



Just
TRAINING

2024

Workplace Training





Workplace Training Courses

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FIRST AID TRAINING

Workplace First Aid Regulations

The HSE First Aid regulations state that all workplaces, regardless of the number of employees, must have an **adequate and appropriate** first aid provision.

As an employer you have to decide on what adequate and appropriate means to your organisation by completing a first aid risk assessment.

Your risk assessment should assess

- ◆ The type of work being undertaken by employees and whether it presents a higher level of accident/injury risk
- ◆ Existing injuries/ailments of employees as to who might be more at risk of becoming ill at work or having an accident.
- ◆ The number of employees, location of where they are situated and shift patterns.

As a minimum you need to ensure there is someone who can give immediate assistance in the event of an emergency, at all times there are employees on the premises and that your first aid supplies are suitable to meet the needs of any incident which may occur.

Even if you only have one employee on your premises, you will still need to provide a suitable and adequate first aid provision.

Suitable First Aid Courses

There are only two HSE recognised and accepted first aid courses considered suitable for the workplace:

- ◆ **Emergency First Aid at Work** 1 day course suitable for low risk environments such as offices, libraries, shops and small businesses.
- ◆ **First Aid at Work** 3 day course, suitable for high risk workplaces. This would include manufacturing, assembly, maintenance, construction, hot works, places with visitors and members of the public.

Our regulated first aid courses are certificated through Quallsafe Awards who are an Ofqual Approved Awarding Organisation.

Certification will last 3 years from the end of the course date and will carry an official Ofqual Watermark of quality.



QUALSAFE AWARDS

REGISTERED CENTRE

Centre No.: 0904185



Choosing your First Aiders

You should select your first aiders carefully, and give consideration to the following points.

- Location in the workplace so that those with the highest level of skill are closest to the areas of highest risk.
- General disposition at remaining calm in a crisis.
- Fitness levels, especially if they are likely to have to run a fair distance to get to the furthest point of your workplace, or to get help.
- Ability to understand and communicate with Emergency Crews in English.
- Mobility for kneeling, bending and perhaps in an emergency, dragging an injured casualty.
- Physical strength sufficient to deliver CPR over a period of at least 8 minutes until help arrives.
- Mental health to deal with possible trauma.

Emergency First Aid at Work

Who the course is for

Any one wishing to be a first aider in a low risk or smaller workplace such as shops, offices, libraries etc.

This is also an ideal course for anyone who wants to have more knowledge of providing first aid in any situation outside of a workplace.

What the course covers

- First aid kits and legislation
- CPR, resuscitation and AED Use
- Dealing with unconscious casualties
- Choking children and adults
- Minor Bleeding wounds
- Minor burns and scalds
- Managing epilepsy
- Eye injuries
- Other minor ailments

Course Duration

6.5 hrs

Course Cost

£85 per person plus VAT
£750 plus VAT group of up to 12 delegates

What is included

Course manual, 3 year certification, tea and coffee.



First Aid at Work

Who the course is for For first aiders in high risk workplaces such as construction, manufacture, maintenance, production, assembly, hot works and other larger organisations. Also suitable where members of the public will be present.

What the course covers

- First aid kits and legislation
- CPR, Resuscitation and AED
- Unconscious casualties
- Choking children and adults
- Minor/Major Bleeding wounds
- Catastrophic bleeds and use of tourniquets
- Minor & Major burns and scalds
- Epilepsy & Diabetes
- Head and Spinal Trauma
- Heart Attack and Angina
- Allergies and Anaphylaxis
- Eye Injuries
- Fractures and Sprains
- Much more...

Course Duration 18 hrs (3 days)

Course Cost £220 per person plus VAT
£1550 plus VAT per group of up to 12 delegates

What is included Course manual and L3 Certificate in FAW, tea and coffee

Requalifying on expiry of certification.

- In order to operate as a First Aider in the workplace, the first aid certificate must still be in-date. There is no longer a “grace” period where those who have allowed their certificate to expire can operate as a first aider at work.
- Ideally learners should renew their qualification before it expires. However, you are allowed to renew a First Aid at Work qualification within 1 month of the certificate expiry date, without having to retake the full 3 day course again.
- For those holding the **1 day Emergency First Aid at Work** qualification, the requalification is to complete the same course again.
- For those holding the 3 day **First Aid at Work** qualification, the requalification is to undertake a **2 day First Aid at Work Requalification course**.
- **£165 + vat per person**
- **£1125 + vat group of up to 12**
- The HSE strongly recommends that ALL First Aiders, regardless of level, complete a **3 hour Annual Refresher** course in each 12 month period, following the date of certification.



