

**CILT Skillnet**

**Upcoming Courses:  
Summer 2019 Edition**



**The Chartered  
Institute of Logistics  
and Transport**





The Chartered  
Institute of Logistics  
and Transport

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Website: [www.cilt.ie](http://www.cilt.ie)



*"Promoting Professionalism in Logistics, Transport and Supply Chain"*

# Introduction

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Welcome to CILT Skillnet's course brochure – Summer 2019 edition.

CILT Skillnet is a learning network for companies of all sizes within the supply chain management, freight/passenger transport, distribution and logistics sectors which offers training courses at a competitive price to companies in the Republic of Ireland. CILT Skillnet is the only Skillnet learning network dedicated to supporting this sector.

The objective of this national network is to support the growth of Ireland's logistics, transport and supply chain sectors by enhancing the specialised knowledge and skills, increasing access to skills development opportunities and encouraging ongoing professional development. CILT Skillnet receives an annual grant from Skillnet Ireland which enables it to offer a wide range of subsidised courses to companies in the sector.

Our brochure outlines the off-the-shelf courses we offer, specifically chosen and tailored to meet many of the training needs of the sector. However, as we are industry-led we are delighted to offer a bespoke training service where you tell us what your training needs are and we will design, organise and deliver the course required.

Please get in touch if you wish to book a training course, would like more information or have an inquiry about a training course not listed here.



Michael Fitzgerald  
*Network Manager CILT Skillnet*

## CILT Skillnet

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CILT Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland is funded from the National Training Fund through the Department of Education and Skills.



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# Public Course Schedule 2019

## JUNE

Course	Duration	Date	Location	Price Per Participant	Page
QQI Level 5: Safety Rep Course	4 Days	04/06/19 – 07/06/19	Cork	€430	63
Fire Warden Training Course	1 Day	06/06/19	Cork	€200	55
QQI Level 6: Manual Handling Instruction Course	5 Days	10/06/19 – 14/06/19	Cork	€620	64
PHECC Certified First Aid Training Course	3 Days	17/06/19 – 19/06/19	Dublin & Cork	€385	57
Fleet Manager Compliance Awareness	1 Day	18/06/19	Dublin	€215	38
Management of EU Drivers Hours, Working Time & Records	1 Day	20/06/19	Dublin	€155	41
PHECC Certified First Aid Response Refresher Course	2 Days	20/06/19 – 21/06/19	Dublin & Cork	€300	58
QQI Level 6: Manual Handling Instruction Course	5 Days	24/06/19 – 28/06/19	Dublin	€620	64
QQI Level 5: Safety Rep Training	4 Days	24/06/19 – 27/06/19	Dublin	€430	63

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## JULY

Course	Duration	Date	Location	Price Per Participant	Page
QQI Level 5: Safety & Health at Work Course	5 Days	01/07/19 – 05/07/19	Dublin	€600	62
QQI Level 5: Safety & Health at Work Course	5 Days	08/07/19 – 12/07/19	Cork	€600	62
PHECC Certified: First Aid Training Course	3 Days	15/07/19 – 17/07/19	Dublin & Cork	€385	57
QQI Level 6: Manual Handling Instruction Course	5 Days	15/07/19 – 19/07/19	Dublin	€620	64
QQI Level 6: Train the Trainer– Training Delivery & Evaluation	4 Days	16/07/19, 17/07/19, 22/07/19 & 23/07/19	Dublin	€500	17
PHECC Certified: First Aid Response Refresher Course	2 Days	18/07/19 – 19/07/19	Dublin & Cork	€300	58
Customs Declaration Awareness for your Transport Operation	2 Days	18/07/19 & 25/07/19	Dublin	€440	20
QQI Level 6: Manual Handling Instruction Course	5 Days	22/07/19 – 16/07/19	Cork	€620	64
IOSH Managing Safely	4 Days	22/07/19 – 25/07/19	Cork	€470	61
Fleet Manager Compliance Awareness	1 Day	23/07/19	Dublin	€215	38
Management of EU Drivers Hours, Working Time & Records	1 Day	25/07/19	Dublin	€155	41
Fire Warden Training Course	1 Day	25/07/19	Dublin	€200	55



## AUGUST

Course	Duration	Date	Location	Price Per Participant	Page
QQI Level 6: Manual Handling Instruction Refresher Course	2 Days	12/08/19 – 13/08/19	Cork	€230	66
IOSH Managing Safely	4 Days	12/08/19 – 15/08/19	Dublin	€470	61
Management of EU Drivers Hours, Working Time Rules & Records	1 Day	15/08/19	Dublin	€155	41
QQI Level 6: Manual Handling Instruction Course	5 Days	19/08/19 – 23/08/19	Dublin	€620	64
Fire Warden Training Course	1 Day	27/08/19	Cork	€200	55

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## SEPTEMBER

Course	Duration	Date	Location	Price Per Participant	Page
QQI Level 5: Safety Rep Training Course	4 Days	09/09/19 – 12/09/19	Dublin	€430	63
DSE Assessors Course	1 Day	10/09/19	Dublin & Cork	€200	52
QQI Level 6: Train the Trainer– Needs Identification & Design	5 Days	10/09/19, 11/09/19, 2/09/19, 17/09/19 & 18/09/19	Dublin	€600	18
Customs Declaration Awareness for your Transport Operation Course	2 Days	12/09/19 & 19/09/19	Dublin	€440	20
High Performance Leadership for Transport Managers	4 Days	12/09/19, 30/09/19, 24/10/19 & 14/11/19	Dublin	€800	15
Future Leaders in Logistics & Transport	3 Days	12/09/19, 14/11/19 & 09/01/20	Kildare	€510	13
QQI Level 5: Safety Rep Training Course	4 Days	16/09/19 – 19/06/19	Cork	€430	63
Fleet Manager Compliance Awareness	1 Day	17/09/19	Dublin	€215	38



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# Professional Development Courses

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## Certificate in International Trade:

**Price:** € 3,350 per participant  
**Location:** Dublin  
**Date:** Course begins on 3rd September 2019  
**Duration:** 6 Day Course

The Certificate in International Trade is a new initiative for 2019. It is the only course of its kind in Ireland to unite the practical and operational aspects of international trading. The Certificate is not academic, it aims to promote practical on the job learning, to meet the growing skillset required for anyone working in international trade operations and regulations and to understand the key issues affecting the industry.

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### Course Content:

A general overview of what you will learn:

- The export/import procedures for Irish and international markets
- An understanding of the regulatory and non-regulatory documentation required for international trading to and from Ireland using the various modes of transport.
- In-depth knowledge and ability to apply their experience across the 6 modules covered in year 1: Import/Export Documentation & Procedures, Customs Regulations, Tariff Codes & Classification, Valuation & Origin, Authorised Economic Operator (AEO) and Incoterms and International Contracts. Options to progress to advanced level (Year 2) followed by academic level (Year 3). The ability to apply knowledge in the workplace and identify gaps in procedures.
- The importance of understanding the ever-changing international trading environment and impact on Irish importers and exporters.
- The core practical skills required to trade internationally.

### Who Should Attend?

This course was designed for:

- Exporting and importing companies who wish to increase their knowledge and become more efficient in the evolving world of international trade
- Ambitious professionals and managers responsible for driving international trade and mitigate risk
- Anyone involved in trade and investment, finance, supply chain operations and compliance

### Course Modules:

- **Module 1:** Import/Export Documentation & Procedures
- **Module 2:** Customs Regulations
- **Module 3:** Tariff Codes & Classification
- **Module 4:** Valuation and Origin
- **Module 5:** Authorised Economic Operator (AEO)
- **Module 6:** Incoterms & International Contracts





## Content & Learning Outcomes:

### Module 1: Import/Export Documentation & Procedures:

- What is a customs procedure; types of customs procedures
- Understanding of customs declarations and how goods are declared
- Penalties & risk for non-compliance
- Simplifications for a customs declaration
- Familiarisation with Revenue's ROS system
- The Single Administrative Document (SAD)
- Customs Decision System (CDS)
- Understand the practicalities of exporting goods
- Be familiar with all aspects of export documentation
- Have awareness of all compliance obligations & legal requirements of declaring your goods
- Know how to complete a SAD document
- Understand the features of the Customs Decision System (CDS)
- Know how to use the CDS effectively depending on your role

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### Module 2: Customs Regulations:

- Familiarisation with the Union Customs Code (UCC)
- Delegating & implementing regulations
- Legal infringements and penalties
- Familiarisation with the Union Customs Code
- Understanding how it influences the movement of goods across international borders

