

DIRECTORY OF TRAINING

OPEN COURSES

APPRENTICESHIPS

SUPPORT SERVICES

ISSUE: 15/03/2024

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

Choose your Courses, Apprenticeships and Services

Professional Skills

Technical Skills

Apprenticeships

Venue Hire

Membership

Essential Information

PROFESSIONAL SKILLS

Management and Leadership

Professional Skills

Professional Advisory and Coaching Services

TECHNICAL SKILLS

ICT Training

IT Advisory and Coaching Services

Health & Safety Training

Health & Safety Advisory and Coaching Services

Lift Truck and Mechanical Handling

Company Sponsored Options

Engineering Skills

APPRENTICESHIPS

Introduction to Apprenticeships

Apprenticeship Levy Managed Service

Business Apprenticeships

Finance Apprenticeships

Management Apprenticeships

IT and Digital Apprenticeships

Engineering Apprenticeships



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Professional Skills

Management and Leadership

CMI Level 3 Certificate in The Principles of Management and Leadership

Gain the skills and knowledge to lead, organise and motivate teams

Duration	6.5 days	
Fees (+ VAT)	Member	£2,074.00
	Non-Member	£2,440.00
Start Date(s)	2024	2025
	12 April	20 September

BOOK ONLINE »

WHO IS IT FOR?

A modular programme that delivers sustained learning in the foundations for developing first line managers to be inspirational, resilient, and valued leaders. Delivering essential learning in what it takes to be a great leader, how to deploy effective and consistent people management and how to motivate teams to achieve personal and professional success leading to successful leadership.

PLEASE NOTE

The assessment methods may be subject to change by the CMI

COURSE OVERVIEW

The Certificate comprises three modules listed below:

- Module 1: Principles of Management and Leadership
- Module 2: Managing a Team to Achieve Results
- Module 3: Managing Daily Activities to Achieve Results

CMI Level 5 Certificate in Management and Leadership

Develop your leadership skills and awareness to get better results

Duration	6.5 days	
Fees (+ VAT)	Member	£2,305.00
	Non-Member	£2,712.00
Start Date(s)	2024	2025
	10 May	

BOOK ONLINE »

WHO IS IT FOR?

This is the ideal programme for new or practicing middle managers, delivering learning to further develop their knowledge and skills, leading them to improved personal leadership performance and preparing them for senior management responsibilities. Through tutor led peer learning modules, combined with practical assignments, leaders will analyse their own strengths and development needs, explore how working with people, providing direction, using resources, facilitating innovation and change, will lead to positive business performance results

PLEASE NOTE

The assessment methods may be subject to change by the CMI.

COURSE OVERVIEW

The Certificate comprises three modules listed below:

- Module 1: Principles of Operational Leadership and Management in an Organisational Context
- Module 2: Managing Stakeholder Relationships
- Module 3: Managing Change

Management Essentials

Develop the essential skills to succeed in management

Duration **6 day - once per week**

Fees (+ VAT)	Member	£1,528.00
	Non-Member	£1,798.00

Start Date(s)	2024	2025
	23 April	
	1 July	

RELATED COURSES

- [CMI Level 3 Certificate in The Principles of Management and Leadership](#)
- [CMI Level 5 Certificate in Management and Leadership](#)
- [IOSH Managing Safely](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is perfect for newly promoted or emerging managers delivering essential learning in the key concepts, practicalities and application of management and leadership skills.

COURSE OVERVIEW

Effective Leadership

- Management or Leadership; the subtle differences
- When to manage, when to lead
- Inspirational leadership – harnessing the power

Communication Skills

- Communication models and language patterns
- Reframing and problem solving – thinking differently
- Pure listening

High Performing Teams

- Team dynamics in action
- Team roles and the traits of a high performing team
- Developing positive team attitudes to increase motivation and productivity

Time Management

- Work drivers and influencers
- Taking control of the working day
- Delegation as a time management tool

Finance

- The main financial instruments of business
- How daily actions impact business results
- Profit and Loss, Balance Sheet, Working Capital, Cash Flow

Employment Law for Managers

- The framework of employment law
- Recruitment; selection, interview, induction
- Managing discipline, grievance and dismissal

Leading with Impact

Learn the secrets of successful team leadership

Duration	3 days	
Fees (+ VAT)	Member	£936.00
	Non-Member	£1,102.00
Start Date(s)	2024	2025
	7 May	

RELATED COURSES

- [Management Essentials](#)
- [Employment Law for Managers](#)

BOOK ONLINE »

WHO IS IT FOR?

