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# Course Calendar April - June 2021

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## About GTG

With locations in Glasgow, Edinburgh and the West Midlands, GTG Training has 50 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	April	May	June
AOM 030 Bonding and Riveting	1	29	6	3
Familiarisation: IMI Senior Panel Technician	1	13		15
Familiarisation: IMI Senior Panel Technician (ATA) Pre-assessment Training	1	20		22
IMI Accreditation Light Vehicle Inspection Technician (ATA)	1		13, 14	
IMI Accreditation Light Vehicle Inspection Technician (ATA) Pre-assessment Training	2		11, 12	
IMI Accreditation MET Technician (ATA) Familiarisation	1		12, 13	
IMI Accreditation Senior Paint Technician (ATA)	1	14, 15, 16	11, 12, 13, 14	16, 17
IMI Accreditation Senior Panel Technician (ATA)	3	21-23	18-20	23-25
IMI Accreditation Autoglazing - Bodyshop Technician (ATA)	1	27		8
IMI Accreditation Resistance Spot Welding (BS1140) Mag Welding (BS4872) AOM 009 - Level 2	1	30	7	4
IMI Level 2 Award in MOT Testing (Class 4 and 7)	3	5-8, 5-9, 26-29, 26-30	24-27, 24-28	7-10
IMI Level 3 Award in Automotive Refrigerant Handling EC 842-2006 (Air Conditioning)	1	20, 26	21, 24	9, 16
IMI Level 3 Award in MOT Test Centre Management	1	1-2	11-12	
IMI Re-Accreditation Senior Paint Technician	1		11, 12, 13, 14	
IMI Re-Accreditation Senior Panel Technician	1	22		
Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement (VRQ)	2	27-28		14-15
MOT CPD (AM)	1	5, 12, 26, 28, 29		

Health and Safety	Days	April	May	June
Emergency First Aid	1	12, 19	3, 24	9, 23
Fire Warden - AM	1	26	21	4, 10
Fire Warden - PM	1	30	21	10
First Aid at Work	3	7-9, 27-29	5-7, 26-28	21, 23
First Aid at Work Refresher	2	1-2	4-5, 17-18	1-2, 14-15, 21-22
GTG - COSHH Risk Assessment	1			17
GTG - Risk Assessment	1			3
H&S in Construction Environment (CSCS)	1	19	19	7
IOSH Managing Safely	3	9-23	12-14	22-24
IOSH Managing Safely Refresher	1	19		
IOSH Working Safely	1	30		3
Manual Handling - AM	1	12		
Manual Handling - PM	1			4
Mental Health Awareness First Aid	2	19-20		28-29

Business Skills	Days	April	May	June
Communication Skills	2		26-27	7-8
Conflict Resolution - Dealing with Difficult People	1			11
Dealing with Challenging Customers	1	16		4
The fundamentals of Supervising and Leading People	2		7-14	
Time Management - Get Organised	1	22		1
Train the Trainer	3	6-8		

IT Skills	Days	April	May	June
Microsoft Excel 2016 - Developing Spreadsheets	1			23
Microsoft Excel 2016 - Introduction	1	8		
Microsoft Excel 2016 - Managing Data	1	2		
Microsoft Excel 2016 - Presenting Information	1			3