Annual Refresher

The HSE Strongly recommend that ALL first aiders, regardless of the level of qualification complete 3 hours of refresher training in each 12 month period, following the date of original certification.

Although this is not a mandatory requirement, the HSE have identified that skill fade over a three year period, is quite significant, and that the confidence level of first aiders is significantly affected where refresher training has not taken place.

In order for your first aiders to feel confident at all times, with their skill levels and ability to cope, you should consider ensuring their training is kept up to date annually.

We run open Annual Refresher Courses throughout the year and you can also arrange to have a group course held on your own premises. For group courses you can select the topics you wish to focus on

£45 + vat per person—open course

£299 + vat group of up to 15

Automated External Defibrillators—AED

There are over 30,000 out of hospital sudden cardiac arrests (SCA) in the UK, but less than 1 in 10 people survive.

Installing an AED Machine in the workplace and training people how to use it, can improve the chance of survival by up to 60% if used rapidly in conjunction with effective CPR.

Our workplace first aid courses include AED Training as standard, but we also provide short courses in CPR/AED use to help refresh and maintain skills for those first aiders who have access to defibrillators at work.

A group course for up to 15 Delegates is £299 + vat



Heartsine Sam Pad Defibrillators.

We are providers of Sam Pad Defibrillators that come as standard in their own robust carry case, and are designed to be easily operated without having to be removed from

the case. The case also has provision of a handy pocket to keep the essential CPR Accessory Kit with the machine, so everything is all on one place ready to go.

The Sam Pad has three different levels of machine.

350P Semi Automatic with Metronome and Audible and Visual Directions

360P Automatic model with Metronome and Audible and Visual Directions

500P Automatic model with Metronome, Audible and Visual Directions and CPR Prompts to correct speed and depth of compression by the rescuer.

We also provide various wall brackets and cabinets.



HEALTH AND SAFETY TRAINING

Health and Safety At Work etc Act.

The **Health and Safety at Work etc Act 1974** lays down the duties of employers to protect the health, safety and welfare of all of their employees while they are at work. There is also a duty for employers to take reasonable measures to protect visitors, members of the public and the self-employed while on their premises.

ALL workplaces in the UK are covered by these regulations, regardless of how big or small or how many employees there are. If there is one or more employees, then the regulations will apply.

In addition to the Act, the **Management of Health and Safety at Work Regulations 1999** provide further details that identify the risks that employees, contractors, visitors etc may face and the steps required to control and mitigate those risks through the process of Risk Assessments.

In all aspects of Health and Safety at Work, the HSE will expect to see employers taking responsibility for providing quality training to their employees and keeping training records that can be referred to in the event of an incident.

We can support your Health and Safety Compliance by providing approved training for your staff.

Safe Handling of Loads

Who the course is for

All employees ideally should receive manual handling, not just those involved in heavy lifting. All employees are at risk of injury from handling any objects in the workplace, therefore all employees will benefit from this training. This training will support compliance with the Manual Handling Regulations.

What the course covers

- The law and manual handling
- Understanding manual handling within each job role
- Common handling injuries
- Correct handling techniques
- Guidelines to handling limits
- Understanding risk assessments for handling awkward loads.

Course Duration

3.5 Hours

Course Cost

Open Course—£65 + VAT per person
Group Course up to 12—£450 + VAT
Add £10 pp for accreditation

What is included

Course manual



Safer People Handling—Hoists.

Who the course is for Anyone working within the care industry supporting individuals with reduced mobility or additional assistance requirements. This course will provide skills and knowledge on safer patient handling, including the use of hoist and bed rails.

What the course covers

- The law and people handling
- Common injuries to care givers
- The structure of the spine
- Principles of safer lifting
- Encouraging independence
- Falling patients

Practical activities involve sit to stand, use of hoists, bed sheets, independence, bed rails

Course Duration 4 Hours

Course Cost £540 + VAT for group of up to 10 delegates. Can be delivered on your own sites. We will provide hoist and bed.

What is included Course manual

Manual Handling Risk Assessor Training

Who the course is for Those with responsibility for preparing Risk Assessments for manual handling operations within the organisation.

What the course covers

- Manual Handling Regulations
- Understanding how to develop effective and compliant risk assessments
- Using the HSE MAC Assessment Charts
- Using TILE Assessment Observations
- Upper Limb Disorder Assessment Charts.
- Creating Risk Assessments

Course Duration 1 day

Course Cost Open Course - £165 + vat per person
Group Course—£650 + Vat up to 6 Delegates per course.

