

LIFT TRUCK AND MECHANICAL HANDLING

OPEN COURSES

COMPANY SPONSORED OPTIONS

SUPPORT SERVICES

ISSUE: 22/04/2024

PETA[®] 

ASPIRE TO LEARN ▶ APPLY TO ADVANCE



Welcome...



PETA offers over 200 courses and apprenticeship programmes in the most sought-after professional, digital and technical skillsets – from management training to health and safety qualifications, IT skills and engineering.

Today, PETA is one of the largest and most respected training providers on the south coast and we will continue to build on this reputation, transforming careers and building the next generation of business leaders and technical experts.

Our directory reflects a wide and increasingly flexible range of training, learning and development solutions. From short courses, tailored or bespoke training, webinars through to qualification-led outcomes including apprenticeships and advisory and consultancy services, we can offer a tailored service that aligns to the needs and requirements of your business. These can be delivered at customer's locations or in our dedicated training centres which are designed to create a quality environment for learning.

On behalf of all the team at PETA, we look forward to supporting your people development experience which we hope will lead to enhanced performance and you can join us in our belief of *Aspiring to Learn and Applying to Advance* yourself and your business.

Fiona Stilwell

CEO



Why Partner with PETA?

OUR PURPOSE

Our purpose is to create fair opportunities for young people to advance from education to employment and help local businesses champion personal development as a means of driving commercial growth.

We invest in people and support them in their aspiration to be the very best they can be, for themselves, their careers and for the businesses they work in.

Our Vision is to build the next generation of engineers, technical experts and business leaders and create a world where people training is at the forefront of business strategy.

OUR VALUES

ASPIRE - We whole-heartedly support our customers in their aspirations to grow by developing the skills they need to get there

LEARN - We always listen, learn and question the norm to create new best practices and encourage a lifelong passion for learning

APPLY - We champion the application of learning and its impact on business prosperity and personal growth

ADVANCE - We give local businesses and people a voice in how adult education and training should advance to best meet their personal and commercial needs

AGILE LEARNING SOLUTIONS

Our learning and development solutions offer a range of agile, adaptable and impactful courses. Training is flexible, so it works in harmony with busy work across a wide range of topics and delivery options:

- Short taught courses combined with pre- and post-course eLearning modules
- eLearning solutions covering Corporate and Apprenticeship programmes
- Qualification and endorsed programmes from respected organisations
- Tailored corporate courses aligned to your specific needs, business context and goals including blended learning options
- Coaching options, facilitating insights and perspective in establishing the conditions for behavioural and skills development
- Mentoring through advisory services in Safety, HR, Training, Lean and IT initiatives

Programmes can be delivered at our Portsmouth Training Centre or at your business premises on a date and time to suit you. Many of our courses offer multiple bookings discounts, enabling you to get the best from your learning and development budget.

Our team are on hand to help you to select the right training, learning and development for your business – all part of our service and commitment to you.

ADVISORY SERVICES

Tailored support from a trained professional to help you tackle key projects or day-to-day essentials in Safety, HR, Training and Business Improvement.

MEMBERSHIP

Enjoy discounts of 15% or more, the opportunity to attend key events for free and a whole host of other benefits as part of the PETA business community.

APPRENTICESHIP AND MANAGED SERVICES

Our Apprentice recruitment and Managed Service solutions help you to get the very best from your levy and access co-investment funds where applicable.

VENUE HIRE - BOOK OUR FACILITIES

Our amazing venue at Access Point is equipped with a range of conference rooms and our renowned Conference Room, perfect for awards ceremonies and prestigious events. Members get a 20% discount on our standard room hire rates.

Keep in contact with us at:

- www.peta.co.uk
- www.facebook.com/PETA.Training
- www.linkedin.com/company/peta-ltd
- www.twitter.com/PETA_training



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Technical Skills

**Lift Truck and Mechanical
Handling**

Accredited Lift Truck Training

Counterbalance or Reach

INDEPENDENT TRAINING STANDARDS SCHEME AND REGISTER (ITSSAR)

The Independent Training Standards Scheme and Register (ITSSAR) offers accreditation to training instructors and organisations supplying industrial truck and construction training services to industry. ITSSAR is approved and listed as an accrediting organisation by the Accrediting Bodies Association (ABA).

