

CILT Skillnet

Upcoming Courses:
February – April 2019



The Chartered
Institute of Logistics
and Transport





CONTENTS

Professional Development Courses	3
High Performance Leadership: For Transport Managers.....	4
QQI Level 6 Training: Employment Law Course	5
QQI Level 6 Training: Train the Trainer - Delivery and Evaluation	6
QQI Level 6 Training: Train the Trainer - Needs Identification & Design	7
Logistics, Shipping, Supply Chain & Exportability Courses	8
Brexit: For Your Supply Chain	9
Customs Awareness Level 1 Training Course: Intermediate	10
Customs Awareness Level 2 Training Course: Experienced.....	11
Exportability: Transport Safety Awareness Series	12
1. Safe Stowage Awareness for Truck, Van, Container & Trailer Transport.....	12
2. Road Transport Safety Awareness	12
3. Security Awareness	12
4. Hazardous Chemical Awareness	13
5. Health and Wellbeing Awareness.....	13
Electric / Motorised Pallet Truck Course	14
Forklift Novice Course.....	15
Forklift Truck Refresher Course	16
Good Distribution Practices Programme	17
1. GDP: Champion	17
2. GDP: Operations.....	17
3. GDP: Drivers.....	18
INCOTERMS 2010 Training Course	19
International Transportation.....	20
Port Operations	21
QQI Level 5 Training: Warehouse Operations Training Course.....	22
RTITB/IIPMM MHE Instructor Course.....	24
Temperature Controlled Transport for Pharmaceutical and Foodstuffs	25
Training & Education: Warehousing Strategy, Design and Operations Course.....	26
Health & Safety Courses	27
Display Screen Equipment (DSE) Risk Assessors Training:.....	28
Fire Warden Training:.....	29
Pre-Hospital Emergency Care Council (PHECC) Certified: First Aid Training Course	30





**The Chartered
Institute of Logistics
and Transport**

1 Fitzwilliam Place, Dublin 2, D02 DT68
Telephone: + 353 1 676 3188
Website: www.cilt.ie



"Promoting Professionalism in Logistics, Transport and Supply Chain"

Pre-Hospital Emergency Care Council (PHECC) Accredited: First Aid Response Refresher Training Course.....	31
IOSH Managing Safety Course:	32
QQI Level 5 Training: Safety and Health at Work Course	33
QQI Level 5 Training: Safety Rep Training Course	34
QQI Level 6 Training: Manual Handling Instruction Course	35
QQI Level 6: Manual Handling Instructor Refresher Course	37



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"Promoting Professionalism in Logistics, Transport and Supply Chain"

Professional Development Courses

3



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High Performance Leadership: For Transport Managers

- Price:** € 750 per participant
Location: Red Cow Moran's Hotel, Dublin 22
Date: TBC
Duration: 4 Days

If you are ready to transform yourself and take your career to a new level, ready to lead and contribute in a whole new way. This is the programme for you. In today's fast changing business world, simply working harder will not be enough. Relying solely on your functional skills and expertise will no longer be enough. Even accumulating more years of experience will not be enough.

4

This programme which will be high-energy, candid, practical and inspirational in four key areas:

- **Personal Best:** How to magnify your strengths and reach new levels of confidence.
- **Interpersonal Best:** How to deal more effectively with conflict and sharpen your influence.
- **Professional Best:** How to polish your image and increase your appeal to customers, staff and other leaders.
- **Big Stretch:** How to change through personal accountability, discipline, and resolve.

Programme Content:

- How to be a memorable leader and role model.
- Leveraging our impact through others.
- Developing your self-esteem and confidence and jettisoning self-limiting beliefs.
- Empowerment as a key management tool.
- Resolving conflict without bloodshed.
- Developing your personal business brand.
- Effective performance evaluation and feedback.
- Innovation – raising the bar instead of fixing problems.
- Communication skills that will influence staff, the boss and customers.
- Delegation – working on the 'right things' and others 'monkeys'.
- Dealing with difficult staff.
- Create a healthy selfishness to ensure you meet your key goals.
- Time and work place effectiveness.
- Influencing upwards.
- Presenting for impact and success.
- Dealing with pressure & stress.
- Continually adding more value to your role in your business.



Delivery Method:

A highly interactive programme providing participants with skills and knowledge they can put into immediate practice. The session will be interactive but informal and will focus on key business relevant issues. This programme will not only go through the 'what' and the 'how' it will go through the 'WHY'.

Personal Development Action Plan:

Participants will complete and get sign off in advance of the core programme work by their line manager. There will be midterm and an end of programme reviews also built in. Lecturer will work with the line manager and the participant to ensure that the organisations and participants goals are aligned to the key needs of the business.

Please email eileen@cilt.ie to book your place on this course now!



QQI Level 6: Employment Law Course

- Price:** € 600 per participant
Location: Dublin
Dates: TBC
Duration: 4 Days

The level of claims, inspections and fines are increasing every year and there is huge pressure on organisations to ensure they comply with legislation that relates to their industry and also to their workers. Our Employment Law Certificate programme provides learners with the knowledge, skill and competence in the principles of employment law. The course will help participants to better understand and manage their legislative requirements both on an individual level and at organisational level.

5

Certification:

Employment Law Certificate – Level 6 on the National Framework of Qualifications (NFQ)/QQI

Benefits:

On course completion, learners will be able to:

- Learn about the Irish legal system and the influence of European law on Irish employment law
- Discover the impact of Data Protection and Freedom of Information in the workplace
- Acquire knowledge in the areas of discrimination, maternity, adoptive and parental leave, part-time and fixed-term work, agency work, payment of wages, the organisation of working time, pensions, health and safety, equality and privacy
- Evaluate the role of employment legislation and institutions including the function of labour relations institutions and trade unions
- Investigate the legislative framework of health, safety and welfare at work regulations
- Appreciate the legal significance of Human Resource grievance and disciplinary policies and procedure

Requirements:

Participants must be in the workforce over 5 Years to qualify for the course.

Course Assessment:

- Assignment 60%
- Examination (Theory) 40%

Employment Law Certificate Grading:

Pass 50% – 64%

Merit 65% – 79%

Distinction 80% – 100%

Please email eileen@cilt.ie to book your place on this course now!



QQI Level 6: Train the Trainer - Delivery and Evaluation

- Price:** € 480 per participant
- Location:** Carlton Hotel Dublin Airport
- Date:** 20th—21st & 27th—28th February 2019
- Duration:** 4 Days

This **4-day** Train the Trainer – Training Delivery and Evaluation Level 6 award provides learners with the knowledge, skill and competence to deliver, assess and evaluate a training and development intervention. It is an opportunity to refine your training delivery skills and explore the theory behind training and development. The course is designed for both new and experienced trainers and all those involved in carrying out training and who want to achieve a recognised qualification.

6

Certification:

Training Delivery and Evaluation Certificate – Level 6 on the National Framework of Qualifications (NFQ)/QQI

Benefits:

On course completion, learners will be able to:

- Outline the concepts and theories underlying the delivery and evaluation of training interventions
- Explore the elements which impact on the effectiveness of a training session to include, the learning environment, the trainer, learning methodologies and the group dynamics of participants
- Appraise a range of evaluation models, approaches, tools and techniques used in the evaluation and monitoring of training
- Deliver appropriate training content and materials using a range of training aids
- Formulate appropriate evaluation tools, techniques and approaches for a training session to determine whether or not training needs were met and objectives fulfilled
- Apply a comprehensive range of specialised training delivery and evaluation skills
- Devise a training evaluation process to include the identification of key stakeholders, feedback from the trainee, challenges within the process and the conduct or methodology of the evaluation
- Report on a training and development evaluation to include the identification of areas of success and of improvement opportunities.