What is included Manual, MAC Charts, ULD Charts, Risk Assessment Templates.



Manual Handling Trainer Award

Who the course is for For those who wish to deliver **accredited** training in Manual Handling to others.

What the course covers

- The Level 3 Award in Education and Training—4 Day Course. This is the official nationally recognised teaching qualification required
- Level 2 Award in Safe Manual Handling—1 Day

Course Duration 5 Days Plus Homework

Course Cost £699 + vat per learner.

What is included All learning materials for both the Level 3 Award in Education and Training, plus learning materials and exams for the Level 2 Award in Safe Manual Handling

- ♦ Accredited Certification

Manual Handling Trainer Award

Who the course is for For those who wish to deliver inhouse, **non accredited** training in Manual Handling to other employees

What the course covers

- 1 Day Train the Trainer Course
- 1 Day L2 Award in Safe Manual Handling.

Course Duration 2 Days

Course Cost £399 + Vat per person

What is included Course manual
Certificate of attendance



Safe Handling of Sharps

Who the course is for An *essential course* for those people who work in roles where injuries from contaminated sharps may occur, such as street cleaners, house clearance, drug rehabilitation workers, cleaners, medical staff, pest control officers etc.

What the course covers

- The types of sharps likely to be found in a given situation
- Where sharps may be found, including deliberately hidden ones
- Awareness of diseases linked to sharp injuries
- Safe disposal of sharps
- Know how to report a sharp injury
- Apply first aid treatment to sharp injuries.

Course Duration 3 Hours

Course Cost

- £65 + vat—Open Course
- £399 + vat—Group course up to 10 delegates
- £599 + vat—Group course for up to 20 delegates

What is included Course manual, Certificate of Attendance

Evacuation Chair Training

Who the course is for Fire Wardens and others who are nominated as the responsible person for supporting evacuation of people with reduced mobility in the event of a fire.

What the course covers

- Requirements of Evacuation Plans in workplaces and places of care
- Evacuation chair products
- How to prepare an evacuation chair for use
- Safe loading and securing the evacuee
- Operating the chair safely
- Using correct handling techniques
- Personal Evacuation Escape Plans

Course Duration 3 Hours

Course Cost

- £65.00 + vat per person—Open Course
- £499 + vat Group Course up to 10 delegates

What is included Course manual. Certificate of Attendance



Evacuation Chair Trainer Award

Who the course is for Suitable for those who wish to provide Evac Chair training to in-house employees.

What the course covers

- Legislation and requirements for provision of Evacuation from premises
- Evacuation equipment and its purpose
- How to correctly prepare a range of evacuation chairs for use
- Safe Loading and Securing of Evacuees
- Using correct manual handling techniques to avoid harm
- When and how to create Personal Evacuation Escape Plans

Course Duration 5 Hours

Course Cost £280 + vat per person open course
£650 + vat Group of up to 6 Delegates

What is included Course manual. Instructors Certificate of Training

L2 Award in Health and Safety

Who the course is for Health and Safety applies to all workplaces regardless of the number of employees. This course is designed to provide a wide overview of all aspects of health and safety at work to ensure all employees can act in a safe manner at all times. This course syllabus is equivalent to IOSH Working Safely.

What the course covers

- The Law and Health and Safety
- Responsibilities for Health and Safety in the Workplace
- COSHH
- Noise at Work
- Electricity at Work
- PUWER and LOLER
- Using Safe Operating Procedures
- Importance of Risk Assessments

Course Duration 6.5 Hours

Course Cost £195 + vat per person—Open Course
£699 + vat—Group of up to 6 Delegates
£995 + vat—Group of up to 10 Delegates

What is included Course manual, Quallsafe L2 Award in Health and Safety Certification



Fire Warden Training

Who the course is for	Fire Wardens / Fire Marshals who are responsible for maintaining fire safety and fire evacuation in the workplace
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What the course covers

- The Roles and Responsibilities of a Fire Warden
- Understanding the Hazards and Risks of Fire in the Workplace
- Knowing how smoke and fire spreads
- How to check fire detection systems
- How to check means of escape
- Understanding the use and purpose of fire extinguishers
- How to use a fire extinguisher
- Fire and safety inspections
- Fire Plans and Safe Fire Routes

Course	6 Hours
Duration	
Course	£120 + vat per person open course
Cost	£650 + vat Group of up to 12 Delegates

What is included	Course manual. Qualsafe L2 Award in Fire Safety certificate
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MENTAL HEALTH at WORK

Mental Health is defined as the state of mental well-being that enables people to cope with the stresses of life, realise their abilities, be able to work well and enjoy a healthy social life.