### Module 3: Tariff Codes & Classification:

- The European TARIC website and the Combined Nomenclature (CN)
- The purpose of the EU-wide Binding Tariff Information (BTI) system
- BTI application acceptance & decision-making process
- General Rules of Interpretation on HS (Harmonised System) codes
- Classification – practical case studies
- Other classification systems and information tool
- Complete understanding of tariff classification procedures and the application of Tariff codes
- Ability to interrogate the TARIC website & correctly identify Tariff codes
- Know how a BTI decision is used in the customs clearance process
- Awareness through cases studies of the importance and complexity of classification

### Module 4: Valuation and Origin:

- Legal basis for establishing the customs value of goods
- Methods to determine customs value; alternative methods of valuation and when to apply them
- Mandatory and optional adjustments to the transaction value
- Why the origin of goods is important to Customs
- Proof of origin; the difference between non-preferential & preferential origin rules
- How to obtain a Certificate of Origin
- Registered exporter (REX) system overview
- Binding Origin Information (BOI)
- Transfer pricing
- Broad understanding of customs valuation and of the tools to use for this purpose
- Understand risk in transfer pricing is and customs valuation
- Understanding of definitions of origin (preferential and non-preferential), complexity and available support tools
- Know how and when to apply for a BOI
- How to issue a Certificate of Origin and under which conditions



### Module 5: Authorised Economic Operator (AEO):

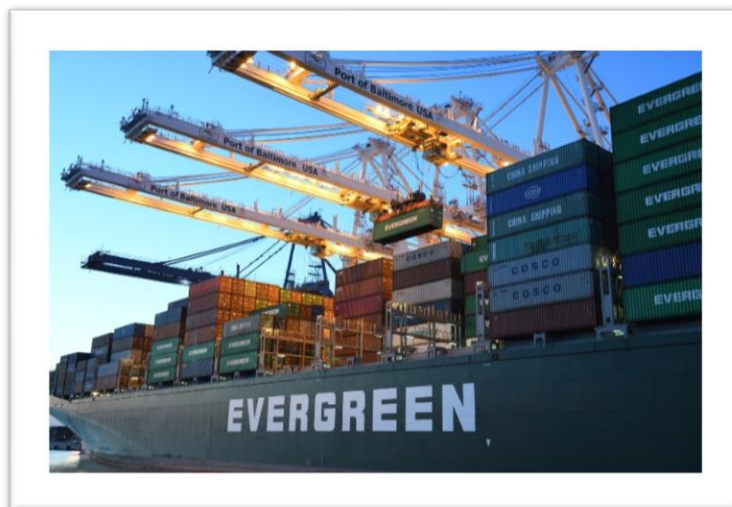
- The concept of Authorised Economic Operator (AEO) status
- The different AEO authorisations & their benefits
- How a business can benefit from AEO status
- Role of Customs Authorities in the AEO process
- How to apply for AEO status
- How AEO status is maintained and maximised
- Concept and benefits of Mutual Recognition of AEOs
- Other customs simplifications
- Awareness of benefits of achieving AEO status in your organisation
- Develop an understanding of the requirements for a successful application
- Learn how to avoid delays and mistakes in the process
- Learn about the different accreditation types
- Know what's involved in maintaining and maximising AEO status
- Ability to identify internal resources necessary to monitor compliance
- Relevance of other customs simplifications for your business

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### Module 6: Incoterms & International Contracts:

- What are Incoterms
- Functions of Incoterms
- Using Incoterms correctly
- The 11 Incoterms explained
- International commercial contracts
- Understanding of Incoterms and know the relevance of using them in international contracts
- Ability to identify the risk and cost responsibilities of each Incoterm
- Understand the importance of Incoterms as goods move through international customs clearance
- The use of Incoterms to help avoid common disputes

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!





## Dangerous Goods Awareness:

- Price:** Price available on application  
**Location:** The course is offered throughout the Republic of Ireland on an in-company basis only  
**Date:** Dates can be arranged to suit your company's preference  
**Duration:** 1 Day Course (7 Hours)

Operational Staff involved with the handling or storage of dangerous goods. Including Supervisors, forklift drivers, vehicle loaders and or unloaders, packers, fillers, non-driving members of vehicle crew and or any member of staff operating in the general area of stored dangerous goods.

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### Course Aim:

To provide all operational staff a clear understanding of Dangerous goods. Inform staff about proper handling and safety requirements. Outline the actions to be taken in the event of an incident.

### Learning Outcome:

- Introduction to Dangerous Goods
- To identify the marking and labelling and packaging that surround the Transport Requirements of Dangerous Goods.
- To identify the Nine Classes of Dangerous Goods.
- To properly instruct employees on the care and consideration that must be given to dangerous goods.
- Transport of Dangerous goods
- Dangerous Goods Safety Advisor
- Risk assessment of the storage of dangerous good on site
- Assessment of knowledge

### Course Content:

#### Module 1: Introduction to Dangerous Goods

- Where dangerous goods are found, reasons why dangerous goods are controlled
- We will review some major incidents involving dangerous goods and discuss the considerations that must be given to dangerous goods

#### Module 2: Identification of the Marking and Labelling of Dangerous Goods

- Identification of the different marks and labels that surround dangerous goods
- What these marks and labels mean
- Where these marks can be found on the dangerous good when packaged or on a vehicle when transporting goods

#### Module 3: The Nine Classes of Dangerous Goods

- The characteristics associated with each of the 9 classes of dangerous goods

#### Module 4: Care and Consideration of Dangerous Goods

- Handling and transport requirements including documentation
- Correct use of PPE, spill kits
- Emergency actions
- Simple First aid actions



## Module 5: Transport of Dangerous Goods

- Most common exemptions used during the transport of dangerous goods
- Requirement surrounding training for drivers of vehicles transporting dangerous goods

## Module 6: Dangerous Goods Safety Advisor

- Requirement of a DGSA
- Achieving the qualification
- Operational duties of the DGSA

## Module 7: Risk Assessment of Storage

- Review of the safe storage of dangerous goods on site
- Exercises including storage case studies

## Assessment of Knowledge:

Multiple choice question paper for all students. A pass mark of 80% is required to achieve certification.

## Course Evaluation:

Student feedback.

## Timetable

Start time	Topic	Duration
09.00	Introduction to dangerous goods	30 min
09.30	Identification of the marking and labelling of dangerous goods	1 hr
10.30	Break	15 min
10.45	The Nine Classes of dangerous goods	2hr min
12.45	Break	30 min
13.30	Care and consideration of dangerous goods	2hr
15.30	Break	15min
15.45	Transport of dangerous goods	1 hr
16.45	Dangerous Goods Safety Advisor	10 min
16.55	Assessment of Knowledge	15 min
17.05	Course Evaluation	15 min
17.15	Finish.	

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## General Data Protection Regulation:

- Price:** Price available on application  
**Location:** The course is offered throughout the Republic of Ireland on an in-company basis only  
**Date:** Dates can be arranged to suit your company's preference  
**Duration:** 1 Day Course (FULL DAY)

This is an in-depth classroom-based practical GDPR course, instructor led, that will be of considerable benefit to Business owners, HR Managers, Data Controllers, IT Specialists, DPO's and all areas of business that collect and retain personal information on their customers, or third parties.

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### Course Content:

- Revision of existing Data Protection regulation obligations.
- Outlining the Data Protection rights of individuals and the obligations of business to protect these rights.
- Identification of the key changes that impact the Data Protection obligations of your business.
- The key principle of customer consent, and how this will change under the new GDPR.
- Explanation of penalties and sanctions to business for non-compliance with GDPR.
- The role of the Data Protection Officer in large organisations.
- Identification of enhanced Data Protection obligations - from both a Risk and Compliance perspective.
- Consideration of Transport-specific Data Protection considerations - Tachograph and CCTV, and the obligations of employers to ensure compliance in these areas.
- Key elements of a Data Audit. A significant portion of the course is designed to assist and support participants in producing the initial outline of an Action Plan to ensure timely compliance with the GDPR. A specially designed template with key headings is provided for completion as part of the course.

### Course Benefits:

This course was designed for:

- The course will bring participants up to date on existing Data Protection legislation and will provide a comprehensive overview of the very significant changes that will impact businesses when GDPR was enforced in May 2018.
- The course will provide a toolkit of resources, including a personalised Data Protection Audit template that can be tailored for use by each participant.
- The course will provide participants with knowledge and skills to help raise staff awareness of their obligations under GDPR.
- The course is interactive and interesting, entirely relevant, and will deliver the information needed to enable participants identify areas for action to ensure timely compliance with GDPR.