Train the Trainer Course Assessment:

- Project 40%
- Skills Demonstration 40%
- Learner Record 20% (A learner record is the learner's self-reported and self-reflective record in which he/she describes specific learning experiences, activities, responses and skills acquired)

Training Delivery and Evaluation Certificate Grading:

Pass 50% – 64%

Merit 65% – 79%

Distinction 80% – 100%

QQI Level 6 Special Purpose Award in Training and Development Requirements:

In order to receive a QQI Level 6 Special Purpose Award in Training & Development you must complete both QQI Training Delivery and Evaluation (4 day course) and QQI Training Needs Identification and Design (5 day course). If you currently hold a FETAC Train the Trainer qualification you are exempt from having to complete the QQI Training Delivery and Evaluation course and just need to complete QQI Training Needs Identification and Design in order to receive a QQI Level 6 Special Purpose Award in Training & Development.

Please email eileen@cilt.ie to book your place on this course now!



QQI Level 6: Train the Trainer - Needs Identification and Design

- Price:** € 560 per participant
- Location:** Dublin
- Date:** 10th—12th & 18th—19th April 2019
- Duration:** 5 Days

This **5-day** Train the Trainer – Training Needs Identification & Design Level 6 Award provides learners with the knowledge, skill and competence to identify training and development needs at an organisation and or individual level. It offers learners the opportunity to learn the skills of devising a training plan and to explore the scope of training and development design. The course is designed for both new and experienced trainers and all those involved in carrying out training and who want to achieve a recognised qualification.

7

Certification:

Training Needs Identification and Design Certificate – Level 6 on the National Framework of Qualifications (NFQ)/QQI

Benefits:

On course completion Learners will be able to:

- Examine the internal and external environmental factors influencing training and development requirements
- Examine the impact of organisation strategy, policy, vision and mission on training and development
- Assess a range of approaches and techniques to conduct a training needs analysis and outline the stages in conducting a training needs analysis
- Assess a range of Instructional System Design (ISD) models
- Apply a comprehensive range of specialised skills and tools in identifying the barriers to training and attitudes to training in an organisation
- Devise a training plan based on prioritised training needs to include a cost benefit analysis
- Design a training intervention, that incorporates a range of design factors to include trainees, adult learning theories, motivation theories, objectives, exercises, training methods, learning aids, location and facilities
- Develop appropriate training content and materials using a range of learning aids to include web based facilities, software, flipcharts and handouts
- Evaluate a range of performance management approaches in the context of identifying training and development needs
- Conduct a Training Needs Analysis (TNA) to identify training and development needs for an organisation and or individual
- Identify TNA outcomes in terms of gaps in knowledge, skills and attitudes

Course Assessment:

- Project 60%
- Assignment 40%

Training Needs Identification and Design Certificate Grading:

Pass 50% – 64%

Merit 65% – 79%

Distinction 80% – 100%

QQI Level 6 Special Purpose Award in Training and Development Requirements:

In order to receive a QQI Level 6 Special Purpose Award in Training & Development you must complete both QQI Training Delivery and Evaluation (4 day course) and QQI Training Needs Identification and Design (5 day course). If you currently hold a FETAC Train the Trainer qualification you are exempt from having to complete the QQI Training Delivery and Evaluation course and just need to complete QQI Training Needs Identification and Design in order to receive a QQI Level 6 Special Purpose Award in Training & Development.

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"Promoting Professionalism in Logistics, Transport and Supply Chain"

Logistics, Shipping, Supply Chain & Exportability Courses

8



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Brexit: For Your Supply Chain

Price: € 680 per participant
Location: Dublin
Date: TBC
Duration: 1 Day
Time: 9.30am to 5.30pm

Are you currently **exporting or importing to the UK**?
Are you **planning** to export or import to the UK?
Are you concerned about **customs and revenue** post-Brexit?

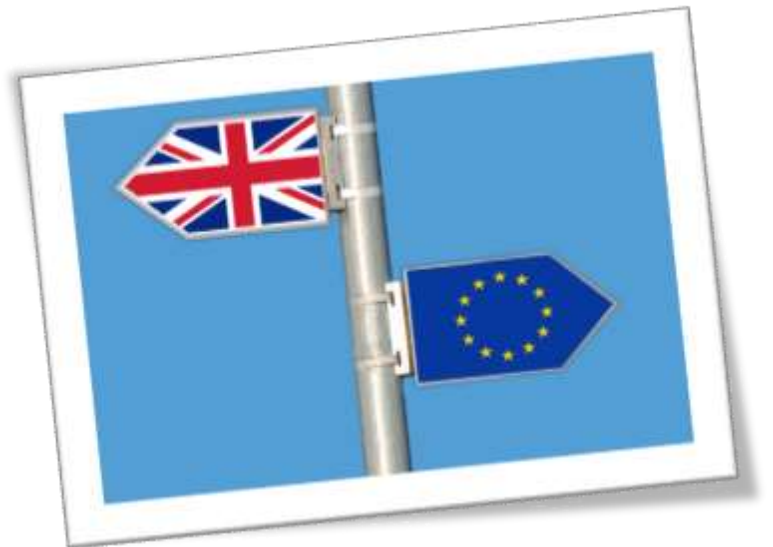
9

This is a practical training programme to help exporters prepare for Brexit. This programme will give each participant clear guidance on customs procedures and documentation in a post-Brexit scenario. Customs/Revenue will be present on the day to answer any customs queries and concerns.

Each participant will come away with an understanding on what their business needs to do in order to plan for a Brexit situation in terms of customs and documentation to future proof their business.

Course Content:

- Export Declarations
- Tariff Classifications
- Understanding UK Customs
- Benefits of AEO for Brexit
- Customs Documentations
- Q&A with Revenue



Who Should Attend?

This course was designed for:

- Logistics, Shipping and Supply Chain Managers
- Finance and Procurement Managers
- Compliance Managers
- Customs Managers
- Export Sales Managers
- Business Development Managers

Please email eileen@cilt.ie to book your place on this course now!



Customs Awareness Level 1 Training Course: Intermediate

- Price:** € 480 per participant
Location: Croke Park Stadium, Dublin
Dates: 13th February 2019
11th April 2019
14th August 2019
22nd October 2019
12th November 2019
Duration: 1 Day Course — 9.30am to 1.30pm

10

Learn how to manage your dealings with EU customs more efficiently at our newly structured Customs Awareness Level 1 Course.

What is covered on the course?

Classification:

- Harmonised Systems
- Understanding Different Regimes — CBP / EU
- Simple Products / Complex Products
- Reclassification of Products
- Voluntary Disclosure
- BTI & Rulings

Origin:

- Country of Dispatch Vs. Origin
- Non-Preferential / Preferential Origin
- Free Trade Agreements

Valuation:

- Calculating and Payment of Import Duty and Taxes

International Customs Documentation:

- Completion of SADs
- Audit Requirements
- Customs Brokers
- Customs Brokerage Audits

Who Should Attend?

This course would be ideal for:

- Business Development Managers
- Logistics and Shipping Managers
- Finance and Procurement Managers
- Compliance Managers
- Customs Managers
- Export Sales Managers
- Entry Level Staff



Please email eileen@cilt.ie to book your place on this course now!