THE NATIONAL PLANT OPERATORS REGISTRATION SCHEME (NPORS)

The Accrediting Bodies Association (ABA) recognise National Plant Operators Registration Scheme (NPORS) as a competent organisation to accredit, monitor and train Instructors/ Training Providers to deliver operator training and testing.



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ITSSAR Lift Truck Instructor - Novice

Creating flexibility and adaptability to operators' capabilities

Duration

Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2024	2025

BOOK ONLINE »

WHO IS IT FOR?

Larger organisations may have several lift truck operators. At times, it makes sense to consider having an in-house capability to train lift truck operators. This accredited course will instil solid principles of practical and theory-based training. It is offered at two levels; a full Instructors course (10 days), for those new to instructing others and a re-qualification course (3-5 days dependent on the number of participants) for existing Instructors who must demonstrate they remain competent to instruct to current standards.

PLEASE NOTE

Delegates must hold a valid accredited operator's certificate dated within the last 6 months and hold at least 12 months' operating experience.

COURSE OVERVIEW

- Corrective tuition and driver safety test
- Practical test
- Legislation in context
- Basic principles and role of the Instructor
- Principles of instruction
- Simple skills analysis
- Classroom demonstration and administration
- Daily safety checks and operating practice
- Truck familiarisation
- Operating and corrective tuition
- Guided preparation for a practical lesson plan
- Deliver practical lesson plan to a trainee
- Feedback on strengths and weaknesses
- Introduction to the test
- Guidance throughout on all aspects of practical lesson preparation, use of marking sheets, practical test and certification of operators

ITSSAR Lift Truck Instructor - Requalification

Maintaining the competence to train others in the correct and safe operation of lift trucks

Duration

Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2024	2025

BOOK ONLINE »

WHO IS IT FOR?

Designated and qualified instructors need to keep their skills current in order to train others in the use of Lift Trucks. This course complies with the recommendations of the Health & Safety Executive's Approved Code of Practice and guidance for rider operated lift trucks operator training and safe use (L117).

PLEASE NOTE

Please note that delegates must hold a valid accredited operator's certificate dated within the last 6 months, and have at least 12 months' operating experience.

COURSE OVERVIEW

- Corrective tuition and driver safety test
- Practical test
- Legislation in context
- Basic principles and role of the Instructor
- Principles of instruction
- Simple skills analysis
- Classroom demonstration and administration
- Daily safety checks and operating practice
- Truck familiarisation
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- Deliver practical lesson plan to a trainee
- Feedback on strengths and weaknesses
- Introduction to the test
- Guidance throughout on all aspects of practical lesson preparation, use of marking sheets, practical test and certification of operators

Counterbalance Novice

Setting in place safe standards for Counterbalance operations

Duration	5 days	
Fees (+ VAT)	Member	£985.00
	Non-Member	£1,159.00
Start Date(s)	2024	2025
	22 April	
	20 May	
	17 June	
	8 July	
	12 August	

RELATED COURSES

- [Counterbalance Refresher](#)
- [Qualsafe Level 3 Award in Emergency First Aid at Work \(RQF\)](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is for new operators of lift truck equipment (specifically counterbalance trucks), holding no or limited, prior experience of operating this type of equipment.

PLEASE NOTE

Please note the duration of the training is based upon the numbers attending; 1 delegate = 3 days, 2 delegates = 4 days and 3 delegates = 5 days

COURSE OVERVIEW

- Legislation and the Operators' Safety Code
- Lift truck stability and weight assessment
- Introduction to the lift truck:
 - Operator user checks
 - Recording the defects
- Developing driving skills:
 - Operator practice
 - Start, stop and manoeuvring
 - Operation of hydraulic controls
 - Stack and de-stack procedures
 - Stacking and de-stacking of pallets in varying conditions

Counterbalance Experienced

Building on practical experience to a nationally recognised standard

Duration	2 days	
Fees (+ VAT)	Member	£708.00
	Non-Member	£833.00
Start Date(s)	2024	2025
	16 July	

RELATED COURSES

- [Counterbalance to Reach Conversion](#)
- [Counterbalance Refresher](#)

BOOK ONLINE »

WHO IS IT FOR?

For operators who already have 6 months experience or more in operating Counterbalance Lift Trucks, this course builds on that practical experience, providing the knowledge and legislative context for operating equipment in compliance with regulations and best practice.

