LIFT TRUCK AND MECHANICAL HANDLING

OPEN COURSES

COMPANY SPONSORED OPTIONS

SUPPORT SERVICES

ISSUE: 24/06/2026

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

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.

Counterbalance Novice

Setting in place safe standards for Counterbalance operations

Duration	4 days	
Fees (+ VAT)	Member	£1,002.00
	Non-Member	£1,179.00
Start Date(s)	2026	2027
	21 July	18 January
	17 August	8 February
	14 September	15 March
	5 October	26 April
	9 November	17 May
	14 December	14 June

RELATED COURSES

- Counterbalance Refresher
- Qualsafe Level 3 Award in Emergency First Aid at Work (RQF)
- IOSH Working Safely

BOOK ONLINE »

WHO IS IT FOR?

Designed for new or prospective lift-truck operators with little or no prior experience, the Counterbalance Novice course provides a comprehensive induction to safe and competent use of counterbalance truck equipment. Delegates begin by exploring key legislation (including the Operator's Safety Code) and how load weight, stability and machine design impact safe operation

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 This course specification has been put together to achieve the key learning aims appealing to a broad range of customers. PETA are able to use this course as the basis of a bespoke programme if you would like the learning outcomes to be specific to your organisation. Contact us for more information on our bespoke training options.

COURSE OVERVIEW

In the classroom phase, operators will gain theory knowledge of machine components, daily pre-use checks, defect reporting and safe working practices. Topics include lift-truck stability, load assessment and the importance of correct handling procedures.

Following this, the practical phase takes place in a simulated or live warehouse environment where delegates practice start-up, manoeuvring, hydraulic control operation, stacking and de-stacking pallets under varying conditions. They learn practical skills such as driving forwards/reverse, turning in confined spaces, lifting and placing loads at heights and responding correctly to changing load conditions.

From a business perspective, this course is a vital investment in operator competence, reducing risk of accidents, damage to premises or goods, and improving overall operational efficiency. With trained operators, you sustain a safer work environment, minimise insurance and regulatory exposure, and support higher productivity through confident, capable staff. On successful completion, delegates hold nationally recognised qualification standing and can operate counterbalance trucks under supervision, providing a dependable foundation for further development and more advanced driving categories.

Counterbalance Experienced

Building on practical experience to a nationally recognised standard

Duration		
Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2026	2027

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.

PLEASE NOTE

This course specification has been put together to achieve the key learning aims appealing to a broad range of customers. PETA are able to use this course as the basis of a bespoke programme if you would like the learning outcomes to be specific to your organisation. Contact us for more information on our bespoke training options.

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	£368.00
	Non-Member	£433.00
Start Date(s)	2026	2027
	9 July	4 January
	3 September	19 February
	12 October	9 March
	5 November	4 May
		12 July

RELATED COURSES

- Qualsafe 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.

PLEASE NOTE

This course specification has been put together to achieve the key learning aims appealing to a broad range of customers. PETA are able to use this course as the basis of a bespoke programme if you would like the learning outcomes to be specific to your organisation. Contact us for more information on our bespoke training options.

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)	2026	2027

RELATED COURSES

- Reach Refresher
- Qualsafe Level 3 Award in Emergency First Aid at Work (RQF)
- IOSH Working Safely

BOOK ONLINE »

WHO IS IT FOR?

The Reach Novice course is crafted for individuals with little or no prior experience in operating reach-type lift trucks, providing a robust foundation in safe, competent operations within your warehouse or logistics environment. Delivered over up to five days depending on delegate numbers, the programme introduces the legislative and regulatory context including the operator's safety code and machine stability principles.

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 This course specification has been put together to achieve the key learning aims appealing to a broad range of customers. PETA are able to use this course as the basis of a bespoke programme if you would like the learning outcomes to be specific to your organisation. Contact us for more information on our bespoke training options.

COURSE OVERVIEW

Delegates will learn about reach truck design and function, including hydraulic controls, mast and carriage assemblies, counterbalance and reach mechanisms, operator pre-use checks and defect reporting. Practical sessions develop core skills: starting and stopping, manoeuvring, operating in narrow aisles, stacking and de-stacking pallets in varying conditions, and managing loads at height safely.