Customs Awareness Level 2 Training Course: Experienced

- Price:** € 480 per participant
Location: Croke Park Stadium, Dublin
Date: 7th March 2019
11th September 2019
Duration: 1 Day Course — 9.30am to 1:00pm

Learn how to manage your dealings with EU customs more efficiently at our newly structured Customs Awareness Level 2 Course.

11

What is covered on the course?

Customs procedures:

- Customs Warehousing
- Inward Processing
- Procedure Codes
- International Business
- Quotas
- Free Trade Zone
- AEO / Types of AEO / Requirements and Process
- Mutual Recognition
- Incoterms

EU & US Export Controls:

- Export Licenses
- Embargoed Countries
- Denied Party Listing
- Managing Sanctions
- Dual Use (Identification; Permissions / Approvals / Licenses)
- Restricted Parties (Screening; Permissions / Licenses)
- Doing Business with Integrity in Corrupt Markets



Who Should Attend?

This course would be ideal for:

- Business Development Managers
- Logistics and Shipping Managers
- Finance and Procurement Managers
- Compliance Managers
- Customs Managers
- Export Sales Managers
- Entry Level Staff

Please email eileen@cilt.ie to book your place on this course now!



Exportability: Transport Safety Awareness Series

The Transport Safety Awareness Series brings together 5 awareness courses/workshops which are designed to increase safety awareness for those working in Logistics, Transport and associated industries. Each workshop is 3 hours in duration and is offered in a practical learning environment through lectures and workshops. They can be offered as an in-house awareness package or as an add-on to the Port Operations, Temperature Controlled Transport and International Transportation courses.

12

1. Safe Stowage Awareness for Truck, Van, Container & Trailer Transport

- Price:** TBC
Location: Offered throughout the Republic of Ireland
Date: TBC
Duration: 3 Hours

Participants will learn about safe loading and stowage for Containers, Trucks and Vans by road or/and sea. This course is delivered in a practical loading environment and will cover the following:

- Pallet and Non-Palletised Loads
- Securing Devices
- Maximising Loading Space
- Safety Awareness

2. Road Transport Safety Awareness

- Price:** TBC
Location: Offered throughout the Republic of Ireland
Date: TBC
Duration: 3 Hours

This course is delivered through lecture and practical workshop which will increase awareness in following:

- Legal Weight Restrictions
- Even Weight Distribution
- Specialist Transport Equipment - Refrigerated Trucks, Flat Rack Trailers, Curtain Sides
- Heavy, High and Wide Loads

3. Security Awareness

- Price:** TBC
Location: Offered throughout the Republic of Ireland
Date: TBC
Duration: 3 Hours

This course is delivered as a workshop and with open discussion designed to increase awareness of the risks and provide an understanding of the following:

- Terrorism Threats and Nature of Anticipated Threats
- Organisation and Premises Familiarisation
- Understanding Port Security ISPS
- Personal Security



4. Hazardous Chemical Awareness

- Price:** TBC
Location: Offered throughout the Republic of Ireland
Date: TBC
Duration: 3 Hours

This course is delivered through lecture and open discussion. The purpose of the course is to increase awareness to those working in a logistics/transport environment of the type of Hazardous Chemicals they may encounter. It will cover:

- Hazardous Goods by Air, Sea, Road
- Safety Statements
- Understanding your Responsibilities
- Safety Equipment
- Personal Safety
- Handling Emergencies

This course can be offered as IMDG Awareness specifically for companies working with Sea Transportation. This course can be offered as ADR Awareness specifically for companies working with Road Transportation.

13

5. Health and Wellbeing Awareness

- Price:** TBC
Location: Offered throughout the Republic of Ireland
Date: TBC
Duration: 3 Hours

This course will increase awareness to the individual of importance to be healthy and well. Participants will learn about managing stress, importance of nutrition and exercise and how these factors can positively affect our work practices and good mental health.

- Managing Stress in a Logistics Environment
- Relationship Management – In and Out of the Workplace
- Nutrition
- Exercise
- Healthy Work Practices

Who Should Attend the Exportability Transport Safety Awareness Series?

- Manufacturers / Exporters / Importers
- Supply Chain and Operations Managers and Personnel
- Shipping Managers – Freight or Manufacturer
- Shipping Department - Manufacturer
- Export Department - Manufacturer
- Warehouse Managers and Personnel
- Transport Managers and Personnel
- Any Individual Working in a Transport Environment

Please email eileen@cilt.ie to book your place on this course now!



Electric / Motorised Pallet Truck Course

Price: TBC
Location: TBC
Date: TBC
Duration: 1 Day

This course refreshes recently trained employees in the theory and safe use of a motorized pallet truck (MPT). Six Refresher Operators can be re-certified on the 1-Day course or three Novice Operators on the 1-Day course.

14

On completion of this course participants will be able to:

- Use Electric Pallet Trucks Without Danger to People and Property
- List the Steps to Take to Ensure Effective Maintenance

Course Programme:

- Brief Summary of the Safety, Health and Welfare at Work Act, 2005
- Explanation of Principles Behind Pallet Truck Operations
- How to Deal with Pallet Loads
- Overloading
- Battery Care and General Maintenance
- Practical Exercise and Assessment of Skills

Methods of Training:

This course is based on classroom methods and practical lessons with Motorised Pallet Trucks.



Please email eileen@cilt.ie
to book your place on this
course now!



Forklift Novice Course

- Price:** TBC
Location: TBC
Date: TBC
Duration: 3 Days
Maximum Participants: Three participants

This course is suitable for new drivers or drivers with little experience and no certification. The course consists of theoretical and practical training and testing. On successful completion each participant will be awarded a three-year IIPMM certificate of competency. Operating a forklift is a specialized skill. Many accidents are caused by untrained drivers operating trucks in ignorance of the special conditions that apply to forklifts. This course is aimed at individuals new to forklift truck driving. Certificates are awarded to participants who are successful in the theoretical and practical tests. A confidential assessment on each operator's abilities is also provided.

15

On completion of the course participants will be able to:

- Demonstrate Safe Operating Skills
- Avoid Danger to People and Property
- Carry Out an Inspection of the Forklift Truck
- List the Consequences of Taking Certain Kinds of Chances
- Load and Unload Safely
- Refuel / Recharge Forklifts
- Handle Awkward Loads

Course Programme:

- Theory Session & Operator's Safety Code
- Daily Inspection & Pre-Use Checks
- Hydraulic Inspection
- Operating Practices
- Written Test
- Feedback

Practical Training:

- Introduction to the Forklift Truck
- Controls and Instruments
- Daily Inspection, Take Over and Maintenance
- Starting, Stopping and Steering
- Simple Corners and Manoeuvring
- Operation of Hydraulic Controls
- Weight Assessment
- Handling Pallets
- Manoeuvring in Confined Spaces
- Handling Awkward Loads
- Skill Tests

Methods of Training:

This course is based on classroom methods and practical lessons on forklift trucks.

Please email eileen@cilt.ie to book your place on this course now!



Forklift Truck Refresher Course

Price:	TBC
Location:	TBC
Date:	TBC
Duration:	1 Day
Maximum Participants:	Three participants

16

This course refreshes previously trained forklift operators in the theory and safe use of a Forklift truck. A three-year IPMM certificate of training is issued to successful participants.

