



## Course Prospectus 2020





## About Us

JJ Training (UK) Limited have been delivering accredited and quality training courses to a variety of industries since 2005.

Here at JJ Training Ltd, we pride ourselves in training people to the highest standards, we strive to provide the best service for our customers.

Our training and services have helped us to maintain a fantastic reputation within in the industry since we began in 2005 and many of our customers come from recommendations. This validates the quality of our service we deliver and continue to strive to meet our customers' requirements.

## We are an Approved Training Centre

This incorporates all regulated qualifications and boast accreditation which include NPORS, IPAF, PASMA, Highfields, ALLMI & Pro Qual.

This enables us to deliver the highest quality of training from First Aid, Manual Handling through to Forklift Truck and Plant Training, Lifting Operations and MEWP Training. NVQ & QCF qualified training and certification, Driver CPC and many more.

With all our Instructors we have a vast knowledge and practical experience within a variety of fields including Plant and Construction sectors, Health and Safety & First Aid.

We understand that each working environment is unique. To help us meet your requirements, we offer consultations to identify individual business needs.

We cover all training sites throughout the United Kingdom and overseas.

## Health and Safety

Course Title	Duration	Delegates	Accreditation
First Aid at Work	3 Days	12 Maximum	Highfields, In House
Emergency First Aid at Work	1 Day	12 Maximum	Highfields, In House
First Aid Requalification	2 Days	12 Maximum	Highfields, In House
Fire Safety/Fire Marshall	½ Day	8 Maximum	Highfields, In House
Manual Handling	½ Day	10 Maximum	Highfields, In House
Vehicle Marshal	1 Day	6 Maximum	NPORS, In House
Plant Marshal	1 Day	6 Maximum	NPORS, In House
Plant Mover	1 to 2 Days	6 Maximum	NPORS, In House

## IPAF Courses

Course Title	Duration	Delegates	Accreditation
MEWP Static Boom (1b)	1 Day	6 Maximum	IPAF, NPORS, In House
MEWP Scissor (3a)	1 Day	6 Maximum	IPAF, NPORS, In House
MEWP Boom (3b)	1 Day	6 Maximum	IPAF, NPORS, In House

## Lift Trucks

Course Title	Duration	Delegates	Accreditation
Industrial Counterbalance Lift Truck	1-5 Days	4 Maximum	NPORS, In House
Reach Truck	1-5 Days	4 Maximum	NPORS, In House
Rough Terrain Lift Truck	1-5 Days	4 Maximum	NPORS, In House
Telescopic Handler	1-5 Days	4 Maximum	NPORS, In House
Pivot Steer	1-5 Days	4 Maximum	NPORS, In House

## Cranes /Lifting

Course Title	Duration	Delegates	Accreditation
Appointed Person	1 to 5 days	6 Maximum	NPORS, In House
Slinger/Signaller	1 to 2 days	6 Maximum	NPORS, ALLMI
Crane / Lift Supervisor	1 to 3 Days	6 Maximum	NPORS
Overhead Crane	1 to 3 Days	4 Maximum	NPORS, In House
Excavator as Crane - <b>Requires existing NPORS Excavator card</b>	1 to 2 Days	6 Maximum	NPORS, In House
Telescopic Handler Suspended Loads – <b>Requires existing NPORS Telehandler card</b>	1 to 2 Days	6 Maximum	NPORS, In House
Telescopic Handler Suspended Loads <b>(Novice)</b>	5 Days	3 Maximum	NPORS, In House
Log Handler	1-5 Days	3 Maximum	NPORS, In House
Marine Knuckle Boom	2 Days	3 Maximum	NPORS, In House
Material Re-Handler 360°	1 to 10 Days	3 Maximum	NPORS, In House
Lorry Loader	1 to 2 days	4 Maximum	NPORS, ALLMI, In House