COURSE OVERVIEW

- Legislation and the Operators' Safety Code
- Lift truck stability and weight assessment
- Introduction to the lift truck:
 - Operator user checks
 - Recording the defects
- Developing driving skills:
 - Operator practice
 - Start, stop and manoeuvring
 - Operation of hydraulic controls
 - Stack and de-stack procedures
 - Stacking and de-stacking of pallets in varying conditions

Counterbalance Refresher

Continually applying the operators' code of practice to Lift Truck operations

Duration	1 day	
Fees (+ VAT)	Member	£364.00
	Non-Member	£429.00
Start Date(s)	2024	2025
	7 May	
	11 June	
	15 July	
	5 August	

RELATED COURSES

- [Quallsafe Level 3 Award in Emergency First Aid at Work \(RQF\)](#)
- [IOSH Working Safely](#)

BOOK ONLINE »

WHO IS IT FOR?

Lift truck operators already holding a current certificate of competence who need to refresh their skills within a 3-5 year period, in accordance with the HSE's Approved Code of Practice and Guidance L117. This course provides a refresher and update on current methods and legislation related to safe practice.

COURSE OVERVIEW

- Legislation and the Operators' Safety Code
- Lift truck stability and weight assessment
- Introduction to the lift truck:
 - Operator user checks
 - Recording the defects
- Developing driving skills:
 - Operator practice
 - Start, stop and manoeuvring
 - Operation of hydraulic controls
 - Stack and de-stack procedures
 - Stacking and de-stacking of pallets in varying conditions

Reach Novice

Setting in place safe standards for reach operations

Duration

Fees (+ VAT)	Member	£
		Non-Member

Start Date(s)	2024	2025

RELATED COURSES

- [Reach Refresher](#)
- [Quallsafe Level 3 Award in Emergency First Aid at Work \(RQF\)](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is for new operators of lift truck equipment (specifically Reach trucks), holding no or limited, prior experience of operating this type of equipment

PLEASE NOTE

Please note the duration of the training is based upon the numbers attending; 1 delegate = 3 days, 2 delegates = 4 days and 3 delegates = 5 days

COURSE OVERVIEW

- Legislation and the Operators' Safety Code
- Lift truck stability and weight assessment
- Introduction to the lift truck:
 - Operator user checks
 - Recording the defects
- Developing driving skills:
 - Operator practice
 - Start, stop and manoeuvring
 - Operation of hydraulic controls
- Stack and de-stack procedures
- Stacking and de-stacking of pallets in varying conditions

Reach Experienced

Building on practical experience to a nationally recognised standard

Duration

Fees (+ VAT)	Member	£
		Non-Member

Start Date(s)	2024	2025

RELATED COURSES

- [Reach Refresher](#)
- [Reach to Counterbalance Conversion](#)

BOOK ONLINE »

WHO IS IT FOR?

For operators who already have 6 months experience or more in operating Reach Lift Trucks, this course builds on that practical experience, providing the knowledge and legislative context for operating equipment in compliance with regulations and best practice.

PLEASE NOTE

Please note the duration of the training is based upon the numbers attending; 1 delegate = 2 days, 3 delegates = 3 days

COURSE OVERVIEW

Legislation and the Operators' Safety Code Lift truck stability and weight assessment Introduction to the lift truck:

- Operator user checks
- Recording the defects Developing driving skills:
- Operator practice
- Start, stop and manoeuvring
- Operation of hydraulic controls
- Stack and de-stack procedures
- Stacking and de-stacking of pallets in varying conditions

Reach Refresher

Continually applying the operators' code of practice to Lift Truck operations

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s) 2024 2025

RELATED COURSES

- [Reach to Counterbalance Conversion](#)
- [Qualsafe Level 3 Award in Emergency First Aid at Work \(RQF\)](#)

BOOK ONLINE »

WHO IS IT FOR?

Lift truck operators already holding a current certificate of competence who need to refresh their skills within a 3-5 year period, in accordance with the HSE's Approved Code of Practice and Guidance L117. This course provides a refresher and update on current methods and legislation related to safe practice.