On completion of this course participants will be able to:

- Use Forklift Trucks Without Danger to People and Property
- List the Steps to Take to Ensure Effective Maintenance



Course Programme:

- Brief Summary of the Safety, Health and Welfare at Work Act, 2005
- Explanations of Principle Behind Fork Truck
- How to Deal with Pallet Loads
- Overloading
- Battery Care and General Maintenance
- Practical Exercise and Assessment of Skills

Methods of Training:

This course is based on classroom methods and practical lessons with Forklift Trucks.

Please email eileen@cilt.ie to book your place on this course now!



Good Distribution Practices Programme

Good Distribution Practice plays a key role in assuring quality of the supply chain and distribution and ensures compliance and safety throughout the whole supply chain. Our GDP courses are focused at providing training courses to all levels of personnel involved in the supply chain. Our Good Distribution Practices programme consists of three GDP courses: Champion, Operations, and Driver.

1. GDP: Champion

- Price:** € 1,480 per participant
Location: Dublin
Dates: 26th—28th February 2019
14th—16th May 2019
27th—29th August 2019
4th—6th November 2019
Duration: 3 Days

17

This course is specifically designed for the person nominated to oversee the GDP systems within each individual premises. GDP Champion is the key contact point on all compliance and quality aspects of GDP practices along the supply chain.

Content:

- Key Quality Components of GDP Explained in a Practical Way
- Self-Inspections / Audits
- Standard Operating Procedures (SOPs)
- GDP Staff Training
- Recall / Returns
- Facility & Warehouse Layout
- Temperature Controlled Logistics

2. GDP: Operations

- Price:** TBC
Location: Dublin
Date: TBC
Duration: 1 Day

This course is specifically designed for key personnel involved in supply chain activities, warehousing/facility and handling or managing medicinal products.

Content:

- Introduction to GDP
- Overview of the Regulators
- GDP & the Supply Chain
- Key Legislation
- Quality Systems Key Components for GDP



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3. GDP: Drivers

Price: TBC
Location: Dublin / Online
Date: TBC
Duration: 1 Day

The purpose of this two hour course is to give drivers an appreciation of the Good Distribution Practice (GDP) in relation to how Pharmaceutical Materials, Active Pharmaceutical Ingredients / Products, Medical Devices & Diagnostics should be collected / delivered correctly to ensure full compliance and that quality is assured to patients safety is secure right along the supply chain. This course is specifically designed for drivers who collect, transport and deliver pharmaceutical or medical products.

18

Content:

- What is GDP?
- Who is the Irish Medicines Board?
- What is my responsibility as a driver?
- Collections & Deliveries to Customers? Security in Transit
- Transportation & Vehicle Standards
- Documentation requirements

Please email eileen@cilt.ie to book your place on this course now!



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INCOTERMS 2010 Training Course

Price:	€ 480 per participant
Location:	Dublin
Date:	7th February 2019 22nd May 2019 21st November 2019
Duration	1 Day
Time:	TBC

Incoterms are international commercial terms which are used in the assignment of costs and responsibilities between buyers and sellers around the globe, which are very often mistaken and treated as shipping terms. Incoterms were proposed by the International Chamber of Commerce to provide a framework when dealing with matters of sales contracts such as: arranging and paying for transportation, customs clearance, duty and VAT payments, arranging necessary documentation and agreeing on the point where risk and insurance responsibility is passed over from the seller to the buyer.

19

Although there are 11 different incoterms, sellers and buyers regularly underestimate the importance of them and their impact on international trade. Many traders believe that the clear and plain language used in the contract will be enough to ensure that all parties keep their trading obligations. Traders very often cannot see that incoterms eliminate discrepancies in contract language by giving the same definition of specific trade agreement to all parties and reducing the risk of problems that may occur during the shipment. Failure to understand the correct definition of each Incoterm used will lead to problems throughout the supply chain and may affect payment of goods, delivery schedules and even cause conflict between seller's and buyer's responsibilities, including who completes the customs declarations and makes duty payments.

The Incoterms rules have become an essential part of the daily language of trade and it is extremely important that the terms of sale are discussed upfront, which will help you to reduce the risk in a transaction. By specifying the seller's and buyer's obligations, there is no confusion with regards to rules of transportation from one country to the other.

What is covered on the course?

Classification:

- What are Incoterms
- Functions of Incoterms
- Using Incoterms Effectively
- The 11 Incoterms Explained
- Commercial Documents
- Deciding on the Correct Incoterms

Who Should Attend?

This course would be ideal for:

- Business Development Managers
- Logistics and Shipping Managers
- Finance and Procurement Managers
- Compliance Managers
- Customs Managers
- Export Sales Managers
- Entry Level Staff

Please email eileen@cilt.ie to book your place on this course now!



International Transportation

- Price:** TBC
Location: In-Company Basis Only
Date: TBC
Duration: 1 day with optional 2nd day

This one or two-day course is aimed at individuals and businesses involved in manufacturing, logistics and freight forwarding who are required to transport their cargo by sea, road and air. It offers the participant a general overview of the workings of international transportation and can be adapted to the participant requirements.

20

We will look at the types of transport suitable for your cargo and carrier selection appropriate to market area and specialist cargoes. The courses are less about the theory of shipping but rather practical scenarios and outcomes. Our courses are delivered by Industry professionals with years of experience in international shipping, international transport and terminal operations.

Day One Content:

- Transporting by Sea, Air, Road, Inland Waterway (Europe)
- Understanding Shipping Terms
- Feeder Shipping, Deep Sea, Short Sea
- Carrier Selection
- Cargo Packaging and Labelling for International Markets
- Understanding Transport terminology
- Cargo Safe Stowage by Road and Sea / Container Stowage
- Solas / Verified Gross Mass – Legal Requirements
- Health and Safety
- Dangerous Goods Awareness
- Refrigeration Plug-in and Technical / Cold Storage and Logistics

Day Two Content (optional):

- Day two will include visit to Sea Port
- Customs Awareness
- Brexit – Planning for Customs
- Documentation

Who Should Attend?

- 3PL
- Supply Chain and Operations Managers
- Shipping Managers – Freight or Manufacturer
- Shipping Department - Manufacturer
- Export Department - Manufacturer
- Owner / Managers



Please email eileen@cilt.ie to book your place on this course now!



Port Operations

- Price:** TBC
Location: In-Company Basis Only
Date: TBC
Duration: 1 Day with optional 2nd Day

This one or two-day course is aimed at individuals and businesses involved in transportation of cargo that moves through a Sea Port (container or ro-ro terminal). It offers the participant a general understanding of how the terminal works in terms of Terminal Handling, Container Stowage, Dangerous Goods, Refrigeration Plug-in, Health and Safety, Security amongst others.

21

This overview is particularly useful to those who are working in the industry but are not aware of workings of Port Terminal. It will explain how your cargo is handled in Port and how factors such as security, health and safety can affect delivery times for your cargo. It is also useful to those new to the industry and can use this training as part of their induction. The course is delivered by industry professionals with years of experience in shipping and terminal management.

Day One Content:

- Port Charges - Terminal Handling, Container Handling
- Port Facilities – Cold Storage, Repair, Packing, Special Cargoes
- Container Depots
- Container Stowage & Dunnage
- Terminal Transport Procedures
- Terminal Security ISPS
- Health and Safety
- Container Weight Verification / Solas and Verified Gross Mass
- Dangerous goods and IMDG Awareness
- Shipping Documentation
- Customs Attendance
- Refrigeration Plug-in and Technical

Day Two Content (optional):

- Day two will include Sea Port Terminal Visit
- Customs Awareness
- Brexit – Planning for Customs
- Documentation

Who Should Attend?