From a business perspective, this course empowers organisations to bring new operators up to speed quickly, reducing reliance on external trainers and minimising operational risk. It emphasises safe working practices, correct equipment use and consistent operator behaviour — all of which contribute to a stronger safety culture, fewer incidents and better productivity. Certified operators leave the course with confidence, a recognised competence record and the capability to operate reach trucks safely under supervision. For employers, that means faster onboarding of new staff, greater flexibility in resource deployment and peace of mind that your material-handling operations comply with best practice standards. Whether the trainees are new starters or staff transitioning roles, this Reach Novice course provides the essential training and development you need to support efficient, safe and compliant lift-truck operations.

Reach Experienced

Building on practical experience to a nationally recognised standard

Duration		
Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2026	2027

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 This course specification has been put together to achieve the key learning aims appealing to a broad range of customers. PETA are able to use this course as the basis of a bespoke programme if you would like the learning outcomes to be specific to your organisation. Contact us for more information on our bespoke training options.

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)	2026	2027

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.

PLEASE NOTE

This course specification has been put together to achieve the key learning aims appealing to a broad range of customers. PETA are able to use this course as the basis of a bespoke programme if you would like the learning outcomes to be specific to your organisation. Contact us for more information on our bespoke training options.

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		
Fees (+ VAT)	**Member**	**£**
	Non-Member	**£**
Start Date(s)	2026	2027

RELATED COURSES

- Racking Safety Awareness
- Manual Handling Awareness

BOOK ONLINE »

WHO IS IT FOR?

This conversion course is designed for experienced operators of counterbalance lift trucks who now need to expand their skills and competence to include reach-truck operation.

PLEASE NOTE

This course specification has been put together to achieve the key learning aims appealing to a broad range of customers. PETA are able to use this course as the basis of a bespoke programme if you would like the learning outcomes to be specific to your organisation. Contact us for more information on our bespoke training options.

COURSE OVERVIEW

The training begins with an introduction to the reach-truck type, exploring differences in design, controls, stability and safe operating practices compared to a standard counterbalance truck. Key theoretical topics covered include the operator's safety code, pre-use checks, defect reporting, and stability factors unique to reach trucks (such as load centre, mast extension, and narrow-aisle dynamics).

Delegates also engage in structured practical sessions where they transition from familiar counterbalance operation to performing manoeuvres in reach-truck mode. Typical exercises include stacking and de-stacking in more constrained aisle environments, managing loads at height, and operating the reach mechanism in varying conditions.

For your business, this course provides an efficient and cost-effective way to upgrade your workforce's flexibility and utility. Instead of recruiting new operators for reach trucks, you can convert an existing, certified counterbalance operator, thereby reducing downtime, enhancing operational agility and preserving continuity. By training your staff in both truck types, you strengthen your

Reach to Counterbalance Conversion

Creating flexibility and adaptability to operators' capabilities

Duration		
Fees (+ VAT)	**Member**	**£**
	Non-Member	**£**
Start Date(s)	2026	2027

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.

PLEASE NOTE

This course specification has been put together to achieve the key learning aims appealing to a broad range of customers. PETA are able to use this course as the basis of a bespoke programme if you would like the learning outcomes to be specific to your organisation. Contact us for more information on our bespoke training options.

COURSE OVERVIEW

fluctuating storage systems or warehouse layouts. Assessment is both theoretical and practical, and successful delegates receive certification acknowledging their competence to operate reach trucks safely and responsibly.

- 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

Whether you're responding to evolving warehouse racking, changing logistical demands or maximising operator versatility, the Counterbalance to Reach Conversion course delivers a targeted upgrade that adds real value to your internal logistics capability.

Scissor Lift Novice

Setting in place safe standards for Scissor Lift operations

Duration	1 day	
Fees (+ VAT)	Member	£368.00
	Non-Member	£433.00
Start Date(s)	2026	2027
	27 July	

RELATED COURSES

- Qualsafe Level 3 Award in Emergency First Aid at Work (RQF)
- IOSH Working Safely

BOOK ONLINE »

WHO IS IT FOR?

