



**Just  
TRAINING**

## **CILT TRANSPORT MANAGER TRAINING PROGRAMMES**



The Chartered  
Institute of Logistics  
and Transport

Registered Centre



Approved Centre



APPROVED CENTRE AC01943



QUALSAFE AWARDS  
REGISTERED CENTRE  
Centre No.: 0904185



ID: A00337

**Just Training (East Midlands) Limited** are a well established training provider based in Leicestershire that holds approved centre status with many awarding organisations enabling us to offer a wide range of services to our customers.

As a CILT approved training centre, we are able to support your organisation with CILT Approved and CILT Endorsed qualifications to keep your Operating Centre compliant and protect your Licence and your OCRS scoring.

Our training facilities at Leicester are first class and offer course delegates a warm welcome from our friendly admin team, clean and comfortable surroundings with two relaxing break out areas and a 20m x 5m Training Room, fully air conditioned and well equipped to enable a first class training experience.

### **The Level 3 Certificate of Professional Competence for Transport Managers (Road Haulage)**

The Traffic Commissioners recognise CILT and this qualification as the level of Professional Competence required for anyone wishing to become a Transport Manager for a fleet operator who holds either a Standard or Standard International Operators Licence.

The Level 3 Certificate consists of one unit, made up of four modules and various elements that sit within each module

- ◆ **Managing Business Operations**
  - ◆ Business and Company Law
  - ◆ Commercial Management
  - ◆ Financial Management and Business Taxation
  - ◆ Human Resources and Industrial Relations
  - ◆ Marketing
  - ◆ Managing Workplace Health and Safety
- ◆ **Managing Drivers**
  - ◆ Driver Licensing and Training
  - ◆ Drivers Hours and Records
- ◆ **Managing Compliance and Risk**
  - ◆ Operator Licensing
  - ◆ Traffic Accident Procedures
  - ◆ Insurance
  - ◆ Planned Preventative Maintenance
  - ◆ Plating and Testing

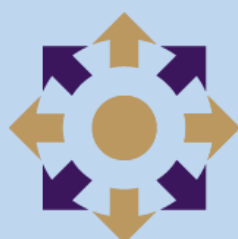
- ◆ Weights and Dimensions
- ◆ Safe loading and Transit
- ◆ Traffic Regulations and Speed Limits
  
- ◆ **Managing Transport Operations**
  - ◆ Contracts and Conditions of Carriage
  - ◆ Electronic Data
  - ◆ Vehicle Selection
  - ◆ Vehicle Costings
  - ◆ Vehicle Taxation
  - ◆ Permits and Methods of Operating
  - ◆ Incoterms
  - ◆ Frontier Crossings
  - ◆ Customers Transit Systems
  - ◆ Transport Documents
  - ◆ CMR

The courses we run are predominantly classroom based training sessions, with open courses running at our Leicester centre on a monthly basis ready for each round of CILT exam schedule. Group courses can also be offered at your own premises, with considerable group course discounts.

### **Costs**

**Open courses** are £998 + vat per person including exam fees and all course material. Course materials includes the Lowes Transport Managers Guide.

**Group courses** can be arranged to be held either at your own site or at ours. Min of 6 and Max of 15 per group. Please enquire about costs.



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## Operator Licence Awareness Training (OLAT)

This one day **CILT Endorsed** course is held regularly throughout the year from our training centre in Leicestershire, and can also be delivered on your own site for groups of 6 to 15 or can be delivered as a group remote course if preferred.



### Who this course is for

Anyone who works within the transport department may benefit from having a better understanding of the legal requirements of holding and maintaining a Goods Operator Licence to ensure that all of the Statutory Undertakings are continually met. This course is also often recommended by the Traffic Commissioner to transport managers who have been found to be lacking in knowledge and understanding of complying with the Operator Licence requirements.

Our OLAT Course has been endorsed by CILT and certification will identify this, therefore this course is accepted by the Traffic Commissioner.

### Course Topics

- ◆ Statutory Guidance Document requirements
- ◆ Goods Vehicles and Light Goods Vehicles operator licence requirements
- ◆ Using the VOL
- ◆ The Role of the Transport Manager.
- ◆ Statutory Undertakings of holding and maintaining a licence
- ◆ Amending your licence
- ◆ Loss of Good Repute—7 Deadly Sins
- ◆ Consequences of prosecutions
- ◆ Inspection, prohibition and penalties
- ◆ 5 Year Review
- ◆ Public Inquiries.
- ◆ The OCRS System
- ◆ Understanding Driving Licence Categories
- ◆ Driver CPC Periodic Training requirements
- ◆ Vehicle Maintenance
- ◆ The Basics of Drivers Hours.

### Course Cost

£185 + vat per person classroom based learning. Includes CILT Endorsed certification, lunch, teas, coffees and course manual.

Group courses available on your own site or via remote learning. Minimum of 6 learners required. Please enquire for details.

## Transport Manager Refresher Course

This two day CILT ENDORSED course is the preferred course of the Traffic Commissioner to act as the refresher training for all transport managers, and especially those who have found themselves in front of a public inquiry due to non compliance with the statutory undertakings of your Goods Operator Licence. This course will also satisfy the requirements of FORS at Silver and Gold level for those approved fleet operators.



**This course is made up of Day 1 being the OLAT Course and Day 2 covering :**

- ◆ Working at Height in the Transport Sector
- ◆ Reducing accidents using tail lifts.
- ◆ Regulations relating to safe loading
- ◆ Securing loads and load restraints
- ◆ Construction and Use Regulations
- ◆ Axle weights
- ◆ C&U Vehicle Widths
- ◆ Abnormal loads under C&U
- ◆ Abnormal loads—STGO
- ◆ Preventing bridge strikes
- ◆ Understanding Drivers Hours and Journey Planning
- ◆ Enforcement penalties and graduated Fixed Penalty Schemes

### Course Cost

£295 + vat per person includes course manual, tea, coffee and lunch.

Group courses available on your own site or via remote learning. Minimum of 6 learners required. Please enquire for details.

### DRIVER PERIODIC CPC MODULES

Our Periodic CPC course consists of a number of 3.5 hour modules, which can be mixed and matched to form a 1 day 7 hour module to suit your needs. We hold regular open courses at our own premises in South Wigston, and can also deliver group courses on your own premises. Some of our modules can be delivered via remote learning but not all.

Our modules consist of: *Primary Care First Aid, Secondary Care First Aid, High Risk First Aid, Driver Lifestyle, Drivers Hour and Record Keeping, Food and Nutrition, Manual Handling, Mental health at Work, Safe Urban Driving WRRR, Safe Loading, Safety and Security.* Please enquire about costs and dates.



## FORS SAFE URBAN DRIVING

We are an approved provider of FORS Safe Urban Driving Courses which includes the practical On-Cycle module that is required for all those fleet operators who work on HS2 or similar projects.



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We run open courses each month from our training centre based in Leicestershire, or we can offer group courses delivered at your own premises. We provide all the bikes and cycling equipment.

On site group courses can be held for between 6 and 24 drivers and can be delivered on Saturdays or week-days.

These courses will maintain your compliance with FORS from Silver Level providing you ensure that a minimum of 90% of your drivers have completed the training within each 5 year period, and also for those who are working toward or maintaining DVSA Earned Recognition.

If you would like to arrange a group course for Safe Urban Driving please call us to discuss.



### CONTACT DETAILS

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***Speak to Hannah or Andrea***