- 3PL
- Supply Chain and Operations Managers
- Shipping Managers – Freight or Manufacturer
- Shipping Department - Manufacturer
- Export Department – Manufacturer
- Owner / Managers



Please email eileen@cilt.ie to book your place on this course now!



QQI Level 5 Training: Warehouse Operations Training Course

Price: TBC
Location: TBC
Date: TBC
Duration: 5 Days

Our 5 day QQI Level 5 Warehouse Operations course will equip the learner with the knowledge, skill and competence to apply the principles, concepts and processes of warehousing in the workplace whilst working under direction.

22

Course Benefits:

On course completion learners will be able to:

- Analyse the types and functions of warehouses and the goods stored therein, to include structures, titles, line management and operational activities.
- Discuss the role of warehousing in logistics, to include goods inwards, storage and dispatch, total distribution concept, centralised handling and order progress information systems
- Examine the internal and external relationships of a warehouse with customers and suppliers, to include service to the client, customer relations, communication techniques and goal setting
- Illustrate storage utilisation in a warehouse, to include standard and specialised layouts, efficient goods processing and space allocation
- Summarise the legal requirements under current safety and health legislation to included responsibilities of employer, employees and the general public
- Examine the types of fire extinguishers, the elements of fire and the correct prevention and protection procedures, to include types of cylinders, the fire triangle and standard fire drill
- Investigate the safety needs of a warehouse and identify the likely hazards, to include product type, mechanical handling, protective clothing, gear and equipment, warning signs and exits
- Detail the features and functions of zoning and location points, and their advantages and disadvantages
- Identify an appropriate system to manage receipt, storage and distribution of material, with regard to Just in Time (JIT), fixed stock levels and company policy options
- Summarise the principal types of equipment used in a warehouse, to include material types, handling, cost efficiency and mechanical equipment
- Detail the criteria applied in choosing mechanical equipment, to include cost, material types, usage factors, weight, customer requirements and environmental conditions
- Investigate the various types of stock control systems, to include classification of systems, stock record cards, book and computer systems and ABC analysis
- Explain the purpose and objectives of a product damage report to include standard claims, procedures and non-conformance reports
- Analyse the different physical types of stock take and their advantages and or disadvantages, to include periodic, continuous and annual audits
- Summarise the various systems of reconciliation, to include stock adjustment procedures, error impact, responsibilities and levels of accountability
- Design a stock check sheet, to include pricing and or costs, article numbers, quantities, sheet no., date, book figure and signature
- Record stock levels, to include supplier, quantity, delivery date, order no. and value and calculating average price of goods.
- Plan a stock take, to include customer service, workflow, interruptions, appropriate timing, authorisation, signing off.

Course Assessment:

- Examination — Theory 60%
- Project 40%



The Chartered
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and Transport

1 Fitzwilliam Place, Dublin 2, D02 DT68
Telephone: + 353 1 676 3188
Website: www.cilt.ie



"Promoting Professionalism in Logistics, Transport and Supply Chain"

Course Grading:

Pass 50% – 64%

Merit 65% – 79%

Distinction 80% – 100%

Transfer:

Successful completion of this component award enables the learner to transfer to programmes leading to other certificates where this component is a mandatory or an elective requirement.

Certification:

QQI Level 5 Warehousing Certificate

23

Please email eileen@cilt.ie to book your place on this course now!



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"Promoting Professionalism in Logistics, Transport and Supply Chain"

RTITB/IIPMM MHE Instructor Course

- Price:** €1,250 per participant
Location: Dunshaughlin Business Park, Co. Meath
Date: Monthly courses
Duration: 10 Days

This **ten day** course equips previously certificated Fork lift operators to qualify as instructors. This course is ideal for companies who require their own on-site fork lift truck instructor to teach in-house forklift training on a Counterbalance Forklift.

24

On completion of the course participants will be able to:

- Plan, Prepare and Present Fork Lift Truck Instruction
- Conduct and Mark Theoretical Tests
- Issue Certificates to Operators as Part of In-Company Training
- Train Operators to the IIPMM/RTITB Standard

Course Programme:

- Safety, Health and Welfare at Work Act, 2005
- Instructional Techniques and Presentations
- Safety Responsibility of the Operator
- Workplace Hazards
- Lesson Plans for Running a Forklift Course
- Assessment of Participants Operating Abilities
- Pre-Service and Pre-Use Checks
- Presentations of Practical Lessons by Participants
- Fork Lift Truck Operator Testing, Theory and Practice
- Assessment by Outside Examiner and Examination

Methods of Training:

The course is based on classroom theory and practical lessons on Fork Lift Trucks. Participants are expected to give presentations and are continuously assessed on their level of knowledge and ability in both theory and practical instruction on Fork Lift Trucks.

Certification:

A five year IIPMM In House Forklift Instructors certificate is awarded on successful completion.

Please email eileen@cilt.ie to book your place on this course now!



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Temperature Controlled Transport for Pharmaceutical and Foodstuffs

Price: TBC
Location: TBC
Date: TBC
Duration: 1 Day Course with Optional 2nd Day

This one or two-day course is aimed at businesses involved in Temperature controlled transport by Sea and Road. For the transport of pharmaceutical and food products, temperature control is critical to the quality of cargo being transported. Having a greater understanding of how temperature-controlled cargo is handled and moved will be of great benefit to your business

25

Our practical guide to temperature-controlled transport will help you understand the factors involved, the parties supplying equipment, how equipment works and the risks when it does not, how cargo is handled in Port, on sea and land transport. This is particularly relevant to businesses that are not port based and will learn about practises in port specifically on temperature-controlled cargo.

Course Content Day 1:

- Types of transport
- Weight restrictions by Road, Sea, Air
- Refrigerated containers & Trailers
- Loading cargo at correct temperature
- Preparation, Plug-in, Monitoring
- Cold Storage and cargo handling
- Reducing your risk
- Refrigeration technology advancement
- Insurance and claims

Course Content Day 2:

- Certifications for Pharma and Food related products
- Vet Attendance and fees
- Customs attendance and fees
- Documentation

Who Should Attend?

- Export and Import Managers
- Supply Chain and Operations Managers
- International Sales
- Finance and Procurement managers
- Shipping Managers
- Business Development Managers
- Owner / Managers
- 3PL Pharma and Food

Please email eileen@cilt.ie to book your place on this course now!



Warehousing: Strategy, Design and Operations Course

- Price:** € 680 per participant
Location: Croke Park Stadium, Dublin 3
Date: 28th February 2019
Duration: 1 Day Course
Time: 9.00am – 5.30pm (Lunch Provided)

Are you planning to expand and would like **expert advice** for project justification?
Would you like to **maximise the efficiency** of your current warehouse operation?
Would you like to **improve your warehouse strategy** including equipment, design and technology?

26

The warehousing function is a critical component of the supply chain of any business in the economy of the 21st century and a true source of competitive advantage. The warehouse is a highly integrated component of a modern business and as such warrant's due focus and attention – the warehouse can no longer be the Cinderella department. Getting your warehousing strategy, design and operation right creates value in a business – getting it wrong destroys value. Learn about your own warehouse and its capabilities - what you can do to improve efficiency. There are huge opportunities to improve the effectiveness and efficiency of warehousing operations through the application with focus and determination of some straightforward tools and techniques.