COURSE OVERVIEW

- Legislation and the Operators' Safety Code
- Lift truck stability and weight assessment
- Introduction to the lift truck:
 - Operator user checks
 - Recording the defects
- Developing driving skills:
 - Operator practice
 - Start, stop and manoeuvring
 - Operation of hydraulic controls
 - Stack and de-stack procedures
 - Stacking and de-stacking of pallets in varying conditions

Counterbalance to Reach Conversion

Creating flexibility and adaptability to operators' capabilities

Duration 2 days

Fees (+ VAT)	Member	£708.00
	Non-Member	£833.00

Start Date(s) 2024 2025

12 June

RELATED COURSES

- [Racking Safety Awareness](#)
- [Manual Handling Awareness](#)

BOOK ONLINE »

WHO IS IT FOR?

Having the flexibility to switch between reach and counterbalance trucks can be an invaluable asset in business. This course is designed for experienced operators who need to develop the skills and competence to switch between the two types of truck.

COURSE OVERVIEW

- Introduction to the lift truck
- Operators' user checks
- Recording the defects
- Lift truck stability
- Operators' safety code
- Basic driving skills - operator practice
- Operating practice, including stacking and de-stacking in varying conditions

Reach to Counterbalance Conversion

Creating flexibility and adaptability to operators' capabilities

Duration

Fees (+ VAT)	Member	£
		Non-Member

Start Date(s)	2024	2025

RELATED COURSES

- [Racking Safety Awareness](#)
- [Manual Handling Awareness](#)

BOOK ONLINE »

WHO IS IT FOR?

Having the flexibility to switch between reach and counterbalance trucks can be an invaluable asset in business. This course is designed for experienced operators who need to develop the skills and competence to switch between the two types of truck.

COURSE OVERVIEW

- Introduction to the lift truck
- Operators' user checks
- Recording the defects
- Lift truck stability
- Operators' Safety Code
- Basic driving skills - operator practice
- Operating practice, including stacking and de-stacking in varying conditions

Instructional Techniques for Mechanical Handling Equipment

Train your operators to train others

Duration

Fees (+ VAT)	Member	£
		Non-Member

Start Date(s)	2024	2025

BOOK ONLINE »

WHO IS IT FOR?

Larger organisations may have a number of lift truck operators and, at times, it makes sense to consider having the in-house capability to train lift truck operators and to manage lift truck operations. This five day, cost-effective PETA course is designed to instil solid principles of practical and theory based training.

COURSE OVERVIEW

- Corrective tuition and driver safety test
- Practical test
- Legislation
- Basic principles and role of the instructor
- Principles of instruction
- Simple skills analysis
- Classroom demonstration and administration
- Daily safety checks and operating practice
- Truck familiarisation
- Operating and corrective tuition
- Guided preparation for a practical lesson plan
- Deliver practical lesson plan to a trainee
- Giving feedback on strengths and weaknesses
- Introduction to the practical test
- Practical lesson preparation, use of marking sheets, practical test and certification of operators

This course complies with the recommendations of the Health & Safety Executive (HSE)'s Approved Code of Practice and Guidance for

Company Sponsored Options

Company sponsored options enable the training to be contextualised to your environment. This results in training that is readily transferred into practice, offering a greater return on investment.

We can offer a range of mechanical handling equipment training on your site, using your equipment. Some of our most popular options are as follows. To discuss your specific training need, please contact our team of professionals who are on hand to assist

SLINGING AND LIFTING

This course aligns to the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and will cover the basic skills and techniques associated with slinging and lifting including the legal, technical and safe working procedures associated with wires, ropes, spreader beams and a variety of lifting appliances.

OVERHEAD CRANE

This course offers experienced operators accredited training that covers the general hazards of working with cranes, inspection of equipment, ropes, chains, accessories and signalling, slinging methods and exercises and the safety implications of operating overhead cranes and operating safe systems of work..

SCISSOR LIFT/MEWP

Scissor lift training is designed for anyone who needs to be able to operate a scissor lift or mobile elevated work platform (MEWP). Using real equipment, this course will develop operators' knowledge and practical skills in conducting inspection checks, using correct personal protective equipment, codes of practice, the legal position and combine theory with practical exercises.

CHERRY PICKER

The Cherry Picker enables working at height quickly and safely. This course gives delegates the understanding of the equipment and covers the various safety risks involved promoting use of equipment to industry standards and codes of practice.

VEHICLE/PLANT MARSHALL

To guide vehicles safely when operating on site (commercial vehicles delivering/collecting materials/equipment), it is a legal requirement that a Vehicle/Plant Marshall (often called Banksman) is on site. Our course covers vehicle management, use of correct hand signaling, how to communicate with the driver and safety aspects such as using chocks when stationary/parked at loading bays.