## Plant Operations and Power Tools

Course Title	Duration	Delegates	Accreditation
<b>Dozer</b>	1 to 10 Days	3 Maximum	In House
<b>Loading Shovel</b>	1 to 5 Days	3/6 Maximum	NPORS, In House
<b>Rear Tipping Dumper</b>	1 to 4 Days	3/6 Maximum	NPORS, In House
<b>Forward Tipping Dumper</b>	1 to 3 Days	3/6 Maximum	NPORS, In House
<b>Road Roller</b>	1 to 3 Days	3/6 Maximum	NPORS, In House
<b>Excavator 360° (Above and below 10 tonne)</b>	1 to 10 Days	3/4 Maximum	NPORS, In House
<b>Excavator 180°</b>	1 to 10 Days	3 Maximum	In house
<b>Excavator Mini up to 5 Tonnes</b>	1 to 10 Days	3 Maximum	NPORS, In House
<b>Quick Hitch Awareness</b>	1 Day	6 Maximum	NPORS, In House
<b>Excavation Marshall</b>	1 Day	3/6 Maximum	NPORS, In House
<b>Skid Steer Loader</b>	1-3 Days	3/6 Maximum	NPORS, In House
<b>Shunt Vehicle</b>	1 to 4 Days	3 Maximum	In House
<b>Power Tools Training Handheld Maximum 4 Tools Per Course</b>	1 Day	6 Maximum	In House
<b>Cartridge Tools</b>	½ Day	6 Maximum	In House
<b>Pillar Drill &amp; Bench Grinder</b>	½ Day	16 Maximum	In House
<b>Abrasive Wheels Awareness - Safe Selection &amp; Mounting</b>	½ Day	6 Maximum	NPORS, In House
<b>Abrasive Wheels Awareness on Portable Machines Safe Selection &amp; Use of</b>	1 Day	6 Maximum	NPORS, In House
<b>Abrasive Wheels with Practical Cutting/Grinding</b>	1 Day	6 Maximum	NPORS, In House
<b>Abrasive Wheels- Hand Held Petrol Driven Cut off Saw</b>	1 Day	6 Maximum	NPORS, In House
<b>Face Fit Train the Tester (Masks)</b>	½ Day	4 Maximum	In House
<b>Face Fit Testing (Masks)</b>	½ Day	20 Maximum	In House
<b>Cable Avoidance Tool (Cat and Genny)</b>	1 Day	6 Maximum	NPORS, In House,

## Working at Height

Course Title	Duration	Delegates	Accreditation
<b>Safe Work at Height</b>	½ Day	10 Maximum	NPORS, In House
<b>Working at Height Management Awareness</b>	1 Day	10 Maximum	In House
<b>Rooftop Safety</b>	1 Day	6 Maximum	In House
<b>Safe Use of Stepladders / Ladders</b>	½ Day	10 Maximum	In House
<b>Harness and Fall Arrest</b>	½ Day	10 Maximum	NPORS, In House
<b>Ladders and Steps for Managers and Supervisors</b>	1 Day	10 Maximum	In House





## Health and Safety

### First Aid Courses:

Whether you need health and safety training for work or want to learn first aid for your everyday life, we have a course for you.

All our First Aid Courses are:

- ✓ Fully Approved First Aid at Work course in accordance with the Health & Safety Regulations 1981.
- ✓ Accredited or In-House certification
- ✓ Adapted to suit your First Aid Needs
- ✓ Available for Novices through to Experienced First Aider's
- ✓ Includes both Theory and Practical Training
- ✓ Fully Interactive

Course Title	Duration	Delegates	Accreditation
First Aid at Work	3 Days	12 Maximum	Highfields, In House
Emergency First Aid at Work	1 Day	12 Maximum	Highfields, In House
First Aid Requalification	2 Days	12 Maximum	Highfields, In House

### Fire Safety:

Fire can occur even at well-maintained premises, so it is important that your workforce is fully trained in fire safety. Under government legislation, all employees are required to take adequate fire safety training, regardless of the industry they work in. People in charge of fire risk assessments and fire evacuation procedures require fire warden training, as well as practical training in using firefighting equipment.

JJ Training can provide both on and off-site training for new and existing staff. Courses can be tailored to the type and size of your business, incorporating your fire safety policy and emergency procedures, and at a time that suits your work schedule.

Course Title	Duration	Delegates	Accreditation
Fire Safety/Fire Marshall	½ Day	12 Maximum	Highfields, In House

### Manual Handling

Manual handling training is a legal requirement in any situation where your staff are required to do any lifting, lowering, pulling or pushing that carries any level risk.

This course is designed to help explain the problems associated with manual handling in the workplace. It will also demonstrate the basic principles and techniques of manual handling and provide key information to help reduce the likelihood of injury by emphasising a 'common sense' syllabus.