What is Covered?

This course covers the following topics:

- **Module 1:** Warehousing Strategy
- **Module 2:** Warehouse Equipment
- **Module 3:** Warehouse Design
- **Module 4:** Warehouse Improvement
- **Module 5:** Project Justification

Learning Outcomes:

Upon completion, you will know how to:

- Formulate warehousing strategy aligned with wider business goals
- Develop the framework and specification for warehouse expansion and improvement projects
- Understand the key contributors to capital and operational cost
- Engage in informed conversation with equipment vendors regarding storage and materials handling selection
- Understand the key components of warehouse productivity, measures and benchmark

What differentiates this course from others out there?

- Blends the theoretical and the practical in a very accessible way
- The course is based on 25 years of practical experience in the specification, design and operation of warehouses in manufacturing, distribution and logistics services in Europe, the Americas and Asia
- Multiple anecdotes and real-life examples drawn from experience

Who Should Attend?

This course would be ideal for:

- Business Owners & Directors
- Supply Chain and Operations Managers
- Logistics and Shipping Managers
- Warehouse and Materials Managers
- Finance and Procurement Managers
- Customer Services Managers
- Shipping Managers

Please email eileen@cilt.ie to book your place on this course now!



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27

Health & Safety Courses



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Display Screen Equipment (DSE) Risk Assessors Training:

- Price:** € 180 per participant
Location: Carlton Hotel Dublin Airport
Date: 1st March 2019
31st May 2019
10th September 2019
3rd December 2019
Duration: 1 Day Course

Learn how to carry out Ergonomic Assessments and minimise the risks to your colleagues at their workstations with DSE Assessors training. This 1-day DSE Assessors training course equips participants with the knowledge and skills to carry out Display Screen Equipment (DSE) Assessments correctly. The course is highly participative. Participants take an active role in all modules. They are provided with a variety of checklists to facilitate them in assessing DSE/VDU workstations in their workplace.

28

Certification:

DSE Assessors Certificate

Who Should Attend DSE Assessors Training?

Managers, supervisors, office personnel responsible for DSE operations and workstations

Course Objectives:

On completion of this course participants will be able to:

- Understand the requirements of the General Application Regulations 2007
- Understand the factors that constitute an assessment
- Understand ergonomic factors and DSE workstation layout
- Appreciate the postural implications of DSE workstations
- Carry out DSE workstation assessments and advise operators on the methods of work

Course Programme:

- Introduction
- Ergonomics Assessments and Anthropometrics
- An introduction to the relationships between the individual, the task, the environment and the work equipment
- Legal Requirements
- Discussion on Irish and European legislation pertaining to DSE
- Perceived and real hazards of DSE work
- Controversial topics ranging from alleged reproductive hazards to radioactive emissions, which have been associated with DSE, will be addressed. Recent studies and their results will also be examined
- Principles and Aims of Assessment
- Assessment Techniques

Please let us know if participants have any specific learner requirements.

Please email eileen@cilt.ie to book your place on this course now!



Fire Warden Training:

- Price:** € 180 per participant
Location: Carlton Hotel Dublin Airport
Date: 22nd March 2019
25th July 2019
17th October 2019
Duration: 1 Day Course
Time: 9.00am – 5.00pm

Ensure you can evacuate your colleagues safely with a Fire Warden training course:

This 1-day Fire Warden course will allow participants to implement the plans, procedures and measures concerning fire in the workplace and also learn to evacuate staff safely using Fire Warden Training techniques.

Fire Warden Training – Workplace Obligations:

There is a legal requirement on employers to prepare an Emergency Plan that outlines how the workplace will be evacuated in the event of a fire outbreak. Fire Wardens are designated the responsibility of executing this plan in an emergency situation. This course aims to inform Fire Wardens of their responsibilities in running a fire drill effectively and safety. It also details the steps involved in developing an Emergency Plan for the workplace, in the event that one does not currently exist.

Fire Warden Course Objectives:

On completion of this Fire Warden Training programme participants will be able to:

- List their Duties as Fire Wardens
- Identify Fire Hazards in the Workplace
- Use Portable Fire Extinguishers Effectively
- Manage and Control Evacuations
- Describe the Chemistry of Fire
- Monitor Fire Controls
- Assist in the Management of Evacuation Procedures / Drills

Course Programme:

Theory of fire and fire extinction

- Chemistry of Fire
- Practical Demonstrations of Fire Hazards
- Spread of Fire
- Smoke Behaviour
- Classification of Fires
- Basic Fire Prevention
- Evacuation Procedures
- How to Make Evacuation Realistic

Certification:

Fire Warden Certificate

Please email eileen@cilt.ie to book your place on this course now!



Pre-Hospital Emergency Care Council (PHECC) Certified: First Aid Training Course

- Price:** € 360 per participant
- Location:** Carlton Hotel Dublin Airport
- Dates:** 11th—13th February 2019
11th—13th March 2019
15th—17th April 2019
20th—22nd May 2019
- Duration:** 3 Day Course

Do you know what to do in an emergency situation? The new **3-day** PHECC (Pre-Hospital Emergency Care Council) First Aid Training course provides appropriate training to individuals and groups who require a first aid skill set including cardiac first response. This standard is designed to meet first aid and basic life support (BLS) requirements that a person known as "First Aid Responder" may encounter.

Certification:

First Aid Response Certificate – PHECC Accredited

Please note that after you've completed a First Aid Training Course you must complete a 2-day First Aid Refresher course every two years in order to keep your qualification active and recognised.

Workplace First Aid Training Obligations:

The Safety, Health and Welfare at Work (General Application) Regulations 2007: Part 7 – Chapter 2: Regulation 165(1)(b) requires employers to designate at each place of work under the employer's control the number of occupational first-aiders as is necessary to give first aid training at the place of work concerned.

Course Objectives:

The First Aid Responder will possess the following general skills. The ability to:

- Deal with life threatening or potentially life-threatening conditions in the pre-hospital environment until arrival of emergency medical services.
- Provide First Aid Response for conditions not thought to be life-threatening but are necessary to prevent further harm before the emergency medical services arrive.
- Provide pre-hospital First Aid Response in a wide range of environments including home and recreational settings.
- Display the requisite personal skills including composure, competence and self-confidence while understanding their limitations.
- Recognise and be able to cope with the additional challenges provided by "Special Circumstances" for which additional training must be completed.

First Aid Training Course Learning Outcomes:

There are competencies that students who achieve the First Aid Response standard are required to demonstrate. Upon completion of a recognised First Aid Response course the student will be able to:

- Recognise and assess the causes and effects of sudden illness and/or injury in a pre-hospital environment and call for emergency medical services.
- React to such pre-hospital emergencies (plus those generated by "Special Circumstances", to be defined for each SC award), utilising PHECC CPGs.
- Respond in a safe, effective, and appropriate manner to such emergencies utilising the First Aid Response skill set and in accordance with PHECC CPGs as part of the pre-hospital continuum of care.
- Record and Report actions and interventions taken while responding to and managing such incidents and during handover to emergency medical services.
- Retain a professional and caring attitude in their performance as First Aid Responders.

Please email eileen@cilt.ie to book your place on this course now!



