



S. W. DURHAM TRAINING LTD

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FOCUSED ON YOUR FUTURE



COURSES 2012



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WHERE TO FIND US

## About Us

S. W. Durham Training Ltd. was founded in 1967 on Aycliffe Industrial Park as a Group Training Association to provide training facilities for local manufacturing and engineering companies predominantly around the Newton Aycliffe and Darlington area. The company now has trainees across the region from Cramlington in the north, Harrogate in the south, Barnard Castle in the west and Hartlepool in the east. Housed in their own purpose built, fully equipped and modern training centre on the outskirts of Darlington, the company employs a full time staff of 50. It also retains a list of associate trainers and consultants who can be called upon to meet the ever-increasing demands in specialist high level provision.

## Mission Statement

It is the mission of S. W. Durham Training Ltd. to provide a high quality training service and promote a life time learning culture to meet the ongoing needs of individuals and the business community to maximise potential to secure jobs and create wealth for the region.

## Our Strategy

S. W. Durham Training Ltd exists to provide the business community with the services they need and for this reason there are two clear goals:

- ▶ We will continue to deliver dynamic apprenticeships to people, which is current in content and responsive to employers in delivery
- ▶ We will offer and promote skill solutions to the engineering, manufacturing and business service

# Qualifications



# Qualifications

Qualifications are based on national occupational standards. They recognise that candidates who have demonstrated their ability to reach the standard have the skill and associated knowledge to work safely and competently at the appropriate level in their chosen area. Those not completing the full qualification can gain a certificate for the units they have achieved.

The primary objective of this qualification is to contribute to the development of a skilled workforce as a whole. This can be done where possible by integrating qualifications into the organisation's model for personnel and business development and recognising the competence of their workforce, at all levels, which make up the organisation.

## How it works:

Qualifications are vocational qualifications which recognise what a person is able to do at work and to help more working people achieve a worthwhile qualification. There is no need to go back to college or to sit exams as qualifications are assessed in the workplace.

Generally qualifications have a level, from one to eight, and this shows what job level and skills are needed by the individual to be able to achieve it. The levels could be described as follows:

- Level 1: Foundation or basic skilled employees
- Level 2: Operators or semiskilled employees
- Level 3: Technicians, craft, skilled and supervisory employees
- Level 4: Technical and middle management positions

Qualifications are based on standards which industry has decided must be met before someone can say they are competent to do a particular job. They are very flexible - you don't have to start at Level 1 but at the Level that fits your job and your abilities and you complete it at your own pace, as fast or as slow as you wish.

Each qualification is made up of a number of units. A unit describes what has to be done and under what conditions. The qualification is gained when all the units have been achieved. The individual receives a certificate for each unit completed so even if they don't manage to complete the full qualification they still have proof of their ability at certain skills.

## Apprenticeships Available:

- ▶ Mechanical & Electrical Engineering
- ▶ Toolmaking
- ▶ Fabrication & Welding
- ▶ Business Administration
- ▶ Customer Service
- ▶ Manufacturing
- ▶ Plastic Product Manufacturing

Note: Apprenticeships have 2 main levels, referred to as:

- ▶ Level 2 - Apprenticeship
- ▶ Level 3 - Advanced Apprenticeship

Coming soon will be the Level 4 - Higher Apprenticeship

For more information, please contact us now on:  
 T : 01325 328165 | E : bdteam@swdt.co.uk

# Qualifications Offered

## Business, Engineering, Manufacturing, Plant Operations

- ▶ Business Administration Levels 2, 3 & 4
- ▶ Customer Service Levels 2 & 3
- ▶ Learning and Development Level 3 & 4
- ▶ Management Levels 2, 3 & 4
- ▶ Performing Engineering Operations Level 2
- ▶ Engineering Leadership Level 3
- ▶ Engineering Maintenance Level 3
- ▶ Engineering Maintenance and Installation Level 2
- ▶ Fabrication and Welding Engineering Levels 2 & 3
- ▶ Mechanical Manufacturing Engineering Levels 2 & 3
- ▶ Technical Services Level 2 & 3
- ▶ Engineering Management Levels 3 & 4
- ▶ Engineering Toolmaking Levels 2 & 3
- ▶ Performing Manufacturing Operations Level 2
- ▶ Business Improvement Techniques Levels 2 & 3
- ▶ Mechanical Manufacturing Engineering Levels 2 & 3
- ▶ Polymer Processing & Related Operations Levels 2 & 3
- ▶ Plant Operations Level 2
- ▶ AAT Level 2 Certificate in Accountancy
- ▶ AAT Level 3 Diploma in Accountancy
- ▶ PEEMI - Preparing for Employment in the Engineering & Manufacturing Industries
- ▶ Individual units of any of the above are available.

Full detailed course outlines for any of the above are available upon request.

Certain qualifications or units of qualifications could attract funding support. Contact us for more detail on eligibility and how to access this.

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# Foundation Degree Courses

## Engineering

Course can be delivered at S. W. Durham Training Ltd. via blended learning in collaboration with the University of Bradford School of Engineering, Design and Technology.

<i>Awarding and teaching institution:</i>	University of Bradford
<i>Final award:</i>	FdEng [National Qualifications Framework level 1]
<i>Programme titles:</i>	Engineering Technology (Manufacturing Engineering) (Plant & Process Engineering) (Computer Aided Engineering) (Electronic Engineering) (Electrical Engineering)
<i>Programmes accredited by:</i>	
<i>Duration:</i>	3 years Part time
<i>UCAS code:</i>	
<i>Subject benchmark statement:</i>	Engineering, Design

### Overarching Programme Statement

The Foundation Degree is primarily focused on people wishing to enter, or who are already established in, technical employment and has a strong emphasis on work focused learning. You may follow the generic Foundation degree, in which case you have a very wide range of optional modules to choose from, or one of the five specialist strands. All strands facilitate progression from Stage 2 of the FD programme to final Stage of an Honours degree programme. However, if you follow the generic strand, you will be guided in your choice of modules to ensure that your course of study is sufficient to gain access to your desired Honours degree. The delivery format addresses academic study whilst ensuring application of knowledge through work based learning and project based assessment. All strands will provide you with an appreciation of the core areas of ICT, Business Management and Financial Management. In addition you will acquire technical skills based on Mathematics and Science which underpin the technical knowledge associated with your specialist interest.