This three-day course is for new or existing team leaders who need to develop the skills to deal with the challenges, influence the workforce and achieve business goals.

COURSE OVERVIEW

- What type of Team Leader are you; understand the expectations of the Team
- Why people think, act and feel the way they do
- Communicating to achieve excellent not average results
- Working with Hybrid Teams
- Creating resilience
- Managing performance – good and bad
- Managing change – it's inevitable
- Motivation and engagement – sustaining and moving forward
- Creating a coaching culture and becoming a coach
- Action planning of how you will put this into practice practically back in the workplace

Mate to Manager – Making the Transition

Make the move from team member to team leader

Duration	1 day	
Fees (+ VAT)	Member	£362.00
	Non-Member	£426.00
Start Date(s)	2024	2025
	22 April	
	3 June	
	17 July	
	29 August	

RELATED COURSES

- [Leading with Impact](#)
- [Management Essentials](#)

BOOK ONLINE »

WHO IS IT FOR?

This is an ideal course for new and emerging managers, team leaders and supervisors who have been promoted and need to make the transition into a leadership role.

COURSE OVERVIEW

- Moving from being one of the many to becoming one of the few
- Establishing yourself in the role and managing working relationships and friendships
 - Understanding why there is a change in relationships
 - Overcoming personal barriers and beliefs
- Understand the transition process to becoming a world-class supervisor / manager
- Understanding the needs of the team now that you are no longer one of them
 - Creating an understanding of where to draw the line
 - Knowing how to best react to former colleagues crossing that line
 - Techniques for dealing with staff in a calm and collected manner
- Delegating to others and gaining commitment to deliver – getting excellence back every time
 - The skills and experience that can transition with you
- Planning and prioritising tasks and

Finance for Non - Financial Managers

De-mystify the language of finance

Duration	1 day	
Fees (+ VAT)	Member	£362.00
	Non-Member	£426.00
Start Date(s)	2024	2025
	16 April	
	25 July	

RELATED COURSES

- [Microsoft Excel Introduction](#)
- [Management Essentials](#)

BOOK ONLINE »

WHO IS IT FOR?

This one-day course is for the new or existing managers who need to gain practical working knowledge of financial management principles and concepts and how they are put to use in business.

COURSE OVERVIEW

- The three main financial instruments of business
 - The balance sheet
 - The cash flow forecast
 - The profit and loss report
- Long term investment comparisons and decisions
- Finance terminology – what do all those terms mean?
- Using budget performance to enhance business responsiveness
- Ratio analysis to see and understand what lies beneath the numbers
- Fixed and variable costs and the importance of the break-even point

High Performing Teams

Motivate your team to be the best

Duration	1 day	
Fees (+ VAT)	Member	£362.00
	Non-Member	£426.00
Start Date(s)	2024	2025
	7 May	
	15 July	

RELATED COURSES

- [Mate to Manager – Making the Transition](#)
- [Management Essentials](#)

BOOK ONLINE »

WHO IS IT FOR?

This interactive one day course is aimed at all leaders responsible for team performance who need to create a culture of productivity and motivation.

COURSE OVERVIEW

- What makes a high performing team – Bruce Tuckman style
- Delving into Belbin – team roles
- People's perceptions and thoughts and the impact it has on the team
- How to manage conflict constructively – tools and techniques that work
- Developing positive team attitudes to increase motivation and productivity

Manager to Leader

The Next Step to Unlocking Your Leadership Potential

Duration	1 day	
Fees (+ VAT)	Member	£665.00
	Non-Member	£783.00
Start Date(s)	2024	2025
	20 May	
	12 August	

RELATED COURSES

- [Management Essentials](#)
- [CMI Level 3 Certificate in The Principles of Management and Leadership](#)
- [CMI Level 5 Certificate in Management and Leadership](#)

BOOK ONLINE »

WHO IS IT FOR?