Course Title	Duration	Delegates	Accreditation
Manual Handling	½ Day	12 Maximum	Highfields, In House

# Site Specific Health and Safety Consultancy

## *HSE Health and safety statistics 2018*

- **1.4 million:** Working people suffering from a work-related illness
- **2,595 People:** Mesothelioma deaths due to past asbestos exposures
- **144 Workers:** Fatal injuries at work
- **0.6 Million:** Non-fatal Injuries occurred at work according to the Labour Force Survey
- **71.062 Workers:** Non -fatal injuries to employees reported under RIDDOR
- **30.7 million** Working days lost due to work-related illness and workplace injury
- **£15.0 billion:** Estimated cost of injuries and ill health from current working conditions

JJ Training (UK) Limited provide a Health and Safety service tailor made to your business needs. We understand that people are the most important part of your business. We will work closely with you to find out exactly what support is needed for your business so that we can identify sensible and practical solutions to your health and safety issues, helping you to comply with current legislation.

## **Our Health and Safety consultancy package consists of:**

An initial meeting to discuss your site-specific needs

- Health and Safety corporate compliance audit
- Provision of a Health and Safety competent person
- Development of risk management systems
- Development of policy
- Site audit programme
- Training
- Consultancy
- Fire Safety
- Construction Safety
- Four visits a year to ensure all health and safety criteria are met and any additional recommendations for improvements or training will be discussed.



## **IPAF COURSE ENTRY CRITERIA:**



The following course criteria applies to all MEWP courses.

As the use of MEWP's can be physically demanding, users should be physically fit, in good health and generally not have problems with eyesight and hearing. If you have any problems or you have any doubts about your fitness to use MEWP's, you must bring them to the attention of your employer. This need not preclude you from using MEWP's, provided your employer conducts an assessment and is able to put in place adequate measures to take account of any difficulties you may have. If 2 courses are undertaken on the same day then the ratio will reduce to 4 delegates per course.

Course Title	Duration	Delegates	Accreditation
MEWP Static Boom (1B)	1 Day	6 Maximum	IPAF, In House, NPORS
MEWP Scissor (3a)	1 Day	6 Maximum	IPAF, In House, NPORS
MEWP Boom (3b)	1 Day	6 Maximum	IPAF, In House, NPORS



Course Title	Course Duration	Delegates
Lorry Loader	1 to 2 Days	Maximum 4
Slinger Signaller	1 to 2 Days	Maximum 4

JJ Training (UK) Limited are a fully accredited ALLMI Approved Training Centre delivering Lorry Loader and Slinger Signaller Courses. The ALLMI Slinger / Signaller course is approved by CSCS. The ALLMI approved training programme is designed to meet employers' and employees' responsibilities under the Health and Safety at Work Act 1974, as well as the requirements of all other legislation relating to the operation of lorry loaders.

### **Slinger / Signaller Training**

The approved ALLMI Slinger / Signaller course content is very comprehensive and so cardholders are able to use their skills when performing Slinger / Signaller duties with any type of lifting equipment, not just lorry loaders. The Slinger / Signaller course consists of 13 modules. The course duration is one day for experienced candidates and a minimum of two days for novice candidates. A maximum of four candidates can attend a course. Both courses culminate in a written and practical examination.

Upon successful completion of the course every candidate will receive an identity card and certificate and will be registered on the ALLMI & JJ Training database. The certificate and identity card are valid for five years, after which time refresher training and assessments will need to be undertaken. Candidates also receive the ALLMI Slinger / Signaller manual, which is used as a reference guide throughout their career.



### **Plant Operations NVQ**

The NVQ/QCF in Plant Operations (Pro-Qual) qualification is competence-based and candidates must demonstrate the level of competence described in the units. The qualifications will be assessed in a work environment and in accordance with the Construction Skills' Consolidated Assessment Strategy for Construction and the Built Environment, and it will be internally assessed by an appropriately experienced and qualified assessor. The awarding body for this qualification NVQ/QCF in Plant Operations (Pro-Qual) is Pro-Qual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual) and is also endorsed by the sector body for construction - CITB. The qualification has been accredited onto the Regulated Qualifications Framework (RQF) and is published on Ofqual's Register of Qualifications at: [http://register.ofqual.gov.uk/Qualification/Details/601\\_9028\\_0](http://register.ofqual.gov.uk/Qualification/Details/601_9028_0) This qualification replaces 600/4275/8 Pro-Qual Level 2 NVQ Certificate in Plant Operations (Construction)(QCF).