### Manufacturing Engineering

You will acquire and assimilate up to date manufacturing methodologies, processes, systems and best practice required for volume manufacturing in today's increasingly competitive global markets. An appreciation of both Quality and Environmental responsibilities is embedded throughout the entire programme.

### Plant and Process Engineering

You will acquire and apply modern techniques in relation to the control of high value capital plant and processes, whilst appreciating quality and environmental responsibilities in today's modern plants, factory services and processes.

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## Computer Aided Design (CAD)

You will develop the ability to design using current software and hardware, complemented by knowledge of the protocols and computer aided manufacturing techniques required by today's modern businesses and customer demands.

## Electronic Engineering

You will acquire and apply specialist knowledge and skills associated with robotics and control, networks and devices in a rapidly developing sector of the market.

## Electrical Engineering

You will acquire specialist knowledge and skills associated with power generation, drives and the control of industrial systems.

## Work Based (Focused) Learning (WBL)

WBL is an important and integral part of the programme requiring the student to demonstrate through tutor led guidance the application of acquired knowledge/skills via a work focused/based project or assignment. The main elements are:

- ▶ Seminars/Tutorials - (Employer/Academic staff) interactive style, designed to provide an insight into the work environment, dealing with the practical aspects of employment, Health and Safety, and time management while working with others.
- ▶ Work placements or Work Based (Focused) learning (Employer/Academic staff) - in most cases short duration providing guidance, advice throughout the project, in some cases requiring an initial interview to establish an appropriate project within the work placement.
- ▶ Laboratory/Practical (Employer/University/College) - where appropriate, practical exercises, workshops, company visits might offer an effective delivery option
- ▶ Directed Study (Employer/Academic staff) – assistance from industrial coach, tutor/mentor, and access to books, websites, technical articles, attendance at Professional Institution meetings etc.
- ▶ Other (student led) - self-study using employing a combination of practical activity and research.

## Assessment Method

Typically a written report of approximately 2000 words which may include an element of laboratory work if appropriate. Written reports will be assessed by local academic staff and will be moderated by the University.

## Admissions Policy

Each year we admit around 50 FTE undergraduates to this course. A wide range of qualifications will be considered by the Admissions Team, and normally include an appropriate Advanced Modern Apprenticeship or Advanced Vocational Qualification which will be considered on an individual basis. In addition, you should have GCSE passes or equivalent in English and Mathematics. If you are a mature applicant without any of the above formal qualifications you will be invited for interview with a member of academic staff to discuss whether your experience and qualifications would be suitable. This is done on a case-by-case basis. In some cases it may be necessary to undertake a short Bridging Programme to prepare you for entry to the course.

Holders of a Higher National Certificate will be considered for direct entry to Stage 2 of the course.

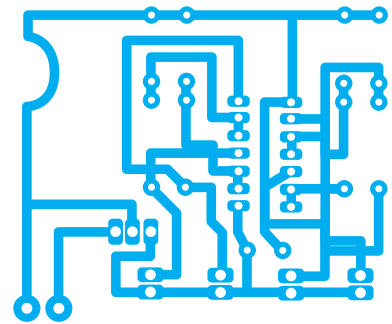
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# Solutions

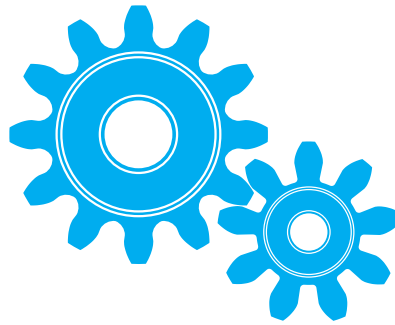
For Business



Warehousing



Manufacturing



Engineering



Health & Safety



Business Services

# Forklift Operator Training

Counterbalance/Reach/Pivot/Side Loader Steer/Boom & Scissor Lift

## Novice Drivers - £350.00 per person + VAT

This 5 day course has been designed for the novice, the operator will be taught all aspects of operating a lift truck including;

- ▶ Health & Safety,
- ▶ Introduction to the truck,
- ▶ Pre-shift Inspection
- ▶ Theory Test
- ▶ Practical Skills Test

On completion of the 3 tests the Operator will receive a certificate of Basic Operator Skills, which is valid for 3 years.

## Experienced Drivers - £250.00 per person + VAT

The two and half day course is designed for the operator who has not been tested on the lift truck but has had 6 months or more continuous experience. During the 2/5 days the operator will be trained in the correct operating procedures and will be tested on:

- ▶ Pre-shift Inspection Test.
- ▶ Theory Test
- ▶ Practical Skills Test

On completion of the 3 tests the Operator will receive a certificate of Basic Operator Skills, which is valid for 3 years.

## Refresher Course - £110.00 per person + VAT

This is a one day course designed for operators who have already had operator training and have a valid certificate from one of the awarding bodies, evidence must be shown before commencement onto the course. All operators will be tested on:

- ▶ Pre-shift Inspection Test.
- ▶ Theory Test
- ▶ Practical Skills Test

On completion of the 3 tests the Operator will receive a certificate of Basic Operator Skills, which is valid for 3 years.

Please call for dates.

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## Conversion Courses - £200.00 per person per person + VAT

- ▶ Counterbalance to Reach Truck/Pivot Steer/Side Loader
- ▶ Reach Truck to Counterbalance/Pivot Truck/Side Loader

All conversion courses are run over 1 to 2 days. Before commencement onto the course, evidence of prior certification must be shown. All operators will be tested on:

- ▶ Pre-shift Inspection Test.
- ▶ Theory Test
- ▶ Practical Skills Test

On completion of the 3 tests the Operator will receive the relevant certificate of Basic Operator Skills, which is valid for 3 years.