It is estimated that 25% of employees struggle silently at work with issues that cause them stress and anxiety, while 12% of employees take time off work with mental health related conditions and 76% of employees report feeling stressed at work.

Stress, Anxiety and Depression are the most common forms of poor mental health.

Many people are reluctant to discuss they are struggling with mental health related issues to their colleagues or managers for fear of a negative response. Therefore it is vital that everyone is able to recognise those common symptoms so that help and support can be provided. Common symptoms can include :

- Low levels of motivation and engagement in their job role
- Changes in characteristics and behaviours
- Appearing tired
- Not eating well
- Increase absenteeism
- Irrational fears and anxiety
- Lack of social engagement
- Drug or alcohol dependency.

Introduction to Mental Health First Aid

Who the course is for Mental Health is widespread and often misunderstood. Everyone would benefit from knowing some basic understanding so that they can recognise the signs of poor mental health in themselves and in others.

What the course covers

- Understanding Mental Health and its importance
- Know a range of common mental health conditions including signs of stress, managing stress, signs of depression, suicide
- Understanding the need for self-care and mindfulness
- Devising self care plans
- Understanding mindfulness.

Course Duration 3 hours

Course Cost £65 + vat per person
£499 + vat group of up to 10 delegates
£899 + vat for a group of up to 25.

What is included Certificate of attendance



Level 2 Award in Understanding Mental Health in the Workplace

Who the course is for Employee Mentors who would like to raise their awareness of Mental Health in the Workplace so that they are able to listen to their colleagues needs and signpost them to the most suitable professional experts to provide ongoing support and guidance.

What the course covers

- Understanding Mental Health and its importance
- Identifying roles and responsibilities within the workplace
- Legislation in relation to mental health at work
- Promoting positive mental health in the workplace
- Understanding common mental health conditions including Stress, Depression, Anxiety, Eating Disorders, Phobias, Bipolar, PTSD, OCD, Psychosis and Suicide.

Course Duration 7 Hours

Course Cost £165 + vat per person open Course

What is included Course manual, Quallsafe L2 Award in Understanding Mental Health in the Workplace certification for 3 years.

Level 3 Award in Mental Health First Aid in the Workplace

Who the course is for Line managers, managers, heads of departments, HR staff who have an active interest in being able to guide, advise and support employees who are struggling with mental health related issues.

What the course covers

- Roles and responsibilities for mental health in the workplace
- Importance of own wellbeing as a mental health first aider
- Common mental health conditions including anxiety, stress, depression, eating disorders, phobias, self harm, psychosis, suicide, PTSD, OCD, bipolar
- Promoting positive mental health first aid in the workplace
- Appropriate coping strategies
- Providing support for employees at work

Course Duration 14 Hours

Course Cost £295 + vat per person open Course
£799 + vat Group of up to 6

What is included Course manual, Quallsafe L3 Award in Understanding Mental Health in the Workplace certification for 3 years.



TEACHING, TRAINING AND ASSESSOR AWARDS

We provide a range of trainer development courses to suit all requirements.

For those who are wish to deliver inhouse informal training programmes our range of Train the Trainer programmes will provide them with the basics of understanding Adult Learning theories and ability to refresh and re-energise their training with creative interactive and participative lesson plans.

Those who wish to deliver accredited training courses, will be required to hold nationally recognised teaching qualifications which have Awarding Organisation certification. The Level 3 Award in Education and Training is the minimum level that will be generally required.

We also provide all pathways through the TAQA Assessor and Internal Quality Assurance Awards for those who aspire to work within assessed awards such as NVQs and VRQs.



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Train the Trainer

Who the course is for Existing or aspiring trainers, who wish to deliver informal in-house training programmes, without official accreditation.

What the course covers

- Understanding adult learner needs and expectations
- Know how adult learners learn
- Appropriate adult teaching methods and resources
- Creating inclusive and positive learning environments
- Managing the classroom learning environment
- Developing creative and inspiring lesson plans

Course Duration 2 days

Course Cost £420 + vat

£2500 + vat for up to 8 Delegates

What is included Certificate of Attendance
Course materials



L3 Award in Education and Training

Who the course is for

For those who wish to hold a nationally recognised teaching qualification in order to teach accredited qualifications

What the course covers

This is a classroom delivered course

- Registration and certification with Highfields Awards
- **Unit 1**—Understanding roles and responsibilities in education and training
- **Unit 2**– Understanding and using inclusive teaching and learning approaches in education and training
- **Unit 3**—Understanding assessment in education

All

Course Duration

4 Days : 2 x 2 days over a two week period + Homework.

Course Cost

£480 + vat per person
£4200 + vat for up to 10 learners

What is included

All learning materials, homework activity pack, pens, notebook.