Our 'Mate to Manager' course has been highly popular as a great first step in supporting new managers as they step into their first management position. We are now pleased to offer the next step on the Management and Leadership journey, the 'Manager to Leader' course. Combining a one day high impact content with two personalised coaching sessions, this takes the manager further in exploring how to become a performance leader and how to create high performing teams using inspirational leadership principles.

PLEASE NOTE

This is a one day classroom based course plus two x 1 hour virtual coaching sessions held at weeks 2 and 4 following the course.

COURSE OVERVIEW

- Impactful Leadership
 - Leadership; its impact on organisational success
 - Impactful leadership styles and their applications
 - Integrity, values, ethics, and vision in leadership
- Leading a High Performing Team
 - The critical power of team dynamics
 - Leading high performance and organisational success
 - Developing a positive team working culture
- Leading Change
 - Change management as a future strategy
 - Techniques for reducing resistance to change
 - Supporting the team in future vision and working structures
- Leading a Culture of Continuous Improvement
 - Engendering employee engagement and ownership
 - Implementing efficiencies for long-term success
 - Implementing a coaching culture within the organisation
- Action Planning
 - Develop a high level action plan that will then drive your 1-2-1 coaching sessions

Effective Virtual Communication

Using Technology to become a Confident, Dynamic and Engaging Speaker

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s) 2024 2025

BOOK ONLINE »

WHO IS IT FOR?

Presenting and engaging an audience online can be daunting. How do you create a message that people feel is authentic, overcome nerves, project with confidence and at the same time master the technology needed to be successful? You have the power to change this. Join our online 7-module programme designed for any individual within a business who delivers virtual speaking, whether that be, meetings, presentations or learning sessions. It will share techniques that enable individuals to speak with confidence on camera for videos, webinars, meetings, and virtual events and will enable you to show the personality behind your business.

COURSE OVERVIEW

- Module 1: Confidence - Overcoming the barriers to successful delivery
- Module 2: Tech Set Up - Explore the technical elements of delivering virtually
- Module 3: Content - How to build the right message
- Module 4: Delivery - How to get the best out of your session
- Module 5: Engagement - Building rapport with your audience
- Module 6: Impact - Measuring and evaluating the impact of your virtual delivery
- Module 7: Action - Putting the skills you have learnt into practice

Managing a Multi Generation Workforce

Harness the benefits from every generation

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s) 2024 2025

RELATED COURSES

- [Employment Law for Managers](#)
- [Dealing with Difficult People and Situations](#)

BOOK ONLINE »

WHO IS IT FOR?

Today's workforce contains 5 generations, each bringing its own set of behaviours, expectation and values. A 'one size fits all' management approach can never apply. One of the key management challenges in 2020 is how to better understand all the individuals in your team, to retain and motivate them, creating high performing teams and improved business performance.

COURSE OVERVIEW

- The workplace in 2020 and what shapes each generation.
- Understand the needs, strengths, the challenges each generation can present.
- What motivates Baby Boomers, Generation X, Y (Millennials) and Z?
- Develop approaches to lead generations effectively.
- Explore the benefits of a multi-generational workforce
- Tailor recruitment activity to take account of the different generations.
- Improve retention for generations most prone to 'job hop', generations Z and Y (Millennials)
- Finding 'common' ground between generations
- Drive performance by creating multi-generational teams.
- Creating cross-generational mentoring

First Line Leadership in Engineering

Gain the skills and knowledge to lead, organise and motivate teams

Duration	11 days	
Fees (+ VAT)	Member	£2,625.00
	Non-Member	£3,089.00
Start Date(s)	2024	2025
	30 April	

BOOK ONLINE »

WHO IS IT FOR?

A modular programme that delivers sustained learning in the foundations for developing first line leaders within the engineering sector, enabling them to be inspirational, resilient, and valued leaders. Delivering essential learning in what it takes to be a great leader, specifically linked to the sector, how to deploy effective and consistent people management and how to motivate teams to achieve personal and professional success leading to successful leadership.