## Fork Lift Instructors Course - £1195.00 per person + VAT

This is a 10 day course for operators who want to enhance their skills to become fork lift instructors, Operators wishing to become instructors should have a minimum of 6 months experience and completed a refresher training course within the last year of starting onto an instructor course. The course will cover the following:

- ▶ Test(s) of Basic Operating skills
- ▶ RTITB Examination of Practical Instructional ability
- ▶ RTITB Examination of Instructor Associated Knowledge

Operators will be externally examined and if successful will be eligible to apply for entry to the RTITB National Register of Lift Truck Instructors for a period of 5 years.

## Fork Lift Instructor Re-Registration Courses - £645.00 per person + VAT

This 5 day course is for Instructors who are looking to update their existing skills, knowledge and certification validity.

## Pallet/Pedestrian Truck - £100.00 per person + VAT

This is a one day course for operators of either Ride on Pallet or Pedestrian Pallet Trucks. Operators will receive a certificate of attendance.

## Overhead Crane/Slinging & Lifting - £100.00 per person + VAT

This is a 1 day course for staff operating overhead cranes. Operations, Health & Safety and correct slinging and lifting methods are covered. Individuals will receive a certificate of attendance.

Please call for dates

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# MEWP

## Mobile Elevated Work Platform (Cherry Picker/Scissor Lift)

### Novice Operators - £225.00 per person + VAT

This 2 day course has been designed for the novice, the operator will be taught all aspects of operating their chosen work platform, including:

- ▶ Health & Safety,
- ▶ Introduction to the platform
- ▶ Pre-shift Inspection/test
- ▶ Theory Test
- ▶ Practical Skills Test

On completion of the 3 tests the Operator will receive a certificate of Basic Operator Skills, which is valid for 3 years, and their details will be entered onto the National Operator Registration Scheme (NORS) database,

### Existing Operators - £175.00 per person + VAT

This 1 ½ day course is designed for the operator who has not been tested on a work platform, but has 6 months or more continuous experience. During the 1 ½ days the operator will be trained in the correct operating procedures and will be tested on:

- ▶ Health & Safety
- ▶ Pre-shift Inspection Test
- ▶ Theory Test
- ▶ Practical Skills Test

On completion of the 3 tests the Operator will receive a certificate of Basic Operator Skills, which is valid for 3 years, and their details will be entered onto the National Operator Registration Scheme (NORS) database,

### Refresher Training - £110.00 per person + VAT

This is a 1 day course designed for operators who have already had operator training and have a valid certificate from one of the awarding bodies, evidence must be shown before commencement onto the course. All operators will be refreshed on the following:

- ▶ Pre-shift Inspection Test.
- ▶ Theory Test
- ▶ Practical Skills Test

On completion of the 3 tests the Operator will receive a certificate of Basic Operator Skills, which is valid for 3 years.

Please call for dates

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# Update on Wiring Regulations: Amendment 1 2011 changes

## In-house course

### Investment:

£125.00 per person + VAT (Inclusive of Support materials)

### Target Audience:

All practising electricians and persons wishing to expand their knowledge of electrical regulations. This course is an in-depth study of the requirements of the regulations to BS7671. Most aspects of the regulations are explained using a series of scenario-based studies.

### Experience Required:

Basic electrical knowledge including Ohm's Law. Ability to carry out basic mathematical functions up to square root, using a calculator is essential. Recent experience of electrical work is an advantage.

### Course Duration:

½ day.

### Course Aims:

To provide the learner with an in-depth knowledge of the wiring regulations to BS7671 (as amended)

### Course Content:

- Scope of BS7671:2008 Amendment 1 (2011)
- Recap of the relationship of BS7671 with statutory regulations
- Numbering system (including European harmonisation and British standards)
- Expansion of assessment of general characteristics.
- Measures against electromagnetic influences
- Devices for protection against overvoltage (Surge Protection Devices)
- Changes to the periodic inspection report
- Medical locations
- Operating or maintenance gangways

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# 17th Edition Wiring Regulations (Incorporating Amendment 1 2011)

## 2382-12

### Investment:

£450.00 per person + VAT (Inclusive of Registration and Support Materials)

### Target Audience:

All practising electricians and persons wishing to expand their knowledge of electrical regulations. This course is an in-depth study of the requirements of the regulations to BS7671.

### Experience Required:

Basic electrical knowledge including Ohm's Law. Ability to carry out basic mathematical functions up to square root, using a calculator is essential. Recent experience of electrical work is an advantage.

### Course Duration:

4 ½ days including an examination.

### Course Aims:

To provide the learner with an in-depth knowledge of the wiring regulations to BS7671 (as amended) and preparation to sit an exam.

### Course Content:

Scope, object and principles of the regulations.  
Definitions of electrical terms.  
Characteristics of supply and installation,  
Protection for safety,  
Selection and erecting of electrical equipment.  
Requirements for inspection and testing.  
Special locations  
Appendices

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# Portable Appliance Testing

## 22 & 32 - Management, Inspection & Testing of Electrical Equipment

### Investment:

£495.00 per person + VAT (Inclusive of Registration and Support Materials)

### Target Audience:

This Level 3 qualification is for all electrically experienced persons wishing to expand their knowledge in the PAT market. This course covers both the management and practical uses of portable appliance testing.

### Experience Required:

Experience of electrical installation work and electrical theory knowledge is desirable, ideally qualified electricians should apply.

### Course Duration:

2 ½ days continuous. Home study is essential.

### Course Aims:

To provide the learner with essential knowledge of inspecting, testing, and certifying electrical equipment and appliances to the standards required by the Institute of Electrical Engineers.

### Course Content:

- ▶ Requirements for Inspection and Testing electrical appliances
- ▶ Types and Classes of Electrical appliances and equipment
- ▶ Test instruments and test procedures
- ▶ Electrical safety in testing
- ▶ Documentation, Legislation and Regulations

### Assessment:

Two on-line exams carried out in centre on a date specified by the awarding body. Also a practical exam to inspect, test and document selected appliances.