### Certification:

Certificate of Completion

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!





## Future Leaders in Logistics & Transport:

**Price:** € 510 per participant  
**Location:** The Curragh Racecourse Conference Facilities, Co. Kildare.  
**Date:** 12th September 2019, 14th November 2019 & 9th January 2020  
**Duration:** 3 Day Course

This programme develops future leaders through action orientated immersive learning experiences which is delivered a series of three one-day modules that are designed to develop leadership competency. The training method is all about progressively linking the development of each leadership competency within a programme that is designed as a complete process.

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### Training Objectives:

- Develop Team Leadership
- Communications
- Decision Making
- Problem Solving
- Creating a Learning-Orientated Team
- Coaching your Team Members for Improved Individual and Team Performance

### Course Content:

#### Module 1: Communication

Effective team leadership requires the ability to communicate your ideas and intent, using influence and behaviour. "Connection before Content", start the day with several practical team activities designed to build group identity and establish connections between participants. Why? This will achieve leadership support for participants from within the group, which will assist them for the life of this programme and beyond. By working on improving candidate's leadership presence and communications skills early in the programme we ensure all modules are positively impacted by improved communications and presentation skills. In this module the participants will prepare and present individual and group presentations. Immediate video feedback on their performance will be provided in order to maximise learning and leadership development.

#### Module 2: Decision-Making and Problem Solving

The second workshop focuses on Decision-Making and Problem - Solving methods and models. The day starts with an immersive problem - solving scenario to define the participants start point level of competency. Next up will be pairs immersive practical scenario-based decision-making using industry related scenarios. Defining your decision space and what autonomy participants have as a team leader, directs these practical decision-making sessions. The afternoon will shift to team project scenario-based decision-making simulations. Learning will be immediate and constant as feedback will be provided to each candidate on completion of each decision-making scenario.

#### Module 3: Lessons Learned and Coaching

In the third module the candidates will engage with lessons learned – how to lead a learning orientated team. We start outdoors in order to engage in a team leadership practical challenge. The duration of this challenge is two hours. The performance levels during this team challenge will provide the data for the participants to practically apply the "Hot Wash Up" lessons learned method and learn how a well-presented After-Action Review (AAR) that is positively "coached" can significantly improve team performance. The aim is to positively challenge the participants to lead a learning focused team. In the afternoon the candidates will learn how to investigate organisational performance and how to conduct a written AAR utilising real world business examples. Their analysis will then be examined in detail and the candidates will present their AAR for consideration and decision. Again, in line with our method we will provide immediate feedback to the candidates on their individual performance and their team leadership performance.



### Course Evaluation:

The people, leaders who supervise and direct the participants on a daily basis, have a key role to play in ensuring the participants apply the learning gained from every one-day module. Empowering the attendees to lead teams with smart autonomy is essential for their leadership to develop. In order to assist their managers, participants will complete and sign off on their programme goals in advance of commencing module 1. PL will work with the line manager and the participant to ensure that organisational goals are aligned with participant goals in line with future business leadership needs.

### Who Should Attend?

Your high performance and high potential leaders of the future. Developing your organisations leadership capacity with CILT Skillnet is an investment that will ensure your company is operating in that sweet spot where internal talent is ready to step up to meet your future leadership needs.

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### Certification:

Certificate of Completion

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!





## High Performance Leadership: For Transport Managers

**Price:** € 800 per participant  
**Location:** Red Cow Moran's Hotel, Dublin 22  
**Date:** 12th September 2019  
**Duration:** 4 Day Course (other dates 30/09/19, 24/10/19 & 14/11/19)

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.

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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.

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## QQI Level 6: Employment Law Course

- Price:** Price available on application  
**Location:** Course offered throughout the Republic of Ireland  
**Dates:** Dates can be arranged to suit your company's preferences  
**Duration:** 4 Days  
**NOTE:** At the moment this course is offered on an in-house basis only

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.

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### 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%

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## QQI Level 6: Train the Trainer - Delivery and Evaluation

- Price:** € 500 per participant  
**Location:** Carlton Hotel Dublin Airport  
**Date:** 16th—17th & 22nd—23th July 2019  
**Duration:** 4 Days  
**NOTE:** This course can also be offered on an in-house basis throughout the Republic of Ireland

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.

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### 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](mailto:eileen@cilt.ie) to book your place on this course now!





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

- Price:** € 600 per participant  
**Location:** Dublin  
**Date:** 10th—12th & 17th—18th September 2019  
**Duration:** 5 Days  
**NOTE:** This course can also be offered on an in-house basis

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.

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### 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.

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



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*"Promoting Professionalism in Logistics, Transport and Supply Chain"*

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# Shipping, Supply Chain & Exportability Courses



CILT Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland is funded from the National Training Fund through the Department of Education and Skills.



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agus Scileanna  
Department of  
Education and Skills





## Customs Declaration Awareness for your Transport Operation

- Price:** € 440 per participant  
**Location:** Monthly courses available in Dublin, Portlaoise, Cork, Galway, Athlone, Dundalk, Waterford, and Kerry  
**Dates:** 18th & 25th July 2019 (Dublin)  
12th & 19th September 2019 (Dublin)  
10th & 17th October 2019 (Dublin)  
**Duration:** This programme is delivered in two 3-hour sessions over 2 weeks

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Are you currently **exporting** or **importing** to the UK?  
Have you got vehicles currently **transiting** the UK landbridge and are you concerned about delays?  
Have you been tasked to **plan for Brexit** and provide Customs systems for your company?

CILT Skillnet have a practical training programme to help Transport Operators understand the Customs process. This programme will give each participant clear guidance on Customs procedures and documentation in a post-Brexit scenario. Our Subject Matter Expert will be available to answer any Customs queries and concerns. Participants will have a full and complete understanding of the process for making import and export declarations with sufficient knowledge to identify the requirements of their business in preparing to meet Customs requirements in a compliant and knowledgeable process.

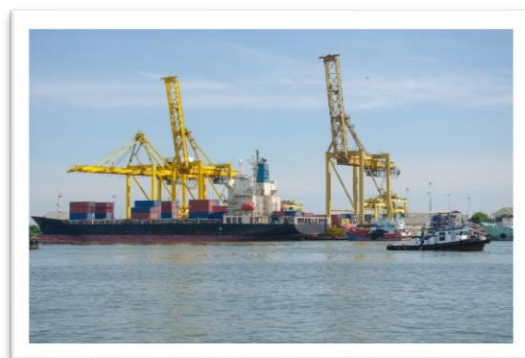
### What is covered on the course?

#### Day 1 (three hours) :

- Overview of Customs Procedures
- Union Customs Code
- Customs Automatic Entry Processing System
- Communicating with Customs, Current Software Availability and Costs
- Customs Brokerage
- Information & Documents Required to Make a Declaration
- Commodity Codes Their Origin and Use with Practical Examples
- Step by Step Guide to Creating Export Entries
- Responsibilities of the Parties in the Supply Chain (ie: Shipper, Carrier, Shipping / Airlines, Receivers of Goods)
- The Importance of INCOTERMS in Customs Declarations

#### Day 2 (three hours) :

- Importing Goods
- Customs Simplifications
- Customs Warehouse
- Deferred Payment Facilities
- Authorised Consignee
- AEO (Authorised Economic Operator)
- Information Resources, TARIC, Revenue Website, EU Website
- Duty and VAT Calculations Case Studies
- Preferential Duties
- VAT on Import
- Step by Step Guide to Creating an Import Entry
- Questions & Answers





## Who Should Attend?

This course would be ideal for:

- All administration staff dealing with import, export and shipping transactions
- Transport Managers
- Logistics, Shipping and Supply Chain Managers
- Finance and Procurement Managers
- Compliance Managers
- Customs Managers
- Export Sales Managers

## Duration:

Two sessions of 3 hours per session with a maximum of 10 participants per class.

## Course Outcome:

All participants will be expected to demonstrate their understanding by continuous assessment during the course.

At the end of the two sessions participants should have a full and complete understanding of the process in making import and export declaration with sufficient knowledge to identify the requirements of their business and preparing to meet Customs requirements in a compliant and knowledgeable process.

Of equal importance, each attendee will have contact details for our Subject Matter Expert for Customs queries and questions after the course. We will encourage attendees to forward any questions or queries they might have after the course as we feel it's important to give support and a friendly point of contact for dealing with their queries.

## Certification:

On completion of this course a certification of attendance will be issued to all participants.

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!







