

Training Prospectus 2009



- Aviation Security • Customer Service • Dangerous Goods • Health & Safety • IT Development • Logistics & Transport • Management Training • Personnel Practice • Port & Maritime • Road Haulage • Soft Skills • Supply Chain Management • Vehicle Maintenance & Repair • Warehousing •

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Aviation Security

Course Code	Title
SEC01	Aviation Security – Level 1
SEC02	Aviation Security – Level 1 & 2 Refresher
SEC03	Aviation Security – Level 2
SEC04	Aviation Security – Level 3
SEC05	Aviation Security – Level 3 Refresher
SEC06	Aviation Security – Level 4

Customer Service

Course Code	Title
CUS01	Customer Service – NVQ Level 1
CUS02	Customer Service – NVQ Level 2
CUS03	Customer Service – NVQ Level 3
CUS04	Managing the Client Relationship

Dangerous Goods

Course Code	Title
DG01	Dangerous Goods
DG02	Dangerous Goods – 49 CFR
DG03	Dangerous Goods – Infectious Substances
DG04	Dangerous Goods by Air
DG05	Dangerous Goods by Air – Revalidation
DG06	Dangerous Goods by Road
DG07	Dangerous Goods by Road – Revalidation
DG08	Dangerous Goods by Sea
DG09	Dangerous Goods by Road & Sea to Europe
DG10	Multimodal Dangerous Goods Awareness
DG11	Introduction to Dangerous Goods Transport
DG12	Management of Dangerous Goods
DG13	Dangerous Goods Safety Advisor
DG14	DGSA Rail Module
DG15	DGSA Revision Days
DG16	Receiving Deliveries of Petroleum Spirit
DG17	Drivers of Dangerous Goods in Limited Quantities or Limited Loads

Health & Safety

Course Code	Title
HS01	Fire Risk Awareness & Risk Assessment
HS02	Fire Safety Risk Assessment
HS03	First Aid – Appointed Person
HS04	First Aid at Work
HS05	Accident Prevention & Investigation at Work
HS06	Corporate Manslaughter
HS07	Health & Safety in Road Transport Operations
HS08	Health & Safety Awareness
HS09	Health & Safety Regulations Risk Assessment
HS10	Introductions to Health & Safety in the Workplace
HS11	Risk Management Techniques
HS12	Introduction to the principles of Risk Assessment & Safe Systems of Work
HS13	Health & Safety Overview for Freight Industry Managers & Supervisors

IT Development

Course Code	Title
IT01	European Computer Driving License
IT02	Advanced European Computer Driving License

Logistics & Transport

Course Code	Title
LOG01	Customs Procedures for Export Cargo
LOG02	Customs Procedures for Import Cargo
LOG03	Export Licensing
LOG04	Exports for Beginners
LOG05	Imports for Beginners
LOG06	International Freight CPC
LOG07	International Passenger CPC
LOG08	Introduction to Air Cargo – Basic Rating
LOG09	Introduction to Air Cargo – Full Course
LOG10	Introduction to Air Cargo – Procedures
LOG11	Introduction to Export Procedures & Practice
LOG12	Lean Principles
LOG13	Lean Service & Administration
LOG14	Lean Toolbox
LOG15	BTEC Intermediate Award in Customs Import & Export Procedures
LOG16	BTEC Intermediate Award in Customs Import Entry
LOG17	Logistics & Transport Intro. Certificate – Level 2
LOG18	Multimodal Freight Training – Level 2
LOG19	Level 3 Certificate in Operations Management
LOG20	Logistics & Transport Certificate – Level 3
LOG21	Logistics National Award – Level 3

LOG22	Certificate in Road Freight Logistics – Level 3
LOG23	Level 5 Diploma in Operations Management
LOG24	Level 5 Professional Diploma in Logistics & Transport
LOG25	Level 6 Advanced Diploma in Logistics & Transport
LOG26	Advanced Diploma in Operations Management
LOG27	Diploma in Customs Management
LOG28	BTEC Intermediate Award in Multimodal International Freight Procedures
LOG29	MSc in International Logistics & Supply Chain Management
LOG30	MSc in International Transport & Logistics
LOG31	Certification in Humanitarian Logistics
LOG32	Value Stream Mapping
LOG33	Working with Letters of Credit
LOG34	Business Process Improvement
LOG35	Background to Shipping
LOG36	Business Process Outsourcing
LOG37	Corporate Social Responsibility
LOG38	Costing & Financial Basics for Operations Managers
LOG39	Effective Inventory Management
LOG40	Total Quality Management & Continuous Management
LOG41	Basic Techniques for Production and Inventory Control
LOG42	Local Authority Workshops

LOG43	Manufacturing Resource Planning
LOG44	Master Planning
LOG45	Materials & Capacity Requirements Planning
LOG46	Removing & Avoiding Excess Obsolete Inventory
LOG47	Sales & Operations Planning

Management Training

Course Code	Title
MAN01	Management – NVQ Level 3
MAN02	Management – NVQ Level 4
MAN03	Management – NVQ Level 5
MAN04	Managing & Developing People
MAN05	The Transport Team Leader
MAN06	Train the Trainer
MAN07	Diploma in Management
MAN08	Effective Appraisals
MAN09	Influencing & Negotiating
MAN10	Leadership & Management Styles
MAN11	Team Leading ILM Introductory Certificate
MAN12	First Line Management Introductory Certificate
MAN13	Leadership & Management Styles
MAN14	Managing & Developing People
MAN15	Managing Business Change
MAN16	Motivation & Feedback