### Essential Reading:

Applicants will be issued with a copy of the book; "Code of Practice for In-Service Inspection and Testing of Electrical Equipment" upon commencement of the course.

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# Portable Appliance Testing

## An Introduction to PAT

### Investment:

£135.00 per person + VAT

### Target Audience:

Those with responsibility for safety of electrical equipment in the work place and in contact with the public.

### Experience Required:

Basic electrical knowledge including Ohm's Law. Ability to carry out basic mathematical functions using a calculator. Recent experience of electrical work is an advantage.

### Course Duration:

1 day including a short knowledge test

### Course Aims:

To provide the learner with an introductory knowledge of the regulations, procedures and practices of inspecting and testing electrical appliances.

### Course Content:

- ▶ Regulations and legislation relevant to electrical appliances and testing.
- ▶ Types, classification and construction of appliances.
- ▶ Types of inspections and tests. Electrical safety in testing.
- ▶ Registration of appliances and recording test results.
- ▶ Test equipment requirements.
- ▶ Special appliance requirements.

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# 5 Day Electrical Maintenance

## Electrical, Pneumatic & 3 Phase Control

### Investment:

£495.00 + VAT

### Target Audience:

Maintenance fitters working in industry who need to gain or improve electrical knowledge and skills, particularly where multi-skilling is required.

### Experience Required:

Background experience in maintenance engineering; some electrical knowledge would be an advantage.

### Course Duration:

5 days including assessment, one hour multiple choice test and practical wiring & testing tasks.

### Course Aims:

To provide broad electrical base covering general requirements for electricians in industry to enable maintenance technicians to work safely.

### Course Content:

- ▶ Regulations and legislation.
- ▶ Electrical safety and isolation.
- ▶ Power supplies.
- ▶ Symbology and electrical diagrams.
- ▶ Test instruments.
- ▶ Basic electrical measurements.
- ▶ Motor starting and control.
- ▶ Circuit protection.
- ▶ Changing components.

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# Electrical Safety Course

2 days

## Investment:

£295.00 per person + VAT

## Target Audience:

Fitters within the maintenance department.

## Experience Required:

None

## Course Duration:

1 ½ theory and ½ day assessment.

## Course Aims:

Basic electrical knowledge.

## Course Content:

- ▶ Circuit concepts: Ohms Law and power calculations
- ▶ Electrical Safety
- ▶ Testing of cables: Continuity and Insulation resistance tests
- ▶ Supply systems: Generation and transmission of AC supply
- ▶ The Importance of Fuses/MCBs & RCDs as protective devices
- ▶ Plug top safety: BS1363 and BS EN 60309-2
- ▶ Isolation procedure
- ▶ Electricity at Work Regulations and IEE Wiring Regulations: Overview of legislation
- ▶ Heaters and sensors: Explanation of different types and how to test them

## Assessment

- ▶ Perform isolation procedure of selected machine
- ▶ Test and fault find on selected fuses and identify replacement
- ▶ Test and fault find on selected heater bands and identify replacement
- ▶ Fit industrial plug or BS1363 3-pin plug to cable

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# Pneumatics

3 days

## Investment:

£395.00 per person + VAT

## Target Audience:

Those wanting a basic introduction to pneumatics/hydraulics

## Experience Required:

None

## Course Duration:

3 days including assessment.

## Course Aims:

To furnish the delegate with a basic knowledge of pneumatics.

## Course Content:

- ▶ Basic concepts and theory connected with fluid power systems
- ▶ Safety in connection with pneumatic systems.
- ▶ Symbol recognition BS2917/ISO1219 symbols and schematic layout
- ▶ Basic circuit component recognition
- ▶ Use of flow control in simple circuits to control speed
- ▶ Use of pressure control in simple circuits to limit force
- ▶ Relationship of pressure, temperature and volume
- ▶ Relationship of Gauge pressure, Absolute pressure and Vacuum
- ▶ Metric system of measurement in connection with fluid power
- ▶ Calculation of: Flow, Air consumption and Force
- ▶ Linear, rotary and rod-less actuators
- ▶ Pressure, flow and directional control valves
- ▶ Materials and construction of valves and actuators
- ▶ Use of cushioning in cylinders
- ▶ Storage of equipment
- ▶ Pneumatic distribution systems
- ▶ Drying of compressed air
- ▶ Pipework colour-coding systems

## Assessment

- ▶ Construction of a simple circuit from a given schematic
- ▶ Development and construction of a simple circuit from a given system requirement
- ▶ Question paper covering knowledge and understanding

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# Hydraulics

## 3 days

### Investment:

£395.00 per person + VAT

### Target Audience:

Those wanting a basic introduction to pneumatics/hydraulics

### Experience Required:

None

### Course Duration:

3 days including assessment.

### Course Aims:

To furnish the delegate with a basic knowledge of hydraulics.

### Course Content:

- ▶ Basic concepts and theory connected with fluid power systems
- ▶ Safety in connection with hydraulic systems
- ▶ Symbol recognition BS2917/ISO1219 symbols and schematic layout
- ▶ Basic circuit component recognition
- ▶ Use of flow control in simple circuits to control speed
- ▶ Use of pressure control in simple circuits to limit force
- ▶ Metric system of measurement in connection with fluid power
- ▶ Calculation of: Flow and Force
- ▶ Types of hydraulic fluid and care of fluids
- ▶ Proportional control of flow and speed
- ▶ Linear, rotary and rod-less actuators
- ▶ Pressure, flow and directional control valves
- ▶ Materials and construction of valves and actuators
- ▶ Use of cushioning in cylinders
- ▶ Storage of equipment
- ▶ Pneumatic distribution systems
- ▶ Drying of compressed air
- ▶ Pipework safety
- ▶ Use of accumulators in hydraulic systems

### Assessment

- ▶ Construction of a simple circuit from a given schematic
- ▶ Development and construction of a simple circuit from a given system requirement
- ▶ Question paper covering knowledge and understanding