## Introduction to Customs Procedures & Supply Chain Management

- Price:** Price available on application  
**Location:** Monthly courses available in Dublin, Portlaoise, Cork, Galway, Athlone, Dundalk, Waterford, and Kerry  
**Dates:** Available on application  
**Duration:** 3.5 hours per course

The UK are set to leave the EU shortly and whatever the outcome of the exit negotiations this training will help you understand and prepare for the changes to the supply chain for post Brexit trading.

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### Course Aims & Objectives

- Develop an understanding of the importance of a global supply chain
- Appreciate the risks and a range of factors that affect world trade
- Become familiar with customs procedures for different markets
- Highlight the controls of enforcement agencies.

### Course Content:

- The importance of a mutual supply chain
- Main goals of a supply chain
- Irish Government Brexit position
- Free movement of goods and The Single Market
- Customs union
- Global supply chain risks
- Main issues facing Irish transport and logistics sector
- Trade links and opportunities
- Issues for the industry and Planning better solutions
- Supporting policy and regulating measures
- Customs procedures (AEO) and Customs documentation



### Who Should Attend?

This course would be ideal for:

- All administration staff dealing with import, export and shipping transactions
- Transport Managers
- Logistics, Shipping and Supply Chain Managers
- Finance, Procurement, Compliance and Export Sales Managers.

### Course Outcome:

All participants will be expected to demonstrate their understanding by continuous assessment during the course.

### Certification:

On completion of this course a certificate of attendance will be issued to all participants.

Please email [eileen@cilt.ie](mailto: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.

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

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- Price:** Price available on application  
**Location:** Offered throughout the Republic of Ireland on an in-house basis only  
**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:** Price available on application  
**Location:** Offered throughout the Republic of Ireland on an in-house basis only  
**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:** Price available on application  
**Location:** Offered throughout the Republic of Ireland on an in-house basis only  
**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:** Price available on application  
**Location:** Offered throughout the Republic of Ireland on an in-house basis only  
**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.

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## 5. Health and Wellbeing Awareness

- Price:** Price available on application  
**Location:** Offered throughout the Republic of Ireland on an in-house basis only  
**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](mailto: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:** € 1,900 per participant  
**Location:** Dublin  
**Dates:** 27th—29th August 2019  
4th—6th November 2019  
**Duration:** 3 Days

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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:** Price available on application  
**Location:** Dublin or as an online course  
**Date:** Dates can be arranged to suit your company's preference  
**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



### 3. GDP: Drivers

- Price:** Price available on application  
**Location:** Dublin or as an online course  
**Date:** Dates can be arranged to suit your company's preference  
**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.

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#### 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

Online courses & refresher courses also available!

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!





## INCOTERMS 2010 Training Course

**Price:** € 500 per participant  
**Location:** Dublin  
**Date:** 21st November 2019  
**Duration:** 1 Day – 4½ hour session

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.

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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](mailto:eileen@cilt.ie) to book your place on this course now!





## International Transportation

- Price:** Price available on application  
**Location:** In-Company Basis Only  
**Date:** Dates can be arranged to suit your company's preference  
**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.

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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](mailto:eileen@cilt.ie) to book your place on this course now!



## Port Operations

- Price:** Price available on application  
**Location:** In-Company Basis Only  
**Date:** Dates can be arranged to suit your company's preference  
**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.

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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](mailto:eileen@cilt.ie) to book your place on this course now!



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# Warehousing & Road Transport Courses

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CILT Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland is funded from the National Training Fund through the Department of Education and Skills.



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Education and Skills







## Banksman Reversing Assistant Training

- Price:** Price available on application  
**Location:** Offered on an in-company basis throughout Ireland  
**Dates:** Dates can be arranged to suit your company's preferences  
**Duration:** 4 hours (1.5 hours classroom; 2.5 hours practical) with a maximum 4 per course (maximum trainer/trainee ratio is 1:4)

The course will raise the awareness of the dangers caused when reversing and provide candidates with theoretical and practical knowledge, techniques and hand signals required to assist drivers when manoeuvring their vehicle. It is suitable for all professional drivers and any person responsible for assisting them in manoeuvring their vehicles.

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### Course Objectives & Aims:

On completion of the course participants will be:

- Aware of employer/employee responsibilities
- Able to identify the hazards and risks of being a Banksman
- Able to identify potential danger areas at your site(s)
- Able to demonstrate the standardised hand signals required for communicating with drivers
- Able to demonstrate safe standing positions when assisting drivers
- Familiar with the appropriate PPE to be used

### Course Content:

- Introduction
- Health and safety legislation
- Safety precautions and procedures
- Banksman/operator responsibility
- Personal Safety and PPE
- Hazard identification and risk assessment
- Principles of Standardised Hand Signals and safe standing positions
- Reversing of vehicles in confined spaces
- Practical session to demonstrate correct hand signals, safe standing positions for assisting a driver when a driver is manoeuvring his vehicle

### Who Should Attend?

All employees assigned to assist drivers in reversing vehicles.

### Course Evaluation:

Attendees will be tested on techniques and hand signals that assist drivers in reversing vehicles.

### Requirements:

Vehicle and secure area to be provided for the practical part of the training. All attendees should have the appropriate PPE. Site clearance/access for trainer.

### Certification:

On completion of this course a certificate of attendance will be issued to all participants.

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!





## Driver Induction Training

- Price:** Price available on application  
**Location:** Offered on an in-company basis throughout Ireland  
**Dates:** Dates can be arranged to suit your company's preferences  
**Duration:** 4 hour session  
**NOTE:** At the moment this course is offered on an in-house basis only

The course is aimed at drivers and crew (including office staff and management) involved with transport operations in the private and public sector. The course will cover all aspects of driver and crew responsibilities whilst operating company vehicles. It also details the many other areas of legislation that directly affect the drivers on a day to day basis, such as road safety, drivers' hour's rules and the safety of loads on vehicles, internal policies and procedures such as mobile phone policy, seat belt usage, speed limits and driver defect training using the company walk around check sheet to demonstrate how to complete correctly. The course is classroom-based and is suitable for a maximum of 20 participants. It will also include a 30 minute practical demonstration of a walk around check process.

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### Course Objectives & Aims:

The one aim of the course is to give clear driver safety and defect training and induction to all drivers and crew and to outline company policy and procedures in relation to the driving function. More specifically, it is to cover the legal requirements contained in Safety Health and Welfare Act 2005 and Commercial Vehicle Roadworthiness Act 2012. Drivers must understand their responsibilities on the road and this course will highlight the powers of the enforcement agencies such as RSA, HSA and the penalties for non-compliance, both for the vehicle operator and/or driver.

### Course Content:

Following this course participants should be able to:

- Understand the fundamentals of the Health and Safety, Road Safety, Driver hours and Commercial Roadworthiness Act.
- Appreciate the powers of the enforcement authorities.
- Distinguish the main features of driver's hours laws.
- Understand the company policy for driver defect reporting and identification.
- Understand basic road safety rules and company policy in relation to mobile phone, speed limit and seat belt usage.
- Help ensure compliance with transport legislation and general road safety compliance.

### Who Should Attend?

Drivers and crew (including office staff and management) involved with transport operations in the private and public sector.

### Course Evaluation:

All participants will be expected to demonstrate their understanding by continuous assessment during the course.

### Requirements:

The course should be supplemented by the distribution of the company driver handbook upon which the key policy and procedures are outlined. Please provide suitable training room and vehicle(s) for practical session.

### Certification:

On completion of this course a certificate of attendance will be issued to all participants.

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



## Driver Walk Around Check Training

- Price:** Price available on application  
**Location:** Offered on an in-company basis throughout Ireland  
**Dates:** Dates can be arranged to suit your company's preferences  
**Duration:** 4 hour session  
**NOTE:** At the moment this course is offered on an in-house basis only

Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012 & SI No 348 of 2013 (came into operation on the 10th of September 2013) make it obligatory for all drivers of Light Commercial Vehicles, HGVs and Coach and Bus to carry out a pre-use inspection of both the interior and exterior of the vehicle. This course ensures that drivers fully understand their responsibilities when carrying out walk around checks. It also helps participants to identify defects, to ensure operator compliance and prevent possible prohibitions.

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### Course Objectives & Aims:

This course ensures that drivers fully understand their responsibilities when carrying out walk around checks. It also helps participants to identify defects, to ensure operator compliance and prevent possible prohibitions and on-the spot fines.