Pre-Hospital Emergency Care Council (PHECC) Accredited: First Aid Response Refresher Training Course

- Price:** € 280 per participant
- Location:** Carlton Hotel Dublin Airport
- Dates:** 14th—15th February 2019
14th—15th March 2019
17th—18th April 2019
23rd—24th May 2019
- Duration:** 2 Day Course

Do you need to do a First Aid Refresher Course? Is your certificate 2 years old?

The 2-Day PHECC First Aid Response Refresher course is highly interactive with each theory session being followed by demonstration, practical tasks and assessment of individual skills. All participants receive a comprehensive first aid and CFR manual. Any qualified First Aider that needs to be re-certified within the 2-year period as per PHECC guidelines. First Aid Refresher training courses are essential every two years for certified First Aiders to keep up with developments in First Aid practice, and to refresh skills that may be only intermittently used.

Certification:

First Aid Response Refresher Certificate – PHECC Accredited

Workplace First Aid Training Obligations:

The Safety, Health and Welfare at Work (General Application) Regulations 2007: Part 7 – Chapter 2: Regulation 165(1)(b) requires employers to designate at each place of work under the employer's control the number of occupational first-aiders as is necessary to give first aid training at the place of work concerned.

Course Objectives:

The First Aid Responder will possess the following general skills. The ability to:

- Deal with life threatening or potentially life-threatening conditions in the pre-hospital environment until arrival of emergency medical services.
- Provide First Aid Response for conditions not thought to be life-threatening but are necessary to prevent further harm before the emergency medical services arrive.
- Provide pre-hospital First Aid Response in a wide range of environments including home and recreational settings.
- Display the requisite personal skills including composure, competence and self-confidence while understanding their limitations.
- Recognise and be able to cope with the additional challenges provided by "Special Circumstances" for which additional training must be completed.

First Aid Training Course Learning Outcomes:

There are competencies that students who achieve the First Aid Response standard are required to demonstrate. Upon completion of a recognised First Aid Response course the student will be able to:

- Recognise and assess the causes and effects of sudden illness and/or injury in a pre-hospital environment and call for emergency medical services.
- React to such pre-hospital emergencies (plus those generated by "Special Circumstances", to be defined for each SC award), utilising PHECC CPGs.
- Respond in a safe, effective, and appropriate manner to such emergencies utilising the First Aid Response skill set and in accordance with PHECC CPGs as part of the pre-hospital continuum of care.
- Record and Report actions and interventions taken while responding to and managing such incidents and during handover to emergency medical services.
- Retain a professional and caring attitude in their performance as First Aid Responders.

Please email eileen@cilt.ie to book your place on this course now!



IOSH Managing Safety Course:

- Price:** € 440 per participant
Location: Carlton Hotel Dublin Airport
Date: 25th—28th February 2019
13th—16th May 2019
12th—15th August 2019
11th—14th November 2019
Duration: 4 Day Course

This **4-day** IOSH Managing Safely course is intended for those required to manage safely and effectively in compliance with both their organisation's policy and best practice in health and safety. Managing Safety is a high impact interactive course covering the health and safety management for managers and supervisors in any organisation in any sector. It's designed to give managers all they need to know to help them handle health and safety in their teams.

32

Certification:

Upon successful completion of the assessments (which is a multiple-choice exam completed on day 4 and a Risk Assessment Project) participants will be awarded an IOSH Managing Safely Certificate.

Who Should Attend IOSH Managing Safety?

Employees in an organisation who have to manage risk and resources should attend. The course's aim is to provide these people with the knowledge and skills they require to manage resource and risk in compliance with their organisation's policy and best practice in health and safety.

Course Programme:

- Introducing Managing Safely
- Assessing Risks
- Controlling Risks
- Understanding your Responsibilities
- Identifying Hazards
- Investigating Accidents and Incidents
- Measuring Performance
- Protecting our Environment

Course Objectives:

On successful completion of the course participants should:

- Understand their responsibilities
- Have the practical ability to manage health and safety issues in the workplace
- Be able to implement risk assessment and control strategies
- Have an understanding of health, safety and environmental management systems and their business benefits
- Have a basic understanding of common hazards including; fire, electricity, working at height, stress, noise, vibration, chemicals and workplace transport

Materials and Delivery Method:

Each participant receives a workbook that includes sections for notes and Q&A sessions. The course will be delivered in a classroom by presentation and discussions. Individuals quiz, team exercises, board game, flipchart and DVD are used throughout the course. Please let us know if participants have any specific learner requirements.

Please email eileen@cilt.ie to book your place on this course now!



QQI Level 5 Training: Safety and Health at Work Course

- Price:** € 600 per participant
- Location:** Carlton Hotel Dublin Airport
- Date:** 4th—8th March 2019
1st—5th July 2019
7th—11th October 2019
- Duration:** 5 Day Course

Learn the skills to promote and maintain Safety and Health at Work:

The purpose of this **5-day** QQI Level 5 Safety and Health at Work course is to equip the learner with the knowledge, skill and competence to promote and maintain health and safety in your work environment.

Certification: QQI Level 5 Safety & Health at Work Certificate

Learning Outcomes:

On course completion learners will be able to:

- Analyse the duties of employers and employees as specified in current Safety, Health and Welfare at work legislation and examine the role of the Health and Safety Authority
- Explore the role of communication and training in the promotion and provision of health and safety in the workplace and comment on the elements and functions of the safety statement
- Summarise the factors which contribute to safe and healthy working environments and outline the principles and procedures of good housekeeping in the workplace and explain the causes, prevention, emergency procedures, reporting and recording of accidents and dangerous occurrences
- Analyse the causes and prevention of fire related events to include identification of emergency procedures, the fire triangle and fire equipment and comment on specific hazards and risks when working with equipment to include mechanical and electrical equipment
- Investigate how personal protective equipment (PPE) is used in the workplace and explore appropriate procedures for use and disposal of hazardous materials and waste in the workplace to include reference to material safety data sheets (MSDS)
- Examine the control and associated risks of a range of health and safety issues to include noise, sound, fumes, dust or any vocationally specific work issue and investigate risk factors in relation to safety to include hazards, work environments, work practices, effects of medication, drink and drugs
- Explain the typical contents of a first aid kit and their appropriate use and examine a range of issues related to infection control to include conditions for the growth and development of micro-organisms, routes of infection, symptoms, ill-health, preventative measures and emergency procedures for suspected contamination
- Interpret a range of safety signs in the workplace and promote safe and healthy working practices in relation to oneself, others and the workplace
- Outline risk factors in relation to Safety and Health at Work to include stress, lifestyle, diet, illness and outline the role of diet and exercise in the promotion of good health

Course Assessment:

- **Assignment 60%** – An assignment is an exercise carried out in response to a brief with specific guidelines as to what should be included. An assignment is usually of short duration and may be carried out over a specified period of time
- **Examination – Theory 40%** – An examination provides a means of assessing a learner's ability to recall and apply knowledge, skills and understanding within a set period of time and under clearly specified conditions. A theory-based examination assesses the ability to recall, apply and understand specific theory and knowledge

Grading:

Pass 50% – 64%

Merit 65% – 79%

Distinction 80% – 100%

Please email eileen@cilt.ie to book your place on this course now!