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# COURSE PLANNER 2012

	January	February	March
Forklift Instructor Training (10 days)	11 - 24		
Forklift Instructor Training (5 days)	18 - 24		
<b>FLT Counterbalance/Reach/Cherry Picker/Scissor Lift/Harness Training/Slinging/Pallet Truck etc from Instructor level - refresh</b>			
Inspection & Testing C&G 2391-10 (5½ days)	30 - 3		5 - 9
Update on Wiring Regulations: Amendment 1 2011 changes (½ day)		13	
17th Edition Wiring Regulations (Incorporating Amendment 1 2011) (4½ days)	23 - 26		
Portable Appliance Testing - C&G 2377 (2½ days)	16 - 17		
Portable Appliance Testing - Introduction (1 day)			12
Basic Electrical Maintenance (5 days)			19 - 2
2 Day Basic Electrical (2 days)			13 - 1
Hydraulics (3 days)			20 - 2
Pneumatics (3 days)			20 - 2
PUWER Abrasive Wheel (1 day)			15
Introduction or Advanced CNC (2½ days)			
Milling or Turning (5 days)	30 - 3		26 - 3
PUWER Power Press (2 day)		14 - 15	
Welding Procedures (1 - 5 days depends on experience)		13 - 17	12 - 1
IOSH Working Safely (Passport) (1 day)		7	
IOSH Managing Safely (4 days)	23 - 26		
NEBOSH General 12 days or Construction 14 days			
Train the Trainer			
First Aid at Work - Advanced (3 days)	9 - 11	6 - 8	5 - 7
First Aid at Work - Refresher (2 days)	23 - 24	20 - 21	19 - 2
Emergency First Aid	12	1	1
Manual Handling - Introduction (½ day)	18		28
Working at Heights Introduction (½ day)		17	

All course dates provided can be re-scheduled subject to minimum delegate numbers not being achieved.

Please see Terms & Conditions for more information.

	April	May	June	July	August	September	October	November	December
	11 - 24			4 - 17			10 - 23		5 - 18
	18 - 24			11 - 17			17 - 23		12 - 18
<b>ers (dates available thoughtout the year)</b>									
			4 - 8	30 - 4					
		14			20			12	
	2 - 5					24 - 27			
	23 - 24			23 - 24			8 - 9		
			11		30				10
23		21 - 25			27 - 31			19 - 23	
14			12 - 13			4 - 5			11 - 12
22			26 - 28					20 - 22	
22			26 - 28					20 - 22	
		17				27		22	
	11 - 13		20 - 22		8 - 10		24 - 26		5 - 7
30		14 - 18		30 - 3				5 - 9	
		15 - 16			21 - 22			13 - 14	
16		14 - 18	18 - 22	2 - 6		24 - 28	8 - 12	12 - 16	3 - 7
		22			7			13	
	23 - 26			23 - 26			15 - 18		
<b>Please call for dates</b>									
<b>Please call for dates</b>									
7	2 - 4	8 - 10	11 - 13	9 - 11	6 - 8	3 - 5	8 - 10	5 - 7	3 - 5
20	16 - 17	21 - 22	18 - 19	23 - 24	20 - 21	17 - 18	22 - 23	19 - 20	10 - 11
	10	1	6	2	1	11	1	1	6
						26		28	
		11	29			14		16	

# PUWER

## Abrasive Wheel

### Investment:

£135.00 + VAT

### Target Audience:

The provision and use of work equipment regulations and the management of health and safety at work regulations have a direct bearing on how grinding equipment is maintained and operated in the workplace. The course explains in detail how the regulations are interpreted and applied. This course is suitable for personnel in charge of such equipment to those who operate them and those who change wheels.

### Experience Required:

You will need a basic understanding of engineering equipment.

### Course Duration:

1 day

### Course Aims:

To be able to use and change abrasive wheels in a safe and effective manner.

### Course Content:

- ▶ An understanding of the appropriate regulations
- ▶ Explanation of wheel markings
- ▶ Storage, handling, inspection
- ▶ Spindle and periphery speeds
- ▶ Practical demonstrations of typical wheel changing
- ▶ Video/DVD on abrasive wheels and eye protection
- ▶ Personal protective equipment

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# Introduction to CNC

## In Milling & Turning

### Investment:

£395.00 per person + VAT

### Target Audience:

Those working with CNC machinery, or those responsible for the safety of others working on or with CNC machinery.

### Experience Required:

You will need a basic understanding of engineering machining. Background knowledge on Milling & Turning is essential.

### Course Duration:

2 ½ days

### Course Aims:

To be able to write basic Heidenhain language, CNC programme and to be able to set and open the Bridgeport VMC500 Machining centre.

### Course Content:

- ▶ Absolute and Incremental measurement.
- ▶ Selecting datums for machining operations.
- ▶ Selecting tooling for machining operations.
- ▶ General Machine Codes - Heidenhain
- ▶ Canned Cycles and how to apply them - Heidenhain
- ▶ Writing programmes in logical sequences
- ▶ CDC (Cutter Dimensional Compensation)
- ▶ Setting graphic windows
- ▶ Practising writing basic programmes
- ▶ Tool setting multiple tool lengths
- ▶ Setting machine datums
- ▶ Proofing programmes using graphic simulation

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# Advanced CNC

## In Milling & Turning

### Investment:

£395.00 per person + VAT

### Target Audience:

Persons with responsibility in working on, and with CNC equipment in the work place. In particular, competent operators who can edit and write basic programs who want to do more advanced programming.

### Experience Required:

Background knowledge on Milling & Turning is essential. Being able to write and edit basic Heidenhain programs is also a must. Our introduction to CNC programme would be a good bench mark.

### Course Duration:

2 ½ days

### Course Aims:

To increase the working knowledge of the Heidenhain programming language, to a more productive and proficient level.