### Course Content:

This course will cover the following:

- Legislation – what are the legal requirements?
- Explain why and how to conduct a walk around check on a vehicle.
- Ensuring vehicle performance is monitored throughout the working day.
- Highlighting potential defects and promptly reporting in writing.
- Exploring the procedure for carrying out checks.
- Identifying the components to be checked.
- Completing defect reports (samples of existing ones can be reviewed in advance of session).
- Explaining the powers of enforcement and the consequences of non-compliance.

### Who Should Attend?

- Drivers and supervisors
- Those responsible for raising and maintaining transport compliance standards across a team of professional drivers

### Course Assessment:

All participants will be expected to demonstrate their understanding by continuous assessment during the course.

### Requirements:

Please provide suitable training room and vehicle(s) for practical session.

### Certification:

On completion a certificate of attendance will be issued to all participants.

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



## Driving Assessment & Corrective Training Assessor Course

- Price:** Price available on application  
**Location:** Offered on an in-company basis throughout Ireland  
**Dates:** Dates can be arranged to suit your company's preferences  
**Duration:** 4 days for 1 participant  
5 days for 2 participants

This training is designed to equip participants with the information and instruction on how to drive their vehicle in a safe and fuel-efficient manner through the optimum use of revolutions, better gear ratios and speed with the aim of reducing the running cost of the vehicle.

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### Course Objectives & Aims:

Fuel efficient drivers result in lower running costs, improved profit margins and reduced emissions. Safer drivers mean less injuries and fatalities on our roads, less accident damage to vehicles, less unproductive downtime for vehicle repair, the potential for reduced insurance premiums. At the end of the training participants will:

- Be competent in assessing a driver's standard
- Be competent in assessing and giving guidance to drivers
- Be competent at preparing and presenting briefings
- Understand the difference between assessing and training
- Be competent in providing professional training for areas of weakness identified during assessment

### Course Content:

This course will cover the following:

- Driver responsibilities – driver and vehicle licence checking
  1. Basic principles of fuel consumption and driver safety
  2. An overall awareness of fuel economy and road layout
  3. Better use of gears (to avoid over-revving and unnecessary gear changes)
  4. Keeping correct distances (to avoid hard braking)
  5. Safe and fuel-efficient driving techniques
  6. Vehicle checks and risks.
- Assessment drive – identification of driver competences.
- Review of key improvement areas
- Application of techniques and coaching for best performance
- Final feedback session and future action planning

### Who Should Attend?

Persons put forward by the company to become in-house driver assessors.

### Course Evaluation:

Measure skills of assessor to identify a driver's strengths and weakness. Profile of drivers driving competencies

- Documented driver training programme
- Certification of training
- Active management of driver training program
- Information crucial to the overall health and safety policies of the company
- Prospect of cheaper insurance
- Reduced instances of non-insured claims
- Increased protection of rolling stock
- Reduction of wear and tear of vehicles
- Fuel savings
- Brand integrity
- Better safer drivers



### Requirements:

There is a maximum of two people per course. The course comprises both classroom and practical elements. Please ensure the following:

- Site clearance/access for trainer
- Training room for attendees
- The course will include a practical element – for this we require access to a truck each day of the training
- Participants should wear their normal PPE (eg: safety boots, hi-viz jacket, safety gloves etc).

### Note:

Successful participants will be provided with a starter toolkit for them to commence driver assessments and training. It is recommended this training is followed up with the Assessor Revalidation course within twelve months of completion to ensure the assessor is meeting the standards, is confident delivering the assessment and corrective training, and is updated on any relevant regulatory changes since initial training.

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Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!







## ECO-Drive Training

- Price:** €680 per session  
**Location:** Offered on an in-company basis throughout Ireland  
**Dates:** Dates can be arranged to suit your company's preferences  
**Duration:** 1.5 hours per driver – maximum of 3/4 drivers per session

Our ECO-Drive Training involves in-cab driver tuition aiming to help businesses reduce fuel and maintenance costs, reduce CO2 emissions and improve safety through enhanced driving techniques, and increased driver awareness, vehicle control and fuel economy.

### Course Objectives & Aims:

Our ECOdrive Training Programme will deliver:

- Improved driver performance in L/100km
- Average fuel savings of 8%
- Real and immediate bottom line savings €€€s.

By simply reducing fuel consumption by 1,000 litres per year will save €1,100 and 2.6 tonnes of carbon dioxide emissions (assuming a price of €1.10 per litre, ex VAT).

- Fuel Efficient Drivers = Safer Drivers = Good Risk Management
- Counteract the cost of rising fuel prices
- Reduce running costs and emissions
- Improve profit margins

### Course Content:

- Driver responsibilities – driver and vehicle licence checking.
- Basic principles of fuel consumption and driver safety
  1. An overall awareness of fuel economy and road layout
  2. Better use of gears (to avoid over-revving and unnecessary gear changes)
  3. Keeping correct distances (to avoid hard braking)
  4. Safe and fuel efficient driving techniques
  5. Vehicle checks and risks.
- Assessment drive – identification of driver competences
- Review of key improvement areas
- Application of techniques and coaching for best performance
- Final feedback session and future action planning.

### Who Should Attend?

Drivers of any vehicle wishing to improve driving techniques and reduce vehicle running costs.

### Course Evaluation:

- Assessment drive – identification of driver competences. Review of key improvement areas.
- Application of techniques and coaching for best performance. Final feedback session and future action planning.

### Requirements:

A suitable vehicle must be provided to facilitate trainees. Ideally, we would train 3 drivers per day – 1:1 in vehicle training for approx. One and a half hours each – drivers need to be taken off their normal route/duties for the training session.

### Certification:

On completion of this course a certificate of attendance will be issued to all participants.

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



## Electric / Motorised Pallet Truck Course

- Price:** Price available on application  
**Location:** Available as in-company training throughout the Republic of Ireland  
**Date:** Monthly courses available  
**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.

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### 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](mailto:eileen@cilt.ie)  
to book your place on this  
course now!



## Fleet Manager Compliance Awareness Course

**Price:** € 215 per participant  
**Location:** Dublin  
**Date:** 18th June 2019  
23rd July 2019  
17th September 2019  
**Duration:** 1 Day Course with a maximum of 16 participants

The course is aimed at managers and supervisors involved with transport operations in the private and public sector. The course will provide an overview of the road haulage operator licensing system and highlight employers' and drivers' responsibilities. It also details the many other areas of legislation that directly affect the operator licence obligations, such as drivers' hour's rules and the safety of loads on vehicles.

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### Course Objectives and Aims:

The general aim of the course is to develop a knowledge of road transport law. More specifically, it is to cover the legal framework surrounding the operator licensing system and demonstrate the importance of road safety legislation. This includes highlighting the powers of the enforcement agencies such as: The Minister, RSA, HSA and the penalties for noncompliance, both for the vehicle operator and/or driver.

### Course Programme:

Following this training participants should be able to:

- Understand the fundamentals of the Road Haulage Operator Licensing system and Commercial Roadworthiness Act.
- Appreciate the powers of the enforcement authorities and the Minister of Transport.
- Distinguish the main features of driver's hours laws.
- Express the difference between driver licence categories.
- Appreciate the general principles of safe loading of vehicles.
- Help ensure compliance with transport legislation and general road safety compliance.
- Feel more confident discussing road transport legislation with driving staff.

### Who Should Attend?

- Anyone who wishes to update their transport legislation knowledge to the latest standards.
- Those who are committing to their continued professional development as a transport professional.

### Course Evaluation:

Participants will be provided with a course notebook to accompany the course. The notebook acts as a course hand out that participants can use to take notes and complete group exercises throughout the day.

### Requirements:

A knowledge of road transport is required to attend this course.

### Certification:

On completion of this course a certificate of attendance will be issued to all participants.

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



## Forklift Novice Course

- Price:** Price available on application  
**Location:** Available throughout the country as an in-company course  
**Date:** Dates can be arranged to suit your company's preference  
**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.

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### 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](mailto:eileen@cilt.ie) to book your place on this course now!





## Forklift Truck Refresher Course

- Price:** Price available on application  
**Location:** Available throughout the country as an in-company course  
**Date:** Dates can be arranged to suit your company's preference  
**Duration:** 1 Day  
**Maximum Participants:** Three participants

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

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### 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](mailto:eileen@cilt.ie) to book your place on this course now!



# Management of EU Drivers' Hours, Working-Time Rules and Records

**Price:** € 155 per participant  
**Location:** Dublin  
**Date:** 20th June 2019  
25th July 2019  
15th August 2019  
**Duration:** 1 Day with a maximum of 16 participants

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This training course is designed to help managers, supervisors and administrative staff understand the driving and working time rules that govern commercial/passenger vehicle drivers. It explains the rules regarding driving time, break and rest periods.