MAN17	Negotiating Skills
MAN18	Planning Change
MAN19	Problem Solving
MAN20	Team Building
MAN21	Using People as a Resource
MAN22	Decision Making
MAN23	Professional Development Certificate in Management Services

Personnel Practice

Course Code	Title
PER01	Personnel Practice Certificate
PER02	Effective Interviewing

Port & Maritime

Course Code	Title
POR01	Maritime Contracts
POR02	Bills of Lading
POR03	Bunker Claims
POR04	Certificate in Chartering
POR05	Certificate in Marine Claims
POR06	Maritime Economics
POR07	Maritime Emergencies

POR08	Maritime Security
POR09	Risk Management in ICE Operations
POR10	Ship Registration
POR11	Tanker Charter parties
POR12	Diploma in Maritime Purchasing & Supply
POR13	Diploma in Port Management
POR14	Financing in Ports & Terminals
POR15	Introductory Certificate on Pipeline Engineering
POR16	Maritime Accidents
POR17	Maritime Cargo Claims
POR18	ADR – Dangerous Goods in Packages & Tankers
POR19	Oil Pollution
POR20	Oil Trading
POR21	Risk Management
POR22	Diploma in Ship Agency
POR23	Diploma in Ship Management
POR24	Diploma in Ship Superintendence
POR25	MBA in Shipping, Ports & Logistics
POR26	Postgraduate Diploma in Marine Law
POR27	Diploma in Crew Management

Road Haulage

Course Code	Title
ROA01	Digital Tachograph Solutions
ROA02	Digital Tachograph – Train the Trainer
ROA03	Driver Assessor – Train the Trainer
ROA04	Driver Development
ROA05	Digital Tachos – Digisimulator Driver Training
ROA06	Digital Tachos – Digisimulator Workshop for Managers
ROA07	Getting & Keeping your Operators License
ROA08	LGV (HGV) Driver Assessments & Corrective Training
ROA09	LGV (HGV) Driver Training
ROA10	LGV (HGV) Driving Instructor Training
ROA11	Lorry-Loader Operator
ROA12	Management of Drivers Hours and Records
ROA13	Management of Public Authority Transport
ROA14	Management of Workplace Transport Safety
ROA15	Managing Fuel Efficiency
ROA16	Transport Awareness for Directors & Senior Managers
ROA17	Transport Office Administrator
ROA18	Transport Routing & Scheduling
ROA19	Working Time Directive

ROA20	CPC Refresher
ROA21	National Freight Certificate of Professional Competence
ROA22	National Freight CPC Case Study Workshops
ROA23	National Freight CPC Refresher
ROA24	National Passenger CPC
ROA25	National Passenger CPC Case Study Workshops
ROA26	Green Strategy
ROA27	Reversing Assistant (Banksman)
ROA28	Drivers Hours & Tachographs
ROA29	Drivers Hours and Working Time Records Workshop
ROA30	LGV (HGV) Driver Awareness
ROA31	LGV (HGV) Driving Assessment & Corrective Training - Revalidation
ROA32	Managing your Operator License
ROA33	Road Haulage Industry Minimum Security Standard
ROA34	Road Transport Legislation
ROA35	Safe Loading of Vehicles
ROA36	Safe, Environmentally & Fuel Efficient Driving
ROA37	Specialist Inspection Training
ROA38	Transport Manager Update
ROA39	FTA Certificate - LGV (HGV) Driving Assessment & Corrective Training
ROA40	Transport Supervision Awareness
ROA41	Vehicle Defect Reporting for Drivers

ROA42	Yard Shunter
ROA43	FTA Diploma in Road Transport Management
ROA44	Train the Trainer - Safe, Environmentally & Fuel Efficient Driving
ROA45	Train the Trainer - Reversing Assistant (Banksman)
ROA46	Train the Trainer - Yard Shunter
ROA47	Banksman
ROA48	Categorization of Defects Training
ROA49	Daily Walk-Round Checks & Defect Reporting

Soft Skills

Course Code	Title
SOF01	Powerful Presentations
SOF02	Project Management
SOF03	Time Management
SOF04	Business & Administration - Level 2
SOF05	Effective Customer Liaison & Dealing with Difficult Situations

Supply Chain Management

Course Code	Title
SCM01	Demand Planning and Management
SCM02	Developing Effective Supply Chain Communications
SCM03	Planning for Supply Chain Management
SCM04	Purchasing : the A-Z
SCM05	Purchasing from Overseas
SCM06	Strategy & Tactics for Today's Supply Chain
SCM07	Supply Chain Awareness
SCM08	Customer Focus Throughout The Supply Chain

Vehicle Maintenance & Repair

Course Code	Title
VEH01	IMI Vehicle Maintenance & Repair - Level 1 Award
VEH02	IMI Vehicle Maintenance & Repair - Level 2 Certificate
VEH03	Vehicle Mechanics & Electrics BTEC First Diploma
VEH04	IMI Vehicle Maintenance & Repair - Level 2 Diploma

Warehousing

Course Code	Title
WAR01	Lift Truck Operator
WAR02	Lift Truck Operator - Refresher
WAR03	Lift Truck Safety Supervisor
WAR04	Manual Handling
WAR05	Warehouse Management
WAR06	Distribution & Warehousing NVQ Level 2