There are no Formal Entry Requirements for this Qualification. To achieve the qualification candidates must complete the two Mandatory units plus the required Mandatory and/or Optional Units from one of the Pathways, they may also complete any of the Additional Units, but these will not count towards the qualification. CITB references and credit values are provided in this document for information only. Mandatory Units for all Pathways CITB references and credit values provided for information only. When the candidate achieves the requirements for this qualification they will be awarded: A certificate listing all units achieved, and a certificate giving the full qualification title.

# Warehouse & Forklift Truck Training

- ✓ All Forklift and Warehouse Courses can be delivered either In House or NPORS accredited.
- ✓ All courses are up to 5 Days Dependent on experience.
- ✓ Trainees can attend our training facility site.
- ✓ Our fully qualified assessors and trainers can visit the place of work for site specific training

Course Title	
Industrial Counterbalance Lift Truck	Rough Terrain Lift Truck
Reach Truck	Rough Terrain Telescopic Handler
Lorry Mounted Lift Truck	Industrial Telescopic Handler
Order Picker	Pallet/Stacker Truck
Side Loader	Pivot Steer Lift Truck
Narrow Isle Lift Truck	Multi Directional Lift Truck

Should you operate forklift trucks you will be aware that all drivers need to be properly trained and certified. This is not as costly or as time consuming as you might think. JJ Training (UK) offers two services:

## Available Courses

### Novice Operators

This course is for anyone wishing to learn to drive a Forklift truck without any prior experience.

**Duration:** 3-5 Days dependant on the number of candidates

### Conversion Training

If you already hold a licence for a counterbalance truck or reach truck and would like to obtain certification for another Forklift Truck, then this course is designed for you.

**Duration:** 1 – 2 Days dependant on experience level



### Experienced Operator

This course is for those who already have experience driving a forklift truck, but don't yet hold the necessary certification

**Duration:** 1 - 3 Days dependant on experience





## Lifting Operations

### Appointed Person, Slinger Signaller and Crane Supervisor

“Lifting operations can often put people at great risk of injury, as well as incurring great costs when they go wrong. It is therefore important to properly resource, plan and organise lifting operations so they are carried out in a safe manner. Each of these elements requires a person or people with sufficient competence to be involved at each step. These people should have sufficient theoretical and practical knowledge of the work and equipment in question, as well as the requirements of the law. With highly trained and experienced assessors we have some of the most thorough Lifting Operations courses and comply with all current legislation and codes of practice such as the Provision and Use of Work Equipment Regulations (PUWER 98), Lifting Operation Lifting Equipment Regulations (LOLER 98) and BS7141.

Course Title	Course Duration	Delegates	Accreditation
<b>Appointed Person</b>	5 Days	6 Maximum	NPORS, In House
<b>Slinger/Signaller</b>	2 Days	3 Maximum	NPORS, In House
<b>Crane / Lift Supervisor</b>	Up to 3 Days	6 Maximum	NPORS, In House
<b>Overhead Crane</b>	Up to 3 Days	4 Maximum	NPORS, In House
<b>Excavator as Crane - Bolt on only</b>	2 Days	4 Maximum	NPORS
<b>Telescopic Handler Suspended Loads - Bolt on only</b>	2 Days	4 Maximum	NPORS



### Driver CPC

JJ Training (UK) Limited offer professional, client specific Driver CPC Training that fully complies with EU Directive 2003/59

Regardless of whether you already hold these licences you will be obliged to commit to 35 hours of training on a rolling 5-year basis. From September 10th, 2009, all commercial LGV Drivers will need to complete 35 hours of training before 9th September 2014 and hold a Driver CPC in addition to their vocational licence.



### PASMA

Founded in 1974, the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA), is the recognised focus and authority for mobile access towers. PASMA advances safety, standards and best practice across a wide range of sectors and represents the interests of its members in the UK, South Africa, South East Asia and the Middle East. Whatever the need, the association has tower information, facts and expertise to impart at a level to suit everyone – from first time users to major contractors. Independent and self-financing, PASMA shapes and supports the future of the industry through the knowledgeable and enthusiastic involvement of its members. suppliers, specifiers and users.

### Towers for Users Course

This is PASMA's flagship course, attracting in excess of 70,000 delegates a year, is aimed at personnel who will be responsible for assembling, dismantling, moving and inspecting mobile access towers when using 3T or Advance Guardrail (AGR) systems.



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