COURSE OVERVIEW

Delegates attending the course will learn:

- Management and leadership in theory and practice
- How to manage team performance and tasks to achieve results
- Techniques to support staff development and achievement
- Problem solving and decision-making techniques
- Commercial Awareness and Business Acumen
- Deliver effective presentations to internal and external stakeholders

Module detail

- Module 1: Communication – The Springboard to Success
- Module 2: People Leadership – Today and for the Future
- Module 3: Managing Tasks and Sustaining High Performance
- Module 4: Staff Development – Creating a Support Culture
- Module 5: Commercial Awareness – Understanding Business
- Module 6: Presenting Effectively
- Coaching Sessions
- Project Presentation



12

Professional Skills

Personal Development

Coaching Skills

Inspire, develop and motivate others to achieve

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s)	2024	2025

RELATED COURSES

- [Communication Skills](#)
- [Management Essentials](#)

BOOK ONLINE »

WHO IS IT FOR?

This course will equip managers, team leaders and supervisors with the skills required to coach people to develop or improve performance whilst learning on the job.

COURSE OVERVIEW

- The definitions of mentoring and coaching and the difference between them
- The skills and qualities of a good coach
- Recognising the value of a coaching system
- Structuring a plan, creating a programme:
 - Creating trust and rapport
 - Questioning and listening skills
 - Setting goals and targets – creating empowerment
 - Giving feedback and support
 - Building and maintaining motivation
 - Potential pitfalls and handling setbacks

Train the Trainer

Outstanding training skills to deliver powerful and effective training

Duration **2 days**

Fees (+ VAT)	Member	£746.00
	Non-Member	£878.00

Start Date(s)	2024	2025

27 March
10 July

RELATED COURSES

- [Presentation Skills](#)
- [Microsoft PowerPoint](#)

BOOK ONLINE »

WHO IS IT FOR?

Training others requires skill, the confidence and professionalism to deliver training that results in a positive performance impact. This course is ideal for those responsible for the design and delivery of training to others; from short sessions through to full day activities.

COURSE OVERVIEW

- Learning styles and impact on success
- Importance of objectives; business and/or individuals
 - Understanding the training cycle;
- Identify need, set objectives, design, delivery, evaluation
- Building self-confidence
- Keeping people engaged; enthusiasm, patience, body language
- Structuring and delivering training:
 - The basics; timing, location, environment
 - Structure the learning in steps
 - Engaging the learner from the start
 - Maintaining engagement; overcoming challenges
 - The art of communications; voice, listening skills and questioning
 - Mentoring and coaching techniques
 - Validating learning
- Evaluation of impact

Presentation Skills

Deliver confident and professional presentations

Duration	2 days	
Fees (+ VAT)	Member	£746.00
	Non-Member	£878.00
Start Date(s)	2024	2025
	17 June	

RELATED COURSES

- [Microsoft PowerPoint](#)
- [Communication Skills](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is for anyone who needs to develop the skills to deliver effective presentations to a range of audiences and applications such as delivering a sales pitch, rolling out a new product line, pitching for new business or engaging with internal or external stakeholders.

COURSE OVERVIEW

- The shape and form of effective presentations
- Defining the presentation objectives
- How to select, structure and prepare the most effective materials and visual aids
- Allocating time to ensure commitment
- Preparing and using notes effectively
- Contingency plans – the benefits and pitfalls of new technology
- Calming nerves and learning to relax
- Effective use of voice and body, including controlling potentially distracting mannerisms
- Attracting and maintaining interest by ensuring audience commitment
- Handling questions and objections to ensure a positive outcome
- Contingency plans

Communication Skills

Effective communication improves business productivity

Duration	1 day	
Fees (+ VAT)	Member	£362.00
	Non-Member	£426.00
Start Date(s)	2024	2025
	30 April 8 July	

RELATED COURSES

- [Dealing with Difficult People and Situations](#)
- [Assertiveness Skills](#)

BOOK ONLINE »

WHO IS IT FOR?

For any individuals who need to understand the art of communication, ensuring effective delivery of a message at all levels reducing the time and energy wasted by trying to clarify ambiguous messages, or unclear instructions.