All assessments and internal quality assurance requirements.

L4 Certificate in Education and Training

Who the course is for

For those trainers, or aspiring trainers, who wish to develop their teaching and training skills further within specific pathways to achieve a Diploma Level qualification

What the course covers

- Registration and Certification with Highfields Awards
- 5 Mandatory Units
- 15 Credits from a selection of optional units

All observations, assessment of portfolio and internal quality assurance of the award is included

Portfolio of evidence is required

Course Duration

Max 12 months duration at learners own pace

Course Cost

£480 + vat per person

What is included

Teaching Observations, assessment of evidence, internal quality assurance



TAQA Assessment Qualifications

Training, Assessment and Quality Assurance (TAQA) Awards are a nationally recognised suite of qualifications that are required to be held by those who wish to assess the competence of learners who are working towards qualifications with national standards such as NVQs and VRQs.

There are different pathways through the Assessor Award qualifications to suit the type of assessing the candidate assessor will be undertaking.

Pathway 1—Theory Unit only : Understanding the principles and practices of assessment.

This unit is the mandatory unit across all other pathways, but can be taken as an individual stand alone unit : £260 + vat—self study and assignment.

Pathway 2— Understanding the principles and practices of assessment PLUS Assessing Occupational Competence in the Workplace. This two unit award is suitable for those who may wish to assess qualifications completed fully in their learners workplace environment.

£520 + vat Per Person

Pathway 3—Understanding the principles and practices of assessment PLUS Assessing Vocationally Related Achievement. This two unit award is suitable for those who wishes to assess learners only in a learning environment

£520 + vat Per Person

Pathway 4—All 3 Units provides the full Level 3 Certificate in Assessing Vocational Achievement, allowing assessment in both workplace and learning environments.

£710 + vat per person

About the Assessor Awards

In order for the candidate assessor to undertake these awards, they need to be currently working in a role that allows them access to at least two learners who are working towards qualifications with national standards. These learners must be allocated to the candidate assessor who must take responsibility for assessing their programme of learning.

The assessor candidate will need to participate in various standardisation activities and have a logged programme of CPD Activities throughout this award in order to meet the standards, therefore an Internal Quality Assurance system must be also in place within the organisation.

Assessor candidates are required to be experienced and competence themselves in the subjects they are assessing their learners against.



TAQA L4 Internal Quality Assurance

Training, Assessment and Quality Assurance (TAQA) Awards are a nationally recognised suite of qualifications that are required to be held by those whose role is to provide a robust system of Quality Assurance within the Assessment Processes carried out by their team of assessors.

There are three pathways through this suite of qualifications

Pathway 1—Theory Unit only : Understanding the principles and practices of internal quality assurance. This unit can be completed as a standalone unit for those who want to understand the processes involved in quality assurance within learning programmes.

£350 + vat per person.

Pathway 2— **L4 Award in Internally Assuring the Quality of Assessment** : Understanding the Principles and Practices of Internal Quality Assurance, PLUS Internally Assuring the Quality of Assessment.

This pathway is for those who will be working in the role of the Internal Quality Assuror

£520+ Vat per person

Pathway 3— **L4 Certificate in the Leading the Internal Quality Assurance Process**— Plan, Allocate and Monitor Work in own area of responsibility.

This pathway is for those who are already working in the role of an IQA and want to progress to the role of IQA Team Leader

About the Internal Quality Assurance Awards

In order for the candidate IQA to undertake these awards, they ideally will already have experience as an assessor and be wanting to move up to become the IQA within their area of expertise.

The IQA candidate will need to have a minimum of 2 qualified assessors allocated to them who each have 2 learners allocated to them who are working towards qualifications with national standards.

The IQA Candidate will need to be in a position of authority with the assessment team, and be able to arrange and organise standardisation meetings, training and development programmes to support assessors, and liaise with Awarding Organisations on External Quality Assurance visits/arrangements.

The IQA will need to demonstrate development of IQA Planning, IQA Activities and IQA Reviews of planned activities outcomes.

For those working towards the **L4 Certificate in Leading the IQA Process**, they must already hold the L4 Award in Internally Assuring the Quality of Assessment.