Transport	Days	April	May	June
Abrasive Wheels	1		10	
Abrasive Wheels and Stihl Saw	1		10	
ADR Core	5	5-9, 26-30	10-14	14-18
Counterbalance Forklift Truck Operator - Experienced	1	19-21	26-28	28-30
Counterbalance Forklift Truck Operator - Novice	4	5-8, 6-9, 12-16, 12-15, 19-22	3-6, 4-7, 24-28, 31-3	1-4, 7-10, 8-11, 14-18, 21-24, 22-25, 29-2
Counterbalance Forklift Truck Operator - Refresher	1	5, 9, 15, 16, 22	3, 7, 24, 31	4, 7, 11, 18, 21, 25, 28
DCPC: Digital Tachograph & Drivers Hours Training Course in accordance with JAAPT - CRS0994/383 7.0hrs	1	28	14	9,13
DCPC: Fire Fighting & Emergency First Aid in accordance with JAAPT - CRS1909/383 7.0hrs	1	26	10	7, 21
DCPC: Realities of Transport in accordance with JAAPT - CRS10019/383 7.0hrs	1	29	12	11, 25
DCPC: Safety in Transport and Manual Handling in accordance with JAAPT - CRS11733/383 7.0hrs	1	27	11	8, 22
DCPC: The Law and You in accordance with JAAPT - CRS5850/383 7.0hrs	1	30	13	10, 24
Lorry Loader (HIAB) - Novice	3	13-15	17-19	14-16
Lorry Loader (HIAB) - Refresher	1	12		
National/International CPC Passenger	10		19-1	
National/International CPC Freight	10		19-1	
National CPC Refresher Day	1			9, 10
Nat/Int P1 - Exam Only (Passenger)	1			11
Nat/Int P2 - Exam Only (Passenger)	1			11

Transport	Days	April	May	June
Nat/Int R1 - Exam Only (Freight)	1			11
Nat/Int R2 - Exam Only (Freight)	1			11
PASMA Towers	1	26		
Reach Forklift Truck Operator - Novice	2	6-8, 12-14	3-5	
RTITB - Forklift Truck Instructor (10 Days)	10	19-30	10-21	
RTITB - Forklift Truck Instructor Re-registration (3 Days)	3	28-30	19-21	
RTITB - Forklift Truck Instructor Re-registration (5 Days)	5	26-30	17-21	
Working at Heights Awareness	1		11	

Automotive	Days	April	May	June
IMI Accreditation Light Vehicle Inspection Technician (ATA)	1		12	30
IMI Accreditation Light Vehicle Inspection Technician (ATA) Pre-assessment Training	2		10-11	28-29
IMI Accreditation Resistance Spot Welding (BS1140) Mag Welding (BS4872) AOM 009 - Level 2	1		27	
IMI Level 2 Award in MOT Testing (Class 4 and 7)	3	19-22, 19-23	24-27, 24-28	21-24, 21-25
IMI Level 3 Award in MOT Test Centre Management	2			2-3
Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement (VRQ)	2		13-14	
Lothian Buses Training Week	5		24-28	

Health and Safety	Days	April	May	June
Emergency First Aid	1	16	20	4
Fire Warden - AM	1	6, 23	3, 25	7, 14
Fire Warden - PM	1	6, 23	3, 25	7, 18
First Aid at Work	3	12-14	7-21, 10-12	1-3
First Aid at Work Refresher	2		13-14	24-25
GTG - Risk Assessment	1			18
IOSH Managing Safely	3			28-30

IT Skills	Days	April	May	June
Microsoft Excel 2016 - Managing Data	1			17
Microsoft Excel 2016 - Introduction	1	28		



Transport	Days	April	May	June
Abrasive Wheels	1	22		
Abrasive Wheels and Stihl Saw	1	22		
ADR Core	5		10-14	14-18
Counterbalance Forklift Truck Operator - Experienced	1			21-23
Counterbalance Forklift Truck Operator - Novice	4	6-9, 19-23, 26-29	17-20, 24-28, 31-3	7-10, 14-18
Counterbalance Forklift Truck Operator - Refresher	1	5, 30		4, 11
DCPC: Digital Tachograph & Drivers Hours Training Course in accordance with JAUP - CRS0994/383 7.0hrs	1	22	20	24
DCPC: Fire Fighting & Emergency First Aid in accordance with JAUP - CRS1909/383 7.0hrs	1	21	19	23
DCPC: Realities of Transport in accordance with JAUP - CRS10019/383 7.0hrs	1	20	18	22
DCPC: Safety in Transport and Manual Handling in accordance with JAUP - CRS11733/383 7.0hrs	1	23	21	25
DCPC: The Law and You in accordance with JAUP - CRS5850/383 7.0hrs	1	19	17	21
National/International CPC - Freight	10		19-1	
National CPC Refresher Day	1			9, 10
Nat/Int P1 - Exam Only (Passenger)	1			11
Nat/Int P2 - Exam Only (Passenger)	1			11
Nat/Int R1 - Exam Only (Freight)	1			11
Nat/Int R2 - Exam Only (Freight)	1			11