COURSE OVERVIEW

- What effective communication means
- The communication process
- Different types of communication and when to use them
- Positive and negative language
- Assertive, submissive, aggressive
- The relevance of body language
- How to control difficult conversations
- Reframing and problem solving

Assertiveness Skills

Communicate with confidence and positivity

Duration	1 day	
Fees (+ VAT)	Member	£362.00
	Non-Member	£426.00
Start Date(s)	2024	2025
	2 May	30 August

RELATED COURSES

- [Communication Skills](#)
- [Sales and Negotiation Skills](#)

BOOK ONLINE »

WHO IS IT FOR?

Assertiveness is an essential quality in business and has a strong crossover in our personal lives. This course is for individuals who need to manage relationships effectively in a confident, self-assured manner.

COURSE OVERVIEW

- Defining assertive, submissive, passive and aggressive behaviour
- Communication preferences
- The basic steps to developing an assertive approach
- Managing relationships – the ability to disagree constructively and with confidence
- Establishing and maintaining an assertive manner

Dealing with Difficult People and Situations

Neutralise problem situations in the workplace

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

RELATED COURSES

- [Assertiveness Skills](#)
- [Exceptional Customer Service](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is perfect for those who are experiencing difficult, problematic situations involving people and need to equip themselves with the skills to manage them in a proactive and confident manner.

COURSE OVERVIEW

- Identifying 'difficult' people
- Why are people difficult?
- Why do we do what we do?
- Taking responsibility
- Identifying the difficult behaviour
- Negotiating in difficult situations
- Handling emotions to reduce conflict
- Being assertive
- Handling challenging conversations
- Solving people problems

Time Management

Take time to make time

Duration	1 day	
Fees (+ VAT)	Member	£362.00
	Non-Member	£426.00
Start Date(s)	2024	2025
	29 April	
	17 July	

RELATED COURSES

- [Assertiveness Skills](#)
- [Communication Skills](#)

BOOK ONLINE »

WHO IS IT FOR?

This one-day course will introduce a broad range of time management techniques and is perfect for those who are finding it difficult to manage their time to complete work within the working day.

COURSE OVERVIEW

- Work drivers and influencers
- Taking control of the working day: developing clear priorities
- Delegation as a time management tool
- Dealing with interruptions – telephone, colleagues, visitors, email and meetings
- Time wasters – alleviate or eliminate
- Setting realistic and achievable objectives, dealing with deadlines and learning to say “No”

Building Personal Resilience and Wellbeing

Perform at your best by building resilience

Duration	1 day	
Fees (+ VAT)	Member	£362.00
	Non-Member	£426.00
Start Date(s)	2024	2025
	19 March	
	3 July	

RELATED COURSES

- [Employment Law for Managers](#)
- [Mental Health First Aid](#)

BOOK ONLINE »

WHO IS IT FOR?

This one day course is ideal for all individuals who want a completely fresh approach to recognising, understanding and tackling stress and pressure in themselves.

COURSE OVERVIEW

- What is personal resilience?
- What is the difference between stress and pressure
- What causes you stress?
- Attributes to being personally resilient
- Personal resilience at work
- Managing your stress in general

ISO 9001 - Compliance Auditing

Understand the auditing role to help shape tomorrow

Duration	2 days	
Fees (+ VAT)	Member	£746.00
	Non-Member	£878.00
Start Date(s)	2024	2025
	10 June	

[BOOK ONLINE »](#)

WHO IS IT FOR?

This two-day course is for any individual tasked with the responsibility for conducting audits to the ISO 9001:2015 standard and needing to develop the knowledge and practical skills to conduct a full audit of an organisations quality management system.

PLEASE NOTE

Attendees will require a good basic understanding of ISO 9001:2015 and quality management to benefit from attending this course.