### Course Content:

- ▶ Island milling - Using the Rough out, Contour Geometry and Contour Milling cycles to produce pockets of various shapes, leaving islands within them.
- ▶ Using Polar and Incremental commands - Using circular polar and incremental polar angle together to produce internal and external radii, either by producing a full radius and stepping it over incrementally or by moving increments of degrees at a time and milling with linear passes. Using circular polar and incremental polar to produce PCDs
- ▶ Q – Definitions - Putting Q – definitions into simple equations (i.e.:  $Q1 = Q1 + Q2$ ) to produce tapers among other uses.
- ▶ Rotation - Rotating hole patterns, pockets or profiles.
- ▶ Helical milling using CDC and incremental polar commands. For producing bores or screw threads.

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# Milling

## Introduction or Advanced

### Investment:

£395.00 per person + VAT

### Target Audience:

Persons with responsibility for completing work on Milling Machines and relevant tooling duties and activities.

### Experience Required:

Introduction – 2 Days

No milling machine experience required. Knowledge of basic workshop and general machining health and safety requirements would be advantageous.

Advanced - 2½ Days

A basic understanding of milling machining principles is essential. It is recommended that those with little or no experience attend the 2 day Introduction course prior to taking the Advanced course.

### Course Duration:

2 ½ days

### Course Aims:

To enable candidates to set up and machine basic components to an acceptable level of accuracy.

### Course Content:

- ▶ Component parts and controls of a Milling Machine with advanced operations
- ▶ Specific H&S surrounding the use of a milling machine
- ▶ Milling of angles using a variety of advanced methods
- ▶ Datuming and drilling accurately
- ▶ Use of dividing head
- ▶ Checking accuracy using advanced methods i.e. Slip Gauges
- ▶ Machining of non-ferrous metals
- ▶ Variety of advanced operations, depending on the needs of the learner and employer.

If combined with Turning (page 28), these courses can be ran over 5 days at a cost of £ 595.00 + VAT. Please contact us for more information.

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# Turning

## Introduction or Advanced

### Investment:

£395.00 + VAT

### Target Audience:

Persons with responsibility for completing work on Turning Machines and relevant tooling duties and activities.

### Experience Required:

Introduction – 2 Days

No Centre Lathe machine experience required. Knowledge of basic workshop and general machining health and safety requirements would be advantageous.

Advanced - 2½ Days

A basic understanding of Centre Lathe machining principles is essential. It is recommended that those with little or no experience attend the 2 day Introduction course prior to taking the Advanced course.

### Course Duration:

2 ½ days

### Course Aims:

To enable candidates to set up and machine basic components to an acceptable level of accuracy.

### Course Content:

- ▶ Component parts and controls of a Centre Lathe with advanced operations
- ▶ Specific H&S surrounding the use of a Centre Lathe
- ▶ 4 Jaw chuck work to include Offset Turning
- ▶ Turning between centres
- ▶ Screw cutting
- ▶ Boring
- ▶ Parallel turning & facing
- ▶ Advanced operations, depending on the needs of the learner and employer.

If combined with Milling (page 27), these courses can be ran over 5 days at a cost of £595.00 + VAT. Please contact us for more information.

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# Welding Procedures

## An Introduction

### Investment:

Pre-assessment - £50.00  
Weld Training - £195.00 (per day)  
Weld Test - £150.00 (per test)

### Target Audience:

Those clients who do not possess their own welding procedures for a particular purpose, or those who require knowledge of the testing and certification procedures to required standards.

### Experience Required:

The training will be adapted according to the standards required by the employer and individual.

### Course Duration:

Pre-assessment lasts no more than 2 hours.  
Weld tests are completed within ½ a day  
Any additional training time that is required before the weld tests will be agreed prior to the start of the course

### Course Aims:

To equip candidates with the sufficient knowledge and practical skills that will allow them to weld to British Standard or American Society of Mechanical Engineers standards.

### Course Content:

Training is designed to suit the needs of each individual. We offer training in the following disciplines:

- ▶ Manual Metal Arc (MMA)
- ▶ Tungsten Inert Gas (TIG)
- ▶ Metal Inert Gas (MIG)
- ▶ Metal Active Gas (MAG)

The following standards can be achieved:

- ▶ BS 4872
- ▶ BS EN 288/287
- ▶ ASME 1 - 9

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# PUWER

## Power Press

### Investment:

£270.00 + VAT

### Target Audience:

For all personnel who intend to carry out operational maintenance duties on power presses, including individuals working towards becoming an appointed person under PUWER section 4 regulations.

### Experience Required:

Practical knowledge of operating or maintaining press equipment.

### Course Duration:

2 days

### Course Aims:

To provide the underpinning knowledge required for persons engaged in the inspection of press tool daily safety inspection/ maintenance or planning to become involved in these areas.

### Course Content:

- ▶ Topics covered include;
- ▶ Section 4 of PUWER regulations covering power presses
- ▶ Daily inspection requirements, documentation and retention requirements
- ▶ Guarding systems (fixed automatic and interlocked)
- ▶ Drive keys and extractors
- ▶ Brakes and associated faults
- ▶ Maintenance functions
- ▶ Tool design for safety
- ▶ Supply of machinery regulations and CE marking
- ▶ Risk identification
- ▶ Hydraulic safety requirement and associated risks.

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# IOSH - Working Safely (Passport)

## Level 2

### Investment:

£165.00 per person + VAT (Inclusive of Registration & Support materials)

### Target Audience:

Working safely is for people at any level, in any sector, needing a grounding in the essentials of health and safety. Everyone at work should have an understanding of why they must 'work safely' – and this course offers exactly that.

### Experience Required

None

### Course Duration:

1 day, including assessment of knowledge and exam.

### Course Aims:

To provide safety and risk management support in the workplace.

### Course Content:

- ▶ Introducing working safely
- ▶ Defining hazard and risk
- ▶ Identifying common hazards
- ▶ Improving safety performance
- ▶ Protecting our environment

### About IOSH

*"IOSH is Europe's leading body for health and safety professionals. As an independent and not-for-profit organisation, IOSH aim to regulate and steer the profession, maintaining standards*

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# IOSH - Managing Safely

## Level 3

### Investment:

£350.00 per person + VAT (Inclusive of Registration & Support materials)

### Target Audience:

Managing safely is for managers and supervisors in any sector, and any organisation. It's designed to get managers up to speed on the practical actions they need to take to handle health and safety in their teams.