ROAD TRANSPORT TRAINING

Just Training has enjoyed holding Approved Training Provider status for over 10 years with both the DVSA and FORS organisations, enabling us to support both your Periodic Driver CPC training and your FORS Safe Urban Driving requirements.

Our DVSA Audits for both courses being delivered, and our Centre Quality Assurance visits, demonstrate that we

We also enjoy being an Approved Training Provider with the Chartered Institute of Logistics and Transport (CILT) enabling us to provide Operator Licence Awareness Training and Transport Manager Training on a nationwide basis or via remote lessons.

We hold open courses for all Transport Training at our training facility in Leicestershire, but can also provide on site group courses should this be more convenient for you.



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Checking your Drivers Eligibility to attend Driver Periodic CPC Training

- ◆ Any driver who took their car test before 01.01.1997 will automatically have a C1 classification on their licence allowing them to drive up to and including a 7.5 Tonne Truck. This automatically gives them eligibility to gain their FIRST Driver Qualification Card by attending 35 Hours of Classroom Based CPC Training
- ◆ Drivers taking their car test after 01.01.1997 but their vocational HGV test before 10.09.2009 have inherited rights as an existing truck driver and they are also eligible to gain their first DQC Card by sitting 35 hours of classroom based Driver CPC training.
- ◆ Drivers who took their HGV Test on or after 10.09.2009 and who have NEVER had a DQC Card have no eligibility to gain their first DQC Card by undertaking classroom based training. These drivers have only sat their Part 1 and Part 3 Vocational Test (Theory + Practical Ability Test) which has given them the Weight Category, but NOT the full qualification to drive as a professional driver. This is usually the case with Military Drivers or those who have been driving a large vehicle for their own business use. In order for to drive as a professional driver and drive for Hire or Reward, the driver must book in to complete Parts 2 and Parts 4 of the Initial CPC Tests—Case Studies, and Practical Loading/walk around checks. At the end of Module 4, a DQC card will be issued



Driver ID requirements to attend training

Drivers must bring with them to ALL Periodic CPC Courses, BOTH their Driving Licence and DQC Card if they have one, even if expired. This will confirm their eligibility to attend. If they do not have a DQC Card, we can then check eligibility using their Driving Licence Vocational Date. However, you should check this first BEFORE sending them to CPC Training as if they are not eligible to attend, their hours will NEVER be uploaded.

Paper Driving Licences

A driver can NEVER have a DQC Card if they still have a paper licence. Therefore they need to apply to swap their paper licence to a photo ID one if they want their 7 hours CPC Upload. This does not apply to FORS Silver SUD Courses for Van Drivers. The upload to FORS will take place on a B Licence.

Driver with an EU Driving Licence.

If a driver has an EU Licence/Swiss Licence and wishes to have a UK DQC card, they will need to exchange their Driving Licence to a UK Licence first. If they have a Code 95 on their driving licence, or a DQC Card from another country they should contact the DVSA on cpcrc@dvs.gov.uk giving their Name, Address, Driving Licence Number and phone number, asking to have their previously recorded DQC hours, applied to their new GB Licence. However, if they wish to retain their EU Driving Licence but gain a GB DQC Card

They will need to apply to the DVSA by email to CPCRE@dvs.gov.uk to ask for a DQC1 form, which they need to complete and return once they have completed 35 hours of Driver CPC training, of which at least 7 hours needs to have been completed in the UK. They will then be issued with a GB DQC Card.

Driver with a GB Driving Licence and an EU DQC card. Validating CPC Hours

If a driver wishes to attend periodic CPC Training in the UK and wants the hours validating to their EU DQC card, the driver should scan the front and back of the EU DQC Card and email to cpcrc@dvs.gov.uk together with their name, GB Driving Licence Number, and home address. The DVSA will validate the hours of training for them. Please note this is NOT the process to obtain a GB DQC card. To do this please read the previous section.

Online Driver Enquiry Service.

All drivers should register with the ODE service, which can be accessed at www.gov.uk/check-your-driver-cpc-periodic-training-hours. This service enables drivers to check to see how many Periodic CPC hours they have in the “bank” towards their next card when it is due. Drivers can also generate temporary passwords to give to employers, so that employers can see which drivers need to attend CPC training. This prevents spending money on training courses that are not required.



Can a driver repeat a CPC Course more than once in a 5 year period.

Yes they can, if there is a clear reason to repeat a module. Some drivers may require to hold a First Aid certificate. These generally only last 3 years, therefore it would be necessary to repeat the modules twice in a 5 year period.