## Course Aims & Objectives:

Following this training participants should have:

- Increased confidence when having complex discussions with drivers and/or managers relating to drivers' hours rules;
- Peace of mind that you are operating legally;
- Knowledge about where to find the answers to complex issues or operational anomalies;
- Offers the opportunity.

## Course Content:

- Legislation on EU Drivers' Hours
- Working Time Regulations
- Road Traffic Act
- Employer and driver obligations
- Written records for drivers exempt from EU Rules
- Best practice for monitoring compliance
- Analysis and problem solving
- Management of analogue and digital tachograph
- Practical demonstration using tachograph simulator unit
- Latest technology using turning point to create an interactive training course.

## Who Should Attend?

- Anyone who wishes to learn about drivers' hours rules and the relationship with working time regulations.
- Those who are committing to their continued professional development as a transport professional.

## Course Evaluation:

All participants will be expected to demonstrate their understanding by continuous assessment during the course.

## Requirements:

A knowledge of road transport operations with an emphasis on driver hours and the working time directive.

## Certification:

On completion of this course a certificate of attendance will be issued to all participants.

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



## QQI Level 5 Training: Warehouse Operations Training Course

- Price:** Price available on application  
**Location:** At the moment this course is offered on an in-company basis only  
**Date:** Dates can be arranged to suit your company's preference  
**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.

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### 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.



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and Transport

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### Course Assessment:

- Examination — Theory 60%
- Project 40%

### 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.

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### Certification:

QQI Level 5 Warehousing Certificate

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



CILT Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland is funded from the National Training Fund through the Department of Education and Skills.



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills







## RTITB/IIPMM MHE Instructor Course

- Price:** €1,400 per participant  
**Location:** Dunshaughlin Business Park, Co. Meath  
**Dates:** 24/06/19, 25/06/19, 26/06/19, 27/06/19, 28/06/19, 01/07/19, 02/07/19, 03/07/19, 04/07/19 & 05/07/19  
**Duration:** 10 Day Course  
**Please Note:** This is for the in-house IIPMM 5 year cert for the Counterbalance Forklift only. If your company requires other machines (such as Reach or PPT) you will need to do one or two day conversion courses depending on experience level on the other trucks (extra fees apply).

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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 forklift truck instructor to teach in-house forklift training on a Counterbalance Forklift.

### On completion of the course participants will be able to:

- Plan, Prepare and Present Forklift 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](mailto:eileen@cilt.ie) to book your place on this course now!



## Safe Load Securing Practices Course

- Price:** Price available on application  
**Location:** Offered throughout the Republic of Ireland as an in-company course only  
**Date:** Dates can be arranged to suit your company's preference  
**Duration:** 4 hour session

**Unsecured or inadequately secured loads pose a safety risk and could cause injury and even death. Unsecured or inadequately secured loads can shift when a vehicle is in motion and may cause:**

- Loss of control of vehicle.
- Objects to fall on or hit people.
- Road obstruction or collision where a driver is required to swerve to avoid fallen items.
- Spillages that may cause vehicles to lose control.
- Failure to secure loads properly may also result in financial losses due to damaged goods and vehicles, lost working time, clean-up costs and possible legal costs.

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### Course Objectives:

This course is practical and classroom-based. It is aimed at drivers and loaders of goods vehicles. It provides participants with the knowledge and skills to deal with basic load configurations in a safe and efficient manner.

### Course Content:

The course will cover the following:

- Legislation and Health and Safety
- Principles of safe loading and unloading and principals to consider when securing a load
- Company Responsibility and Driver Responsibility
- Types of restraints and types of load
- Problems arising from poor load securing
- Weight distribution and the impact it has on a load
- Practical demonstration of correct use of ratchet/lashing straps (classroom based and external at vehicle).

### Requirements:

Training to be delivered on client site where the practical element can incorporate the correct securing of a typical load for your operation (a loaded trailer/vehicle would need to be made available to demonstrate safe load securing discussed in the classroom). Please provide suitable training room and vehicle(s) for practical session.

### Who Should Attend?

- Loading/unloading operatives such as warehouse and yard teams
- Drivers
- Those responsible for raising and maintaining health and safety standards across a team of professional drivers

### Certification:

On completion of this course a certificate of attendance will be issued to all participants.

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



## Tail Lift Operator Training Course

- Price:** Price available on application  
**Location:** Offered throughout the Republic of Ireland as an in-company course only  
**Date:** Dates can be arranged to suit your company's preference  
**Duration:** 2 ½ hour session

### Course Objectives:

To train candidates in the safe use of specific tail lifts. On completion of training the trainee will be expected to have attained operating skills that comply with relevant laws.

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### Course Content:

The course will cover the following topics:

- Relevant laws governing the safe use of tail lifts.
- Understanding of the manufacturer's operating instructions for the type of tail lifts used.
- Pre-use safety checks and defect reporting.
- Correct opening and stow away of tail lift (including all safety items) – practical demonstration.
- Manual handling hazards associated with using a tail lift, equipment and environment.
- Position of the operator while using the tail lift – solo and multiple operators.
- Parking and vehicle position.
- Risks of falls to operator, goods and third parties.

### Who Should Attend?

- Loading/unloading operatives such as warehouse and yard teams
- Drivers

### Course Evaluation:

All participants will be expected to demonstrate their understanding by continuous assessment during the course.

### Requirements:

Please provide suitable training room and vehicle(s) for practical session.

### Certification:

On completion of this course a certificate of attendance will be issued to all participants.

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



# Temperature Controlled Transport for Pharmaceutical and Foodstuffs

- Price:** Price available on application  
**Location:** In-Company Basis Only  
**Date:** Dates can be arranged to suit your company's preference  
**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

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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:

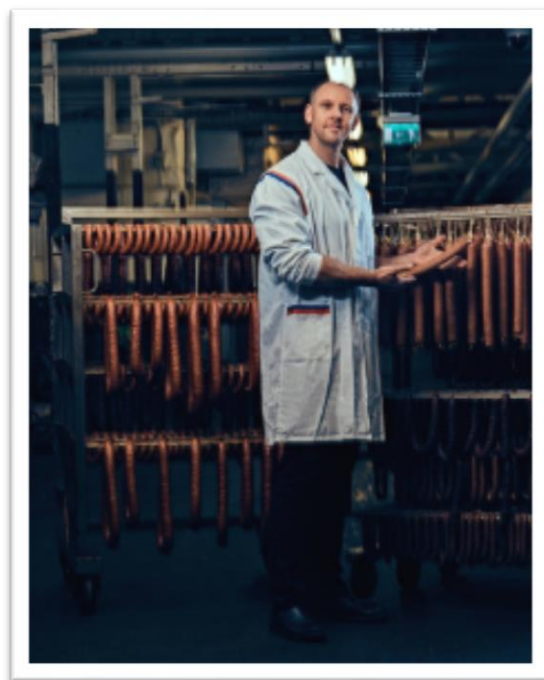
- Types of transport
- Weight restrictions by Road, Sea, Air
- Refrigerated containers & Trailers
- Loading cargo at correct temperature
- Preparation, Plug-in, Monitoring
- Cold Storage and cargo handling
- Reducing your risk
- Refrigeration technology advancement
- Insurance and claims

## 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](mailto:eileen@cilt.ie) to book your place on this course now!





## Warehousing: Strategy, Design and Operations Course

**Price:** € 1,100 per participant  
**Location:** Croke Park Stadium, Dublin 3  
**Date:** TBC  
**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?

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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](mailto:eileen@cilt.ie) to book your place on this course now!



## Yard Shunter Novice Training

- Price:** Price available on application  
**Location:** Offered as in-company training throughout Ireland  
**Date:** Dates arranged to suit your preference  
**Duration:** 2 Day Course

This course is designed to teach safe working practice to drivers moving vehicles in and around confined spaces, transport yards and onto loading bays.

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### Course Aims & Objectives:

The course aims to improve existing driving standards and teach new driving techniques on the safe movement of vehicles within a transport environment.

### Course Content:

At the end of this course, participants will be able to demonstrate safe working practices in the following key areas:

- Vehicle familiarisation and pre use inspections.
- Correct coupling and uncoupling of articulated vehicles.
- Practice manoeuvring the vehicles onto loading bays or garages.
- Safe parking procedures.
- Health and safety.
- Final practical assessment.

### Who Should Attend?

Shunting staff – participants on this course must at least hold a category B driving licence.

### Course Evaluation:

All participants will be expected to demonstrate their understanding by continuous assessment during the course.