### Experience Required:

Basic health and safety would be an advantage

### Course Duration:

24 hours (over 4 days) project work and assessment of knowledge.

### Course Aims:

To provide safety and risk management support in the workplace.

### Course Content:

- ▶ Introducing Managing Safely
- ▶ Assessing risks
- ▶ Controlling risks
- ▶ Understanding your responsibilities
- ▶ Identifying hazards
- ▶ Investigating accidents and incidents
- ▶ Measuring performance
- ▶ Protecting our environment

### Assessment:

Multiple choice examination.

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# NEBOSH

## General and Construction

### Investment:

General : £1295.00 per person + VAT (Inclusive of Registration & Support materials)  
Construction : £1695.00 per person + VAT (Inclusive of Registration & Support materials)

### Target Audience:

This course is designed to support those persons who have responsibilities for the day to day control of health and safety in their workplace. Also those persons who have duties to assist in the management of health and safety within their working environment.

### Experience Required

No previous health and safety knowledge is required but students must be able to write short reports.

### Course Duration:

General: 12 days including exam and project.  
Construction: 13 days including exam and project.

### Course Aims:

On completion of the course persons attending will have the skills and knowledge to identify procedures and systems within their organisation to minimise the risk to persons within the organisation. They will also have the skills to develop safe working practices

### Course Content (General):

- ▶ The qualification is divided into two units, each of which is assessed separately:
- ▶ Management of Health and Safety (NGC1)
- ▶ Controlling workplace hazards (NGC2)
- ▶ Should you require further information, then please contact as below

### Course Content (Construction):

- ▶ The qualification is divided into three units, each of which is assessed separately:
- ▶ Management of Health and Safety (NGC1)
- ▶ Managing and controlling hazards in construction activities (NCC1)
- ▶ Construction health and safety practical (NGC2)
- ▶ Should you require further information, then please contact as below

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# First Aid at Work

## Advanced

### Investment:

£135.00 per person + VAT

### Target Audience:

This qualification enables the First Aider to carry out effective first aid techniques and basic life support skills with regard to the hazards encountered within their working environment. This course is aimed at designated personnel who need the skills and knowledge to administer first aid in the workplace.

### Experience Required:

None

### Course Duration:

3 days

### Course Aims:

To provide the principles, priorities and regulations of First Aid in the workplace.

### Course Content:

Topics covered include;

- ▶ Cardiopulmonary resuscitation.
- ▶ Management of the unconscious casualty.
- ▶ Treatment of shock and control of bleeding.
- ▶ Treatment of an injury to bones muscles, joints and eyes.
- ▶ Treatment of burns and scalds.
- ▶ Poisoned or exposure to a harmful substance, gases or fumes.
- ▶ Recognition of minor illness.
- ▶ Recognition of major illness.
- ▶ Management of casualty transportation as required by workplace circumstances.
- ▶ Use of First Aid equipment, including the contents of a First Aid box.
- ▶ Understand the duties of employers and the legal framework.
- ▶ Maintenance of simple records on the treatment or management of emergencies.
- ▶ Recognition of the importance of personal hygiene in First Aid procedures.

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# First Aid at Work

## Refresher

### Investment:

£90.00 per person + VAT

### Target Audience:

This course is aimed at certified First Aiders who need to have their 3 year certificate updated. Delegates can return to the course up to 3 months before the expiry date on their certificate to update their knowledge and skills to meet the latest requirements.

### Experience Required

3 years practical first aid experience.

### Course Duration:

2 days

### Course Aims:

To provide the principles, priorities and regulations of First Aid in the workplace.

### Course Content:

Topics covered include;

- ▶ Cardiopulmonary resuscitation.
- ▶ Management of the unconscious casualty.
- ▶ Treatment of shock and control of bleeding.
- ▶ Treatment of an injury to bones muscles, joints and eyes.
- ▶ Treatment of burns and scalds.
- ▶ Poisoned or exposure to a harmful substance, gases or fumes.
- ▶ Recognition of minor illness.
- ▶ Recognition of major illness.
- ▶ Management of casualty transportation as required by workplace circumstances.
- ▶ Use of First Aid equipment, including the contents of a First Aid box.
- ▶ Understand the duties of employers and the legal framework.
- ▶ Maintenance of simple records on the treatment or management of emergencies.
- ▶ Recognition of the importance of personal hygiene in First Aid procedures.

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# First Aid Training

## HSE Emergency First Aid at Work

### Investment:

£60.00 per person + VAT

### Target Audience:

Anyone requiring basic first aid knowledge.

### Experience Required:

None

### Course Duration:

1 day

### Course Aims:

To enable the delegate to administer basic first aid.

### Course Content:

Topics covered include;

- ▶ Understanding the role of the first aider including reference to the use of available equipment and the need to record incidents and actions
- ▶ Understanding the importance of basic hygiene in first aid
- ▶ Assessing the situation and circumstances in order to act safely, promptly and effectively in an emergency
- ▶ Administering first aid safely, promptly and effectively to a casualty who is unconscious or suffering a seizure
- ▶ Administering basic life support (CPR) promptly and effectively in line with the current Resuscitation Council (UK) Guidelines
- ▶ Administering first aid safely, promptly and effectively to a casualty who is wounded or bleeding and in shock
- ▶ Administering first aid safely, promptly and effectively to a casualty who is choking
- ▶ Providing first aid for minor injuries

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# Manual Handling

## An Introduction

### Investment:

£65.00 per person + VAT

### Target Audience:

A short course for personnel who are required to move loads by hand or bodily force; designed to cover the requirements of the Manual Handling Operations Regulations 1992 (as amended).

### Experience Required:

None

### Course Duration:

½ day

### Course Aims:

The course intends to create understanding of the principles and application of Manual Handling procedures and regulations.

### Course Content:

- ▶ The process of manual handling in the workplace
- ▶ Manual Handling injuries and the activities which cause them
- ▶ Manual Handling assessment and control options
- ▶ Responsibilities imposed by the Manual Handling Operations Regulations

### Assessment:

Multiple choice examination.