QQI Level 5 Training: Safety Rep Training Course

- Price:** € 400 per participant
- Location:** Carlton Hotel Dublin Airport
- Dates:** 19th—22nd March 2019
24th—27th June 2019
9th—12th September 2019
2nd—5th December 2019
- Duration:** 4 Day Course

Become a Safety Rep and reduce hazards and risks in your workplace:

Our **4-day** Safety Rep training course concentrates on training the participants to apply sound principles to Safety and Health issues as part of a total strategy to reduce hazards and risks in the workplace. Under the Safety, Health and Welfare at Work Act 2005 workers may select and appoint from among their fellow employees, a Safety Rep. The Safety Rep role includes the undertaking of tasks such as workplace inspections, accident investigations, investigation of complaints and consultation on workplace health and safety matters. Training is required for Safety Reps and employers are required to ensure that such training is comprehensive and allows Safety Reps to fulfil their role in the workplace. The course is accredited by QQI – Quality and Qualifications Ireland.

Who Should Attend?

Appointed Safety Reps who have responsibility for fostering proactive communication between management and employees on health and safety issues should attend Safety Rep training.

Course Requirements:

You must be involved in safety within your workplace for at least two years prior to commencing this course.

Course Programme:

- Safety legislation
- Role of the Safety Rep
- Safety Management
- Emergency Preparedness
- Accident Investigation Techniques
- Safety Auditing
- Risk Assessment Principles
- How Incidents / Accidents Occur
- Fire Safety Management
- Manual Handling Risks
- PPE (Personal Protective Equipment)
- Toolbox Talks
- Occupational Health
- Accident / Incident Investigation



Safety Rep Training Methodology:

The course is presented in units and includes problem based learning and practical exercises. There will be two assignments to complete and, on the last day of the course, a one and a half hour exam based on the course material presented.

Assessment:

QQI Level 5 Certificate in Safety Representation.

Please email eileen@cilt.ie to book your place on this course now!



QQI Level 6 Training: Manual Handling Instruction Course

- Price:** € 600 per participant
Location: Carlton Hotel Dublin Airport
Dates: 18th—22nd February 2019
25th—29th March 2019
20th—24th May 2019
24th—28th June 2019
15th—19th July 2019
Duration: 5 Day Course

Our 5-day QQI Level 6 Manual Handling Instruction course will equip the learner with the knowledge, skill and competence to effectively design and deliver manual handling training in the workplace as a Manual Handling Instructor. Participants are trained in instructional skills techniques as well as the theoretical and practical aspects of manual handling. The course is accredited by QQI – Quality and Qualifications Ireland.

35

Course Details:

This comprehensive 5-day Quality and Qualifications Ireland (QQI) Specific Purpose Manual Handling Instruction (level 6) certificate course covers all the aspects of instructing in Manual Handling as outlined in component specification 6N0233. This is an intensive and highly interactive course which will equip the learner with the knowledge, skill and competence to effectively design and deliver manual handling training in the workplace and to become a manual handling instructor. Please note that this award is available through a Recognition of Prior Learning (RPL) Process for existing instructors with experience. Successful participants on the programme will receive a QQI Level 6 Manual Handling Instruction Certificate.

Course Programme:

- Unit 1 – Legislation Requirements and Health Benefit
- Unit 2 – Anatomy and Back Care
- Unit 3 – Ergonomics Principles and Risk Assessments
- Unit 4 – Manual Handling Principles and Techniques
- Unit 5 – Planning and Design of Manual Handling Training Programmes
- Unit 6 – Delivery of Manual Handling Training

Methods of Training:

The course will incorporate a wide range of interactive training tools including ice breakers, DVD's, visual presentations, group work, individual tasks, problem-based learning and exercises with a strong emphasis on practical application throughout. The Manual Handling Instructor course is extremely interactive, providing participants with the opportunity to prepare and practice their skills demonstration. All participants will receive a comprehensive Manual and training will be delivered on a ratio of no more than 12 participants to each instructor.

QQI Assessment:

Participants are required to complete an assignment, examination and make skills demonstration as indicated below. All assessments are carried out in accordance with QQI regulations and are internally verified and externally authenticated before certification is issued. All participants who successfully complete the written examinations and practical assignments will be awarded with a QQI level 6 Special Purpose Manual Handling Instruction certificate and the appropriate credits under the national framework of qualifications will then be obtained by the learner. Participants will be given clear guidelines on how the assignment should be completed. The skills demonstration element will be completed and assessed during the course.



Summary of Assessments:

Skills Demonstration 60%

Examination (Theory Based) 20%

Assignment 20%

Grading:

Pass 50% – 64%

Merit 65% – 79%

Distinction 80% – 100%

Skills Demonstration:

Participants will be assessed in skills (based in Units 4, 5 & 6) in the following areas:

- Carry out a range of manual handling techniques and apply to manual handling tasks
- Analyse learner's performance of manual handling techniques
- Give effective instruction in practical manual handling
- Deliver effective presentation

Participants should demonstrate the skills with due care and attention. A checklist will be used to assess the range of skills to become a manual handling instructor.

Examination:

This is a theory based examination of approximately 90 minutes duration that assesses the participant's ability to recall and apply theory and understanding of components from units 1, 2 & 3, requiring responses to a range of short answer questions. The learner must achieve at least 16 correct answers to pass the assessment. Participants will be required to complete the exam in writing or orally.

Assignment:

Each participant must present an assignment which demonstrates their understanding of unit 3 and ability to carry out a manual handling risk assessment, discuss a case study or devise a lesson plan as a Manual Handling Instructor. The assignment should identify theoretical understanding and practical application on a range of specific learning outcomes in unit 3. The assignment must be presented in written or type format. The brief will require the learner to present information in relation to above mentioned areas. The assignment will be given to the participants at the end of the course and must be submitted two weeks following course completion.

Please email eileen@cilt.ie to book your place on this course now!



QQI Level 6: Manual Handling Instructor Refresher Course

- Price:** € 220 per participant
Location: Carlton Hotel Dublin Airport
Date: 13th—14th March 2019
Duration: 2 Day Course

Refresh your skills with our Manual Handling Instructor Refresher Course:

Our 2-day Manual Handling Instructor Refresher course will refresh your knowledge, skills and competence in delivering manual handling training in the workplace as a Manual Handling Instructor. It is available to all QQI Level 6 Certified Manual Handling Instructors.

37

Course Details:

This comprehensive programme is to assist Instructors in revision of both theory and practicals of the manual handling operative programme. It is an intensive and highly interactive course which will equip the instructor with the knowledge, skill and competence to effectively evaluate delivery of their manual handling training programme and enhance personal skills.

Course Programme:

- Unit 1 – Legislation Requirements and Health Benefit
- Unit 2 – Anatomy and Back Care
- Unit 3 – Ergonomics Principles and Risk Assessments
- Unit 4 – Manual Handling Principles and Techniques
- Unit 5 – Planning and Design of Manual Handling Training Programmes
- Unit 6 – Delivery of Manual Handling Training

What to Expect:

- Highly participative and interactive course
- Legislation review
- Practical Manual Handling skills
- Practical Risk Assessment review
- Presentations by Instructors

Methods of Training:

The course will incorporate a wide range of interactive training tools including visual presentations, group work, individual tasks and exercises with a strong emphasis on practical application throughout. The Manual Handling Instructor Refresher course is extremely interactive, providing participants with the opportunity to prepare and practice what they learn and refresh their instructor delivery skills. All participants will receive a Manual Handling Instructor Refresher Certificate and training will be delivered on a ratio of no more than 12 participants to each instructor.

Assessment:

Participants are required to complete a presentation on Manual Handling topic and undertake practical skills demonstration. Please let us know if participants have any specific learner requirements.

Please email eileen@cilt.ie to book your place on this course now!