Transport	Days	April	May	June
RTITB - Forklift Truck Instructor (10 Days)	10		3-14	
RTITB - Forklift Truck Instructor Re-registration (3 Days)	3		12-14	
RTITB - Forklift Truck Instructor Re-registration (5 Days)	5		10-14	
Transport Manager - Professional Competence Refresher Course	2	12-13		3-4

Automotive	Days	April	May	June
IMI Accreditation Light Vehicle Inspection Technician (ATA)	1		5	
IMI Accreditation Light Vehicle Inspection Technician (ATA) Pre-assessment Training	2		3-4	
IMI Level 2 Award in MOT Testing (Class 4 and 7)	3		10-14	14-17, 14-18
IMI Level 3 Award in Automotive Refrigerant Handling EC 842-2006 (Air Conditioning)	1		21	
IMI Level 3 Award in MOT Test Centre Management	2	1-2		
Level 3 Award in Electric/Hybrid Vehicle Routine Maintenance & Repair Activities	1		17	
Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement (VRQ)	2		18-19	
MOT CPD (AM)	1	22, 23		

## West Midlands

Health and Safety	Days	April	May	June
Emergency First Aid	1	23		4
Fire Warden - AM	1	1	5	18
Fire Warden - PM	1	1	5	8
First Aid at Work	3	20-22		1-3
First Aid at Work Refresher	2			9-10
IOSH Working Safely	1		28	
Manual Handling - AM	1		4	
Manual Handling - PM	2		4	

Transport	Days	April	May	June
Counterbalance Forklift Truck Operator - Novice	4	12-15, 26-29	10-13, 24-27	7-10, 21-24
Counterbalance Forklift Truck Operator - Refresher	1	16, 30	14, 28	11, 25
National International CPC - Freight	10		19-1	
Nat/Int P1 - Exam Only (Passenger)	1			11
Nat/Int P2 - Exam Only (Passenger)	1			11
Nat/Int R1 - Exam Only (Freight)	1			11
Nat/Int R2 - Exam Only (Freight)	1			11

# Kilbirnies Street

Automotive	Days	April	May	June
IMI Level 3 Award in Automotive Refrigerant Handling EC 842-2006 (Air Conditioning)	1			9
IRTEC Advanced Familiarisation	2	28-29		22-23
IRTEC Familiarisation: Bus & Coach Service Maintenance Technician	1		25	
IRTEC Inspection Technician	1		6, 7, 26	3, 4, 17, 18
IRETEC Service Maintenance Technician	1		26	10, 11
Level 2 Award in Preparing Electric/Hybrid Vehicles for Repair - Heavy Vehivle including Bus & Coach	1	26		
Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement - Heavy Vehicle including Bus &	2	26-27		7-8
LGV DVSA Inspections	2		24-25	1-2
PCV DVSA Inspections	2		4-5	15-16

Health & Safety	Days	April	May	June
Fire Warden - AM	1	20		
Fire Warden - PM	1	20		
IOSH Managing Safely	3		17-19	
IOSH Working Safely	1	8	27	

Business Skills	Days	April	May	June
Train the Trainer	3	7-9		

Transport	Days	April	May	June
ADR Core	5	12-16		
DCPC: Digital Tachograph & Drivers Hours Training Course in accordance with JAUP - CRS0994/383 7.0hrs	1		26	28
DCPC: Fire Fighting & Emergency First Aid in accordance with JAUP - CRS1909/383 7.0hrs	1	16	24	
DCPC: Realities of Transport in accordance with JAUP - CRS10019/383 7.0hrs	1	12	28	29
DCPC: Safety in Transport and Manual Handling in accordance with JAUP - CRS11733/383 7.0hrs	1		25	
DCPC: The Law and You in accordance with JAUP - CRS5850/383 7.0hrs	1	13	27	30



GTG Glasgow



GTG Edinburgh



GTG West Midlands



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