360° EXCAVATOR (DIGGER)

360° Excavator training trains delegates to operate equipment and carry out trenching and backfilling including safe practice when travelling to and from sites. It incorporates factors which will affect the stability of the wheels, awareness of pre-loading checks and loading operations and end of shift parking of the vehicle.

INSTRUCTIONAL TECHNIQUES FOR MECHANICAL HANDLING EQUIPMENT

Larger organisations may have a number of lift truck operators so it makes sense to consider having the in-house capability to train lift truck operators. This nonaccredited five day PETA course is designed to instill solid principles of practical and theory based training.



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Essential Information

Essential Information

PETA Course Booking Terms and Conditions

Our aim is to make your training experience with us as comfortable and pleasant as possible. Call 023 9253 8700 or email enquire@peta.co.uk for help with booking your courses.

Here is some key information to guide you.

WHEN DO THE COURSES START AND FINISH?

Most courses commence at 9.15 am and coffee and registration take place from 8.45 am. Typically, courses finish at 4.30 pm. Lunch is usually between 12.30 pm and 1.30 pm. Refreshments are provided mid-morning, lunch time and mid-afternoon.

WHAT IF I AM DISABLED OR HAVE SPECIAL NEEDS?

We are committed to offering courses and facilities that respect differing needs and are accessible to all. If you do have a requirement, please contact us and we will explore with you how best to support your specific needs.

WHAT DO I NEED TO BRING WITH ME?

Your joining instructions (sent approximately two weeks prior to the course), will explain details of venue, start time, car parking facilities and information about what you need to bring with you. We do encourage individuals to consider their traveling arrangements to minimise the impact on the environment.

FEES

All fees listed in the Directory are subject to VAT and (unless otherwise stated) include refreshments, lunch (for courses of one day or more) and all training materials. When booking your course, please be sure to familiarise yourself with our terms which are detailed on the reverse of the booking forms.

HOW TO PAY

You can book and pay online at www.peta.co.uk. Members will be invoiced on commencement of a service unless otherwise agreed. Payment is required 28 days from date of the invoice.

Non-Members are required to pay at the time of booking and can pay online or by cash, cheque or credit card. However, payment must be received PRIOR to service commencement. If a purchase order is required, please quote the number on your booking form.

HOW TO MAKE A COURSE BOOKING

- Online: www.peta.co.uk
- Telephone: [023 9253 8700](tel:02392538700)
- Email: enquire@peta.co.uk

REGISTRATION FEES

Registration fees for accredited programmes are not refundable or transferable.

TRANSFERS AND CANCELLATIONS ESSENTIALS

First transfer and cancellation fees

Substitutions may be made at any time up to the start of the course. Transfers and late cancellations will, however, incur the following charges based upon the time of receipt of written notification prior to the course commencement date.

Working Days	Substitutions	Transfers	Cancellations
11-15	Free	Free	25% Fee
6-10	Free	25% Fee	50% Fee
Less than 6	Free	50% Fee	Full Fee

Delegates who fail to attend will be charged the full fee.

PETA CANCELLATION

In the event of cancellation for any reasons whatsoever or howsoever by PETA Ltd, the limit of PETA's liability shall be to use its best endeavours to give notice of such cancellation and no further.

CONTACT US

Any questions you would still like to ask PETA?

Call us on [023 9253 8700](tel:02392538700) or e-mail enquire@peta.co.uk

SUPPORT SERVICES

- Safety, health and Environment
- Training and HR
- ICT Applications Support
- Business Improvement
- Coaching Services

Book your training online at:

- www.peta.co.uk
- enquire@peta.co.uk
- **023 9253 8700**

PETA Limited is an equal opportunities provider of training and welcomes all sections of the community.

PETA Management and Training
Conference Centre
One Access Point, Northarbour Road
Portsmouth, Hampshire, UK PO6 3TE

APPRENTICESHIPS

- Apprenticeship Levy Managed Service
- Business
- Management
- IT and Digital
- Engineering

OPEN COURSES

- Management and Leadership
- Personal Development
- Business Improvement and Quality Management
- Customer Service and Sales
- HR Training
- Computer Applications, Software and Infrastructure
- Safety, Health and Environment
- Lift Truck and Mechanical Handling
- Engineering Skills