This also might be the case for drivers who have frequent infringements on drivers hours, tachograph recordings or loading related issues. It is perfectly acceptable for an employer to require a driver to refresh their skills and knowledge on key critical areas such as loading and understanding the rules of drivers hours more than once in a 5 year period, or to prevent the loss of accreditation such as Earned Recognition, if a particular driver is found to be lacking awareness.

ADR drivers would also be required to repeat some training more than once.

The ruling that came out in 2023 is really there to prevent drivers being forced onto the same course every year, simply because it is the only one being offered by your training provider or approved by the employer organisation.

PERIODIC CPC COURSES

Our modular CPC Course enables you to mix and match the modules that suit your organisational needs so you get the best from your training.

You can choose from :

- ◆ *Primary Care First Aid
- ◆ *Secondary Care First Aid
- ◆ High Risk First Aid
- ◆ Manual Handling of Loads
- ◆ Driver Lifestyle
- ◆ Drivers Hours and Record Keeping
- ◆ Food and Nutrition
- ◆ Mental Health at Work
- ◆ Safe Loading
- ◆ Safety and Security
- ◆ Workplace Transport Safety
- ◆ **Safe Urban Driving (FORS Silver)**
- ◆ **Work Related Road Risks (FORS Silver)**

Open Courses are £69 per person all inclusive and all dates can be found on our website.

Group Courses can be held at our premises or at your own premises. Please see our website for group prices, or enquire with sales.

** Primary Care + Secondary Care can achieve the Level 3 Award in Emergency First Aid if the drivers stay for an extra 30 minutes and sit the theory test. This certificate will last for 3 years.*



Safe Urban Driving / Safe Driver

Open Courses

Open courses are held at our South Wigston Training Centre on a monthly basis.

You can book via our website [here](#) or you can contact us on 0116 2166488 to request a booking form.

£79 + vat per person + £8.75 upload fee if required to count towards CPC hours.

Group Courses

We can offer on site group courses across the UK for groups of either up to 6, up to 12, or up to 24.

Prices for group courses can be found on our website [here](#)

Courses can be held on Saturdays or on weekdays.

Please call us to discuss your requirements and look at suitable date availability

Safe Urban Driving / Safe Driving

DVSA Earned Recognition or FORS Silver/ Gold level Fleet Operators are required to have at least 90% of their drivers certificated as having attend a Safe Urban Driving Course, or equivalent at all times.

This course, or the new FORS replacement course Safe Driver, consists of two 3.5 hour modules and is also approved to provide 7 hours of Periodic Driver CPC Training.

The course consists of 3.5 hours of classroom based theory, and 3.5 hours of On-Cycle experience on Urban roads under the supervision of our qualified cycle instructors.

Open Courses are held each month at our training facility in South Wigston.

Group Courses can be held at our training facility or on your own site. The minimum group size is 6 and we the maximum group size is 24.



The Chartered
Institute of Logistics
and Transport

Registered Centre



Operator Licence Awareness Training

Who the course is for The Operator Licence Awareness Training (OLAT) is a one day course suitable for those who wish to know more about the responsibilities of owning a Goods Operator Licence or the role of the Transport Manager. This course is also suitable for qualified transport managers who need to refresh their knowledge on the Operator Licence Undertakings.

What the course covers

- Identifying licence categories
- Maintaining a vocational licence
- Role of the Traffic Commissioner
- Operator Licence Undertaking
- Basics of Drivers Hours and record keeping
- Vehicle Maintenance and Inspection requirements
- OCRS and Earned Recognition

Course Duration 1 Day

Course Cost £185 + vat per person

What is included Course Manual
Tea, Coffee, Lunch.
CILT Endorsed Certificate.

Transport Manager Refresher

Who the course is for Transport Managers who are required, or wish to refresh their skills and update changes to regulations usually at a 5 year interval

Fleet Operators who are FORS Accredited are required to undertake Transport Manager Refresher training every 5 years.

What the course covers

- Day one—OLAT
- Working at Height in Transportation
- Principles of Safe Loading
- Vehicle Weights and Dimensions
- Preventing Bridge Strikes
- Drivers Hours and Record Keeping
- Driver Planning
- Enforcement and Penalties.

Course 2 Days

Course Cost £265 + vat per person

What is included Course Manual
Tea, Coffee, Lunch.
CILT Endorsed Certificate.



TRANSPORT MANAGER PROFESSIONAL COMPETENCE

The Certificate of Professional Competence in Road Haulage is the only qualification recognised by the Traffic Commissioner, and is a mandatory requirement to be held by all Transport Managers holding a Standard National or Standard International Operators Licence.