### Requirements:

Maximum three participants per course. Please provide suitable training room and vehicle(s) for practical session.

### Certification:

On completion of this course a certificate of attendance will be issued.

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



## Yard Shunter Refresher Training

<b>Price:</b>	Price available on application
<b>Location:</b>	Offered as in-company training throughout Ireland
<b>Date:</b>	Dates arranged to suit your preference
<b>Duration:</b>	1 Day Course

This course is designed to teach safe working practice to drivers moving vehicles in and around confined spaces, transport yards and onto loading bays.

### Course Aims & Objectives:

This course aims to improve existing driving standards and teach new driving techniques on the safe movement of vehicles within a transport environment.

### Course Content:

At the end of this course, participants will be able to demonstrate safe working practices in the following key areas:

- Vehicle familiarisation and pre use inspections.
- Correct coupling and uncoupling of articulated vehicles.
- Practice manoeuvring the vehicles onto loading bays or garages.
- Safe parking procedures.
- Health and safety.
- Final practical assessment.

### Who Should Attend?

Shunting staff – participants on this course must at least hold a category B driving licence.

### Course Evaluation:

All participants will be expected to demonstrate their understanding by continuous assessment during the course.

### Requirements:

Maximum three participants per course. Please provide suitable training room and vehicle(s) for practical session. A person will only be deemed to be eligible for a refresher course if they have worked as a shunter driver within the last 18 months. Otherwise we would recommend they complete a novice course. If the assessor deems any person on the training requires additional tuition before completing the course he will notify the company at the earliest opportunity.

### Certification:

On completion of this course a certificate of attendance will be issued.

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



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# Health & Safety Courses



CILT Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland is funded from the National Training Fund through the Department of Education and Skills.



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agus Scileanna  
Department of  
Education and Skills







## Display Screen Equipment (DSE) Risk Assessors Training:

- Price:** € 200 per participant  
**Location:** Dublin & Cork  
**Dates:** 10th September 2019 (both locations)  
3rd December 2019 (both locations)  
**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.

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### 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](mailto:eileen@cilt.ie) to book your place on this course now!



## Basic Training on the use of Fire Safety Equipment

<b>Price:</b>	€ 240 per session
<b>Location:</b>	Available throughout the Republic of Ireland
<b>Date:</b>	Dates can be arranged to suit your company's preferences
<b>Duration:</b>	1.5 Hours
<b>Maximum Participants:</b>	15-20 Participants
<b>Note:</b>	Only offered as an in-company training course

This course equips participants with the information required to extinguish a fire in the workplace. This course will provide your staff with training in the use of the Fire Safety Equipment. The time allotted for this course is 1.5 hours and this includes a controlled live fire demonstration.

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### Training:

Our approach to delivering all our Fire Safety Courses will hopefully ensure that staff will have the necessary skills to deal with an emergency situation should it arise and to be able to use the fire safety equipment with confidence. To get the maximum benefit from the training we recommend that the number of people that attend each session should not exceed 20 people.

### Course Programme:

This course programme will cover the items outlined below:

- The Chemistry of Fire (The Fire Triangle)
- The Principals of Fire Prevention
- Outlining the various Classes of Fires
- The Types of Fire Extinguishers
- The safe and correct use of Fire Extinguishers with particular emphasis on the types available within your premises and on your vehicles.
- The session would end with a live fire demonstration on a gas fired training kit where the correct use of each extinguisher would be demonstrated by myself and following this each participant would be provided with an opportunity to use an extinguisher under supervision.
- We will also demonstrate the use of fire blankets.

### Who Should Attend?

All Employees

### Certification:

Fire Safety Training Division Certification on successful completion of course assessment

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



## Fire Safety Awareness: In-Company Training Session

- Price:** € 325 per session  
**Location:** Available throughout the Republic of Ireland  
**Date:** Dates can be arranged to suit your company's preferences  
**Duration:** 2– 2.5 Hours  
**Maximum Participants:** 15-20 Participants  
**Note:** Only offered as an in-company training course

This comprehensive course will provide your staff with training in Fire Safety Awareness and also in the use of the fire extinguishers. The time allotted for this course is 2 – 2.5 hours and this includes a controlled live fire demonstration.

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### Training:

Staff will have the necessary skills and information to increase their awareness relating to Fire Prevention and how to deal with an emergency situation should it arise. To get the maximum benefit from the training we recommend that the number of people that attend each session should not exceed 20 people.

### Course Programme:

This course programme will cover the items outlined below:

- Fire Services Act / SHWW Act
- Principles of Fire Safety
- The Importance of Fire Safety & Fire Prevention
- Staff Responsibilities
- First steps on suspicion of an outbreak of fire
- Evacuation Procedures as per your buildings fire plan / emergency procedures.
- Calling The Emergency Services
- Your Company's Evacuation Procedure– Assembly Point, Fire Drills, Raising Alarm, Access Points & Exits
- The Chemistry of Fire (The Fire Triangle)
- Outlining the various Classes of Fires
- Safe Use of Fire Extinguishers with particular emphasis on the types available within your premises

### Course Content:

The Course will also incorporate the:

- Safe Use of Fire Extinguishers with particular emphasis on the types available within your premises
- The use of Fire Blankets
- The session would end with a live fire demonstration on a gas fired training kit where the correct use of each extinguisher would be demonstrated by myself and following this each participant would be provided with an opportunity to use the extinguishers under supervision.
- Attendees will also be given instruction in the use of a fire blanket.

### Who Should Attend?

All Employees

### Certification:

Fire Safety Training Division Certification on successful completion of course assessment

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



## Fire Warden Training: Public Course

Price:	€ 200 per participant
Location:	Dublin & Cork
Date:	6th June 2019 (Cork) 25th July 2019 (Dublin) 27th August 2019 (Cork) 17th October 2019 (Dublin) 28th November 2019 (Cork)
Duration:	1 Day Course
Time:	9.00am – 5.00pm

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### 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](mailto:eileen@cilt.ie) to book your place on this course now!





## Fire Warden Training: In-Company Session

- Price:** € 410 per session  
**Location:** Available throughout the Republic of Ireland  
**Date:** Dates can be arranged to suit your company's preferences  
**Duration:** 3.5 Hours  
**Maximum Participants:** 12-15 Participants  
**Note:** Only offered as an in-company training course

This course covers the role of Fire Warden / Fire Manager within the workplace and will train participants to deal with fire in an emergency situation.

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### Course Content:

Below is an outline of the course content but if there is a specific item that you need covered in more detail because of the nature of your building we can tailor the course to suit those needs:

- The legislation
  1. The Fire Services Act
  2. Responsibilities – Employees – Contractors – Visitors
- The Role of a Fire Warden – in line with your own procedures
- Understanding the spread of Fire
  1. The Chemistry of Fire (The Fire Triangle)
  2. DVD Shown to attendees on a controlled room fire
- The Importance of Fire Prevention
  1. The Importance of Identifying Hazards
  2. Carrying out internal inspections ( In line with your in-house procedures)
- Record Keeping
  1. The Importance of Keeping the Fire Register up-to-date
- What to do in the event of: (a) Discovering a fire and (b) Hearing the Fire Alarm going off
- Evacuation Procedures as per your Site Safety Plan

We then take attendees on a walk through the building where they can see first hand how fire doors operate, how fire compartments operate, the location of fire alarm call points, the escape routes, assembly points and the location of fire safety equipment.

### Course Programme:

The Course will also incorporate the:

- Safe Use of Fire Extinguishers with particular emphasis on the types available within your premises
- The use of Fire Blankets
- The session would end with a live fire demonstration on a gas fired training kit where the correct use of each extinguisher would be demonstrated by myself and following this each participant would be provided with an opportunity to use the extinguishers under supervision.
- Attendees will also be given the opportunity to use a fire blanket on a simulated chip pan fire.

### Who Should Attend?

All Employees

### Certification:

Fire Safety Training Division Certification on successful completion of course assessment

Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!



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

**Price:** € 385 per participant  
**Location:** Dublin & Cork  
**Dates:** 17th—19th June 2019 (both locations)  
15th—17th July 2019 (both locations)  
**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.

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### 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](mailto:eileen@cilt.ie) to book your place on this course now!



CILT Skillnet is co-funded by Skillnet Ireland and member companies. Skillnet Ireland is funded from the National Training Fund through the Department of Education and Skills.



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

**Price:** € 300 per participant  
**Location:** Dublin & Cork  
**Dates:** 20th—21st June 2019 (both locations)  
18th—19st July 2019 (both locations)  
**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.