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# Working at Heights

## An Introduction

### Investment:

£65.00 per person + VAT

### Overview:

Anyone involved in the use of, or supervision of persons involved in the use of, none powered access equipment in the work environment.

### Experience Required:

None

### Course Duration:

½ day

### Course Aims:

The course intends to create understanding of the principles and application of Working at Heights Regulations affecting ladders and mobile access towers.

### Course Content:

- ▶ Before use inspection
- ▶ Risk assessment
- ▶ HASAW
- ▶ PUWER
- ▶ WAHR
- ▶ Hazards
- ▶ Safe use and consequences of misuse
- ▶ Storage of equipment
- ▶ Generic practical instruction on both ladders and mobile towers

### Assessment:

Multiple choice examination.

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# Train the Trainer

## Preparing to Teach in the Lifelong Learning Sector

### Investment:

£ - Price on request

### Target Audience:

This course is ideal for new trainers in business or industry to develop their knowledge and skills in training.

### Experience Required:

None

### Course Duration:

2 days

### Course Aims:

The course will enable successful candidates to understand and put into practice the following:

- ▶ How training can best be delivered for effective learning
- ▶ How to structure and design training sessions
- ▶ How to ensure training sessions are interesting, stimulating and relevant
- ▶ How effective communications support training and learning

### Course Content:

- ▶ Explore Learning Styles and their relevance in learning
- ▶ Designing a Training Programme
- ▶ Communications including feedback materials
- ▶ Group Dynamics
- ▶ One-to-One Training
- ▶ All candidates will receive a certificate of attendance

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# Booking Form

## Course Booking Guidelines

We ask that you read the following points, and adhere to any instructions given:

- ▶ ALL course bookings require completion of this form.
- ▶ NO course will be confirmed without this form.
- ▶ All courses are subject to minimum and maximum numbers of delegates.
- ▶ Joining instructions will be sent to client company.
- ▶ Joining instructions will include equipment required by delegates.
- ▶ This form may be photocopied if required. Please keep a copy.
- ▶ Please use a separate form for each new course
- ▶ Please use black or blue ink or ballpoint pen.

### Client/Company Details

Name:	
Job Title:	
Company:	
Address:	
Post Code:	
Telephone:	
Fax:	
Email:	
Invoice To: (If different from Company Address)	
Post Code:	
Order #:	
Signature:	
Date:	

### Delegates' Details

Please use the sheet overleaf to enter all delegate details

Course Required: .....

### Additional Needs

Please select one or more of the options below, and enter any details overleaf:

- Learner Support, e.g. Dyslexia etc.
- Dietary Requirements, e.g. Vegetarian etc.
- Disabilities, e.g. Visual impairment etc.

### Data Protection

S.W. Durham Training collects data following guidelines within the Data Protection Act 1998. In order to comply with legislation we require your permission to keep you informed of our services and those 3rd party organisations, which we feel appropriate to your needs. Occasional access is given to partners engaged on our behalf to carry out activity with the aim of promoting and improving our service.

I hereby **decline** permission for my details to be used for the above purposes:

### Method of Contact

In relation to your choice from the previous section, please indicate your preferred method of contact from one of the options below:

- Direct Mail
- Email
- Telephone
- Fax
- Any of the above

### Contact Us

Send your completed booking form to:

Mrs Maurice Bloomfield  
Business Development Team - Administrator  
S. W. Durham Training Ltd,  
Durham Way South,  
Aycliffe Business Park,  
Co. Durham,  
DL5 6AT

Telephone : 01325 328165  
Fax : 01325 318249  
E-mail : mbloomfield@swdt.co.uk



# Course Enrolment Terms and Conditions

- I. It is the customer's responsibility to check that the programme is suitable for its delegate(s) training needs.
- II. Cancellation charges
  - a. Commercial Short Courses:
    - Over 20 working days : £30 administration fee.
    - Within 20 working days : 25% of course fee.
    - Within 10 working days : full cost of course unless rescheduled
- III. Payment
  - All courses must be paid for at least 7 days prior to commencement of programme. Failure to do so could result in provisional booking being allocated to someone else.
- IV. Certification of all courses will be withheld until payment has been received in full.
- V. S W Durham Training should be advised of any additional delegate needs (eg. Disability, dietary and or additional learner support) at least 5 days prior to the course start date.
- VI. S W Durham Training operates a no smoking policy.
- VII. Delegates attending S W Durham Training courses must comply with safety procedures, all of which are covered at the start of each course. S W Durham Training seeks to achieve the highest health, safety and environmental standards and expects that customers and their delegates adhere to and assist us in maintaining these standards.
- VIII. Delegates who do not wear the appropriate personal protective equipment will not be allowed to take part in any practical sessions where personal protective equipment is deemed necessary. Some personal protective equipment can be issued on site and will be charged at cost plus 10%. (Please refer to the specific course joining instructions for details of any PPE requirements).
- IX. If a person(s) are under the age of 18 they will need to be supervised whilst operating materials handling equipment, "HSAW" regulations. Please see Regulations 1999 (Management Regulations) relating to young persons.
- X. S W Durham Training reserves the right to cancel or amend any course start date subject to minimum numbers not being achieved.

\* We would require a 25% deposit for any course that is rescheduled. Courses can be rescheduled on no more than two occasions, after which the final balance would be required.

# Aycliffe Business Park

A167 North  
- Durham

A1(M) North  
- Newcastle



A1(M) South  
- Scotch Corner

A167 South  
- Darlington

S. W. Durham Training Ltd.  
Durham Way South  
Aycliffe Business Park  
Newton Aycliffe  
DL5 6AT

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T Direct: 01325 328165  
E: mbloomfield@swdt.co.uk  
W: www.swdt.co.uk

Take junction 59 off of the A1(M), follow the A167 towards Newton Aycliffe. Take 1st exit at 1st roundabout and 2nd exit at 2nd roundabout. Straight over the at the 3rd roundabout, and we're on your right.



