383 7.0hrs	1	28	23	25
DCPC: The Law and You in accordance with JAAPT - CRS5850/383 7.0hrs	1	27	22	22



GTG Glasgow



GTG Edinburgh



GTG West Midlands





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