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### 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](mailto:eileen@cilt.ie) to book your place on this course now!



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## Occupational First Aid / First Aid Response Training: In-Company Session

- Price:** € 1,150 per session  
**Location:** Available throughout the Republic of Ireland  
**Date:** Dates can be arranged to suit your company's preferences  
**Duration:** 3 Day Course  
**Maximum Participants:** 6 – 8 Participants maximum  
**Note:** Only offered as an in-company training course

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This is a comprehensive 3-Day Course which covers all the essential aspects of the Occupational First Aid requirements as outlined in module 5N1207 and was introduced on 1 September 2008. The Occupational First Aid Regulations Safety, Health and Welfare at Work General Applications Regulations S.I. No. 299 of 2007. Under the Safety, Health and Welfare at Work (General Application) Regulations 2007, there is a requirement on employers based on a risk assessment to have a sufficient number of Occupational First Aiders trained and deployed in the workplace.

The course consists of 8 units as listed below and includes Cardiac First Responder training in an Automated External Defibrillators (AED'S). Our first aid instructor is an OFAAA (Occupational First Aid Assessment Authority) Training Provider. Upon successful completion of the course and assessment, participants are presented with an Occupational First Aid Certificate, which is valid for two years.

### Course Unit:

- First Aid in the Workplace
- Wounds and Bleeding
- Patient Assessment
- Altered Levels of Consciousness
- Respiratory Emergencies
- Musculoskeletal Injuries
- Cardiac First Response
- Burns, Scalds, Poison and Electric Shock



### Features:

- Video based course ensures consistency
- PowerPoint presentations
- Instructor led, hands on class format reinforces skills proficiency
- In the classroom, students participate in simulated scenarios

### Course Format:

The course requires 3 days complete, including skills practice and assessment. While the main content of the course is general, each course is different in terms of learners, circumstance and requirements. There is an assessment with this course for certification.

### Course Assessment:

- 40% - Basic Life Savings Skills
- 40% - Skills Demonstration x2
- 20% - Examination (Short Answer Questions)

All successful candidates in the written and practical exams will be awarded a certificate which is valid for 2 years.  
All Employees





### Course Grading:

Grading of the exam is as follows:

- 50% - 64% Pass
- 65% - 79% Merit
- 80% - 100% Distinction

### Equality, Access, Transfer and Progression:

CILT Skillnet will at all times ensure equality in our service provision. We therefore ask any learner that has specific learning requirements to contact our training manager and we will ensure that all possible measures are taken to meet requirements. English is the language that the training is provided in and participants must have a good understanding of the English language.

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Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!





## IOSH Managing Safety Course:

- Price:** € 470 per participant  
**Locations:** Dublin & Cork  
**Date:** 22nd—25th July 2019 (Cork)  
12th—15th August 2019 (Dublin)  
4th—7th November 2019 (Cork)  
11th—14th November 2019 (Dublin)  
**Duration:** 4 Day Course

This 4-day IOSH Managing Safety 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.

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### 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 Safety 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 Safety
- 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](mailto: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:** Dublin & Cork  
**Date:** 1st—5th July 2019 (Dublin)  
8th—12th July 2019 (Cork)  
7th—11th October 2019 (Dublin)  
**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.

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**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](mailto:eileen@cilt.ie) to book your place on this course now!



## QQI Level 5 Training: Safety Rep Training Course

**Price:** € 430 per participant  
**Location:** Dublin & Cork  
**Dates:** 4th—7th June 2019 (Cork)  
24th—27th June 2019 (Dublin)  
9th—12th September 2019 (Dublin)  
16th—19th September 2019 (Cork)  
2nd—5th December 2019 (Dublin)  
**Duration:** 4 Day Course

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### 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](mailto:eileen@cilt.ie) to book your place on this course now!





## QQI Level 6 Training: Manual Handling Instruction Course

- Price:** € 620 per participant  
**Location:** Dublin & Cork  
**Dates:** 10th—14th June 2019 (Cork)  
24th—28th June 2019 (Dublin)  
15th—19th July 2019 (Dublin)  
22nd—26th July 2019 (Cork)  
19th—23rd August 2019 (Dublin)  
23rd—27th September 2019 (Dublin)  
**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.

### 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.



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### 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:

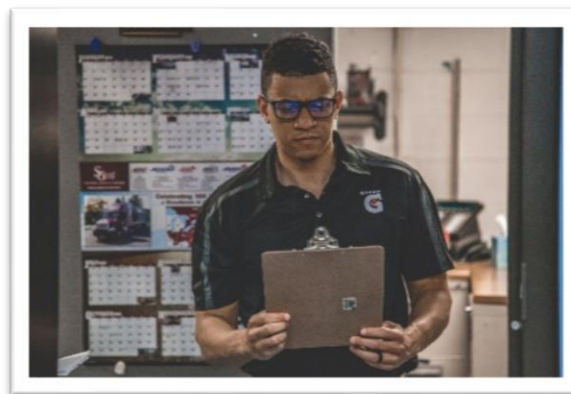
This is a theory based examination of approximately 90 minutes duration that assesses the participant's ability to recall and apply theory and understanding of components from units 1, 2 & 3, requiring responses to a range of short answer questions. The learner must achieve at least 16 correct answers 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.

**We also offer this course as an in-company training course.**

**Please email [eileen@cilt.ie](mailto:eileen@cilt.ie) to book your place on this course now!**



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## QQI Level 6: Manual Handling Instructor Refresher Course

**Price:** € 230 per participant  
**Location:** Cork  
**Date:** 12th—13th August 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.

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### 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](mailto:eileen@cilt.ie) to book your place on this course now!



# FAQ Section

## How does CILT Skillnet training network work?

The network consists of groups of Irish businesses in the same sector that come together to avail of training-related activities which may not have been possible on their own. CILT, the recognised professional body of the transport, logistics and supply chain management, facilitates this by co-ordinating the training courses businesses require. Member companies, and their employees, are actively involved in the identification, design, delivery and evaluation of training.

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## This ensures courses are:

- **Cost Efficient** – the training network has better buying power and courses are grant assisted.
- **Relevant** – businesses can request the exact training their staff need.
- **Convenient** – delivered at a time and a location that suits (i.e. in-house training).
- **Of a High Quality** – networks source the best and most relevant training providers.

## What are the benefits of joining the CILT Skillnet network?

- Cost effective - course can avail of subsidised training from Skillnet Ireland
- Saving of time and resources - CILT will organise the training
- Networking opportunities - with businesses in the same sector/region
- Creating new business contacts/opportunities
- Sharing of knowledge, ideas, advice and best practice
- Up-skilled staff in the latest technology and management techniques for your industry.

## How does my company become a member of the network?

Once you contact CILT Skillnet and arrange for an employee(s) to join a course or decide on a date for a training programme to be held in-house you automatically become a member.

## Is there a cost to becoming a CILT Skillnet member?

There is no membership cost.

## How much do the training courses cost?

By combining purchasing power with the grant funding available to us through Skillnet Ireland, we can provide high quality subsidised training at a considerable discount to the normal market price. The cost of the courses vary according to course type, number of trainees, accreditation and location required.





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*"Promoting Professionalism in Logistics, Transport and Supply Chain"*

## How do I avail of subsidised training with CILT Skillnet?

CILT Skillnet training is available to employees of private sector/commercial semi-state businesses based in the Republic of Ireland. This includes sole traders.

## What kind of training is available?

Training is tailored to the requirement of companies in the transport, logistics and supply chain management. If there is a course you require that is not on the training schedule please contact the CILT Skillnet team and we will work with you to design a course to your requirements.

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## Where and when are the courses held?

Courses are delivered at a time and location that suits the business or businesses. This can be training in-house or employees can take part in an open programme in an external venue. Courses are held during the day, evening and on Saturday. Day courses, depending on the training required, can range in length from 1 day to 10 days. Evening courses, depending on the training required, can range in length from 1 evening to 10 evenings.

## Can individuals take part in training programmes?

Yes, but you must be an employee of a CILT Skillnet member.

## How do I book a training course?

To book please:



Email [eileen@cilt.ie](mailto:eileen@cilt.ie) or [michael.fitzgerald@cilt.ie](mailto:michael.fitzgerald@cilt.ie)



Phone + 353 1 906 8453 or + 353 1 676 3188



Visit website [www.cilt.ie/skillnet](http://www.cilt.ie/skillnet)

An invoice will be issued to all CILT Skillnet customers. Payment can be made by bank transfer, cheque or credit card. All major credit cards & bank cards are accepted other than American Express.



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Education and Skills