In May 2025, anyone who is using Light Goods Vehicles over 2.5 Tonnes but under 3.5 Tonnes to transport goods for hire or reward outside of the UK will also be required to have a fully qualified Transport Manager and hold a Standard International Operator Licence. This includes cars with trailers or 4x4s with trailers.

Standard O Licence operators must nominate a person who is professionally competent and who is responsible for licenced operations. Applicants must be suitably qualified and experienced. This can be an internal Transport Manager, or an External Contractor.

A part time Transport Manager is acceptable depending on the number of vehicles and trailers authorised on the O Licence.

Those operators on a Restricted Licence, do not require a Transport Manager.

Any one can become professionally competent as long as they hold this qualification, and have not lost their "Good Repute" status previously with other fleet operators, or by bankruptcy or criminal record.

What the course covers	◆	Business Management
	◆	Financial Management
	◆	Commercial Management
	◆	Operator Licensing
	◆	Managing Drivers
	◆	Drivers Records
	◆	Goods Vehicles
	◆	Carrying Goods by Road
	◆	International Haulage
	◆	Employment Law

Course Duration	10 Days + Exam Day
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Course Cost	£989 + vat per person. £350 Deposit required on booking
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What is included	◆	10 Days of Classroom/Remote Teaching sessions.
	◆	Exam Registration/Fees
	◆	Lowes Transport Manager Handbook
	◆	Course Module Delegate Pack
	◆	Revision Pack
	◆	Practise Paper Pack
	◆	Pens, page tabs, highlighter.



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LEADERSHIP DEVELOPMENT

Our two day Inspirational Leadership training course is designed specifically for aspiring leaders of the future, or for those who are in leadership roles but feel they need the support of a formal programme of learning to develop their leadership skills further.

This highly interactive and practical based course is delivered in a friendly inclusive learning environment where delegates will be warmly welcomed and supported to feel ready to learn.

The course has a focus on ensuring learners fully understand the basic principles of good leadership and can return the workplace able to apply their newly developed skills and knowledge.

In addition to the course handbook they will also receive various toolkits throughout the course which they can use in their own roles to enforce their learning.

Open Courses are held at our Leicestershire Training Centre in South Wigston

Group Courses can be held at our premises, or at your own premises providing the training facilities are suitable.

What the course covers	◆	Defining Leadership
	◆	Leadership Responsibilities
	◆	The Common Leadership Mistakes
	◆	Characteristics of Great Leaders
	◆	Creating the Vision
	◆	Leadership Styles
	◆	Motivating and Inspiring
	◆	Performance Management
	◆	Setting SMART Objectives
	◆	Dealing with Difficult People
	◆	Effective Communication

Course Duration	2 Days—Classroom Based
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Course Cost	£499 + vat per person
	£3,999 + vat for a group of 10 Delegates

What is included	◆	Course Delegate Handbook
	◆	Notepad and Pen
	◆	Toolkits for the Workplace
	◆	Lunch and Refreshments

Just The Facts

OUR FACILITIES

Our Training Centre is located in South Wigston, which is easy to reach via Motorways, Rail, Bus or Car. We are ten minutes from the M1/M69 Fosse Park Junction, a 5 minute walk from South Wigston train station, and our premises provide free on site car parking.

Our large modern training room can accommodate up to 20 learners and provides a warm welcome to all of our course delegates. Freshly brewed coffee and a selection of teas, are always ready when our guests arrive, and are available throughout the day. Learners can relax in our break out areas during their breaks.

TRAINING ON YOUR OWN SITE

If you have a group of people who require training, we can provide on site group courses provided that you have suitable training facilities that are free from interruptions and excessive noise, and allow the learners to be comfortable in their learning environment.

Our group prices will vary dependent on your location, distance travelled and hotel expenses etc.

HOW TO BOOK

- ♦ All courses have to be paid for on booking
- ♦ Individuals booking onto open courses can book via our website at www.just-training.co.uk and visiting the relevant course page.
- ♦ If you are not able to do this you can call or [email](mailto:sales@just-training.co.uk) us to arrange for a booking form to be emailed to you.
- ♦ For Group course bookings, please telephone us on 0116 2166488 or email us on sales@just-training.co.uk
- ♦ All bookings will require either a web booking or a booking form to be completed in order for us to process your booking via our digital system.
- ♦ If you have not booked via the web, once we receive your booking form we will then raise an invoice and send you a payment link and when payment has been made we will confirm your booking.
- ♦ Transport Manager course bookings require a deposit of £350 + vat per person if booked in advance on next scheduled course dates, otherwise the full price is due.