COURSE OVERVIEW

Day 1

- ISO 9001: Recap of the 2008 version and introducing changes in the 2015 standard
- The role of the auditor
- The attributes of the auditor
- Definitions of first, second and third party assessments
- Presenting the audit findings
- The importance of corrective action

Day 2

- Case study on conducting a company quality system audit
- Peer group review of the case study activity
- Categorising non-compliance against the system standard

Change Management

Maintain your competitive edge to meet the ever-changing needs of customers

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

[BOOK ONLINE »](#)

WHO IS IT FOR?

Change is the constant in today's business world and agile organisations regularly recognise, plan and implement change in order to stay ahead. If change programmes fail to achieve their intended outcomes, the consequences can be costly and devastating to a business. This course will equip people with the knowledge and skills to plan, manage and implement a programme of change.

COURSE OVERVIEW

- Change Management case studies
- The psychology of change and how it impacts people
- Gain staff 'buy-in' to change
- Develop skills for effectively communicating change
- Identify and overcome obstacles to changes
- Plan, communicate and manage change through an 8-step process

Project Management

Demonstrate a disciplined and structured approach to managing projects

Duration	1 day	
Fees (+ VAT)	Member	£362.00
	Non-Member	£426.00
Start Date(s)	2024	2025
	13 June	

RELATED COURSES

- [ISO 9001 - Compliance Auditing](#)
- [Microsoft Project](#)

BOOK ONLINE »

WHO IS IT FOR?

Ideal for individuals tasked with leading large or small projects, to learn the tools and techniques of successful project management, enable a structured approach to the deployment of resources leading projects to a successful conclusion.

COURSE OVERVIEW

- Setting project aims and objectives
- Project definition
- Work scope, assumptions and risks
- Organisation and the power of the team
- Project planning using PERT, critical path analysis and Gantt charts
- Resource planning

Sales and Negotiation Skills

Learn the art of sales and negotiation to differentiate yourself from the competition

Duration	2 days	
Fees (+ VAT)	Member	£746.00
	Non-Member	£878.00
Start Date(s)	2024	2025
	5 June	

BOOK ONLINE »

WHO IS IT FOR?

Individuals who build relationships with customers and persuade them to make purchases through the art of negotiation, generate a culture of repeat business which is at the heart of all sales activities. This course is primarily for individuals who are new to the sales process and need to develop face-to-face sales and negotiation skills.

COURSE OVERVIEW

- Understanding the sales process and effective selling
- Skills and behaviours of a great salesperson
- The principles and stages of negotiation
- Strategies for negotiating
- Effective communication behaviours
 - Using questions
 - Active listening skills
 - Using silence
 - Recognising signals
- Your product/service and how it benefits the customer
- Features and benefits and how to present these in the most powerful way
- Developing your own negotiation style
- How to handle customer objections
- Knowing when to close a sale

Exceptional Customer Service

Provide first class customer satisfaction

Duration

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

[BOOK ONLINE »](#)

WHO IS IT FOR?

This course is essential for all staff dealing with customers who are required to ensure every interaction with a client is maximised by adding a truly exceptional customer service.

COURSE OVERVIEW

- What does “Exceptional Customer Service” look like?
- The definition of the customer relationship and the approaches you can use
- Utilising questioning and listening skills to really understand the customer
- Recognising how effective communication and service impact the customer experience
- Selecting the right method of communication
- Adding value to the customer interaction by creating the “wow” factor
- Managing and reducing customer complaints

Employment Law for Managers

Act in confidence when dealing with key employment laws

Duration 1 day

Fees (+ VAT)	Member	£362.00
	Non-Member	£426.00
Start Date(s)	2024	2025

21 May
5 August

[BOOK ONLINE »](#)

WHO IS IT FOR?

This is an excellent starter course for managers who need to ensure they are applying best practice employment legislation, boundaries and policy when dealing with people-related issues.

COURSE OVERVIEW

- An introduction to the scope of human resources responsibilities
- Different types of workers in the business and their specific contract requirements
- Salary and benefits
- Disciplinary, grievance and dismissal
- Appraisals
- Sickness absence
- Equality and diversity

Performance Reviews

Drive performance and motivation through effective appraisals

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s)	2024	2025
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RELATED COURSES

- [Managing Performance – Discipline, Capability and Grievance](#)
- [Employment Law for Managers](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is suitable for individuals involved in the appraisal review process who need to deliver appraisals that are aligned to the business objectives, are engaging for employees and reflect a fair and true account of an individual.