The Scissor Lift Novice course is designed for individuals who are new to operating mobile elevated work platforms (MEWPs) of the scissor-lift type and need to acquire the fundamentals of safe and effective operation. Delivered in a structured, instructor-led format, the training begins with a thorough grounding in relevant legislation and safety standards, including the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

PLEASE NOTE

This course specification has been put together to achieve the key learning aims appealing to a broad range of customers. PETA are able to use this course as the basis of a bespoke programme if you would like the learning outcomes to be specific to your organisation. Contact us for more information on our bespoke training options.

COURSE OVERVIEW

From the classroom session, delegates learn how scissor-lifts function, the anatomy of the platform, scissor mechanism, control systems, hydraulics, stability factors and safe parking and deployment. Practical sessions then build on this by giving hands-on experience in pre-use inspections, setting up a stable working position, manoeuvring the lift safely, elevating and descending the platform, controlling loads and ensuring safe operation in confined or elevated environments. The training emphasises hazard identification (such as ground conditions, overhead obstructions, fall-risk zones and tip-over risk) and company compliance requirements.

For businesses, the value of this course is clear: it establishes operator competence, reduces risk, enhances workplace safety and ensures that scissor-lift tasks are carried out by trained personnel. By investing in the novice level course, you build a reliable, robust foundation for your MEWP operations — fewer mishaps, improved operator confidence and better alignment with safety governance. Delegates complete with recognized certification, better awareness of safe-working practices and the skills to operate scissor-lift platforms effectively within your

Scissor Lift Refresher

Setting in place safe standards for Scissor Lift operations

Duration		
Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2026	2027

RELATED COURSES

- Qualsafe Level 3 Award in Emergency First Aid at Work (RQF)
- IOSH Working Safely

BOOK ONLINE »

WHO IS IT FOR?

Scissor Lift 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.

PLEASE NOTE

This course specification has been put together to achieve the key learning aims appealing to a broad range of customers. PETA are able to use this course as the basis of a bespoke programme if you would like the learning outcomes to be specific to your organisation. Contact us for more information on our bespoke training options.

COURSE OVERVIEW

- Pre-Inspection safety checks
- Inspection Equipment
- Operators Safety Code
- Personal Protective Equipment (PPE)
- Legal Requirements
- Various Practical Exercises
- Theory Test
- Practical Test

Instructional Techniques for Mechanical Handling Equipment

Train your operators to train others

Duration		
Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2026	2027

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.

PLEASE NOTE

Attendance is conditioned on delegates having at least 12 months' operating experience on the relevant machine and a recent licence renewal (within six months) to qualify as instructor candidates This course specification has been put together to achieve the key learning aims appealing to a broad range of customers. PETA are able to use this course as the basis of a bespoke programme if you would like the learning outcomes to be specific to your organisation. Contact us for more information on our bespoke training options.

COURSE OVERVIEW

As your organisation gears up to train and certify forklift and mechanical-handling equipment operators in-house, this five-day instructor-level course offers a tailored solution. The Instructional Techniques for Mechanical Handling Equipment course is designed to enable experienced equipment operators to become effective instructors themselves, skilled in delivering safe, compliant operator training rather than just driving the truck.

Over the week delegates cover key theory and practice: legislation and regulatory context (including the Health & Safety Executive (HSE) Approved Code of Practice for rider-operated lift trucks, L117), the role and responsibilities of an instructor, how to analyse trainee skills and design lesson plans, delivering classroom demonstrations and practical sessions, carrying out pre-use checks and safety-critical operating practice, and giving effective feedback to trainees. Participants then guide a trainee through a full practical lesson and assessment cycle, planning, delivery, testing and certification of operators under their supervision.

From a business perspective, this course empowers you to internalise your operator-training capability: reducing reliance on external training providers, accelerating the upskilling of new drivers, and ensuring consistent quality and compliance across your operations. Successful delegates leave with the competence to run full operator-training programmes, administer tests and maintain documentation. The end result is stronger in-house competence, lower training cost per operator, and improved operational safety and audit readiness.ealth & Safety Executive (HSE)'s Approved Code of Practice and Guidance for rider-operated lift trucks, operator training and safe use (L117).

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 30 days from date of the invoice.

Non-Members are required to pay at the time of booking and can pay online, by credit card or by bank transfer. 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
- 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 or e-mail enquire@peta.co.uk

PETA
ASPIRE TO LEARN • APPLY TO ADVANCE

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- Lift Truck and Mechanical Handling
- Engineering Skills

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