COURSE OVERVIEW

- The purpose and benefits of appraisals/ performance and development reviews for the organisation, the employee and the manager
- The link between appraisals/ performance & development reviews and motivation and performance
- The importance of regular 1-2-1's to keep the objectives and development plan alive and generate success
- Crafting SMART objectives and aligning objectives to business goals
- Preparing and creating the right environment for the review
- Managing the conversation - agenda and flow
- Using powerful questions to explore issues and open up discussion
- Listening skills to increase effectiveness of discussion and build the relationship
- How to confidently give effective feedback that genuinely improves performance
- Identifying a range of training and development needs

Recruitment and Interviewing Skills

Attract and retain top talent

Duration **1 day**

Fees (+ VAT)	Member	£362.00
	Non-Member	£426.00

Start Date(s)	2024	2025
	23 May	

RELATED COURSES

- [Employment Law for Managers](#)
- [Communication Skills](#)

BOOK ONLINE »

WHO IS IT FOR?

This course delivers clarity and insights into good practice in planning for and conducting recruitment campaigns.

COURSE OVERVIEW

- Why getting recruitment right is so important
- The importance of an employer brand
- Defining the requirements of a vacancy and understanding the options available
- The do's and don'ts of a recruitment advert, including the legal framework
- Understanding the importance of a good candidate experience
- Sifting and shortlisting candidates
- Preparation for interviewing process
 - Optimum questioning techniques
 - Using different selection methods
 - Note taking and assessing each candidate

Equality, Diversity and Inclusion

Embrace the uniqueness of your staff

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s) 2024 2025

RELATED COURSES

- [Employment Law for Managers](#)
- [Data Protection and GDPR](#)

BOOK ONLINE »

WHO IS IT FOR?

Embracing equality, diversity and inclusion will enrich the talent within a business. Implementing a strategy requires an appreciation of the legal requirements of the Equality Act 2010, and this course is perfect for providing the foundation for those developing policies and practices.

COURSE OVERVIEW

- The Equality Act 2010 and responsibilities under the Act
- Understanding the nine protected characteristics
- The different types of discrimination and where to look for risk
- The ever-changing entitlement to flexible working / family friendly rights
- Handling complaints fairly and reasonably at work through the review of relevant case law
- Review of own policies and procedures

Data Protection and GDPR

Protect data and privacy to safeguard your business

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s) 2024 2025

RELATED COURSES

- [Equality, Diversity and Inclusion](#)
- [Employment Law for Managers](#)

BOOK ONLINE »

WHO IS IT FOR?

This one-day course is for staff designated with handling data who need to improve or instigate data protection policies and procedures in line with the requirements of the General Data Protection Regulations (GDPR).

COURSE OVERVIEW

- GDPR Overview
- Key terms
- Responsibilities of a Data Protection Officer, Data Controller and Processor
- 6 privacy principles
- 12 steps to compliance
- Data discovery
- Data categorising
- Lawful basis for processing
- Automated decision-making and retention periods
- Security measures and managing third parties
- Principles of a Privacy Notice and what should be included
- Managing a Data Subject Access Request (SAR)
- Dealing with a data breach
- International data transfers
- Data Privacy Impact Assessments (DPIA) and when they should be used
- Policies and procedures
- Action planning and next steps



22

Professional Skills

**Professional Advisory and Coaching
Services**

PETA Coaching Services

Our team of experienced and professional Business Coaches will work with you to tailor and bespoke a coaching package that is delivered to meet your requirements and those of your employees, ensuring that it provides you with the highest quality support and greatest return on investment.

This service can help support those employees faced with a variety of concerns and often stressful situations; empowering them to achieve a more positive outlook and overcome their individual challenges on both a personal and professional level e.g. Leadership development.

An initial consultation meeting with your dedicated Business Coach will enable us to recommend and match your needs to the most appropriate service.

SERVICE OPTIONS:

Bronze Service

6 Month Contract, includes (For one individual only)

- Initial Consultation (1 hour)
- 3 x 2-hour sessions (either onsite or at PETA Ltd)
- Up to a total of 1-hour telephone/email support between sessions
- Personalised action plan, promoting ongoing development

MEMBER £1,935 + VAT

NON-MEMBER £2,276 + VAT

Silver Service

9 Month Contract Period, includes (Can be used for multiple people)

- Initial Consultation (1 hour)
- 6 x 2-hour sessions (either onsite or at PETA Ltd)
- Up to a total of 2-hours of telephone/email support between sessions
- 1 x 50% discount voucher to be used on an open course during the contract (excludes qualifications)
- Personalised action plan, promoting ongoing development

MEMBER £3,460 + VAT

NON-MEMBER £4,070 + VAT

Gold Service

- Initial Consultation (1 Hour)
- 9 x 2 hour sessions (either onsite or at PETA Ltd)
- Up to a total of 3-hours telephone/email support between sessions
- 2 x 50% discount voucher to be used on an open course during the contract (excludes qualifications)
- Personalised action plan, promoting ongoing development

MEMBER £4,960 + VAT

NON-MEMBER £5,836 + VAT

Please note – all the above package prices exclude tutor travel and accommodation where applicable.

To Book – telephone [023 9253 8700](tel:02392538700) or email enquire@peta.co.uk

Psychometric Profiling and Behavioural Models

WHO IS IT FOR?

Developing an understanding of how people think and the reasons behind their behaviour can be invaluable to an organisation. Here is a guide to a few of the most popular tools and techniques which can be incorporated into company sponsored learning and development packages to support team and individual development.

MYERS BRIGGS THEORY AND THE MBTI MODEL

The Myers Briggs MBTI system is personality profiling using four-scale structure for identifying and categorising an individual's behavioural preferences, based almost entirely on Carl Jung's theories and his (translated) descriptive words.

Awareness of differences between psychological types can help people understand the values of other people who think and act differently, thus understanding and appreciating the differences between people. It is important to understand that, as all types are equal, there is not best type.

STRENGTH DEPLOYMENT INVENTORY (SDI)

Have you ever wondered why you get on with an individual better than someone else, or why you are able to communicate clearly with one person but not with another? The Strength Deployment Inventory Questionnaire helps individuals understand their personal values and in turn their colleagues' values.

This insightful analysis can help resolve communication issues, avoid costly personality conflicts, and identify how to give and receive motivational feedback. As a result, the SDI will increase the skill to provide improved leadership through better understanding of self and others.

VOICEPRINT

Do you ever come away from a conversation thinking, well, that wasn't the response I was expecting? Do you every find yourself listening to someone, summarising what they've said only to see a confused look on their face that clearly tells you that wasn't what they meant at all?

VoicePrint is a personal profiling tool that helps you visualise and understand the way in which you talk, how you're heard by others, the impact that you have and your ability to communicate, engage and influence. This helps you to understand how the 'voice' you use affects your ability to engage others and how this then translates to both individual and organisational performance.

INSIGHTS DISCOVERY

Which of the eight personality types are you? Insights Discovery is a psychometric tool based on Jungian psychology, which utilizes a four-colour model; Cool Blue, Fiery Red, Sunshine Yellow and Earth Green and each has its own unique key personality traits, preferences and associated behaviours.

Whether you use this hugely popular tool for individual performance or wider team development, this will increase self-awareness, communication, decision making and ultimately performance.

TO EXPLORE THESE OPTIONS

Please contact your Account Manager or a member of the Management and Business Training team to discuss in further detail.

HR Advisory Services

Our first-class HR Professionals will work with you to tailor a bespoke package of support that is delivered to meet your requirements ensuring that it provides you with the greatest return on investment.

This service can cover a wide scope of HR activities from developing new policies and procedures, updating with new legislation, dealing with contracts and performance management.

An initial consultation meeting with your dedicated HR professional will allow them the opportunity to recommend and match your needs to the most appropriate service listed below.

SERVICE OPTIONS:

Bronze Service

12 Month Contract Period, Includes:

- Initial Consultation
- Documentation Review
- 3 x half day onsite visits
- 2 hours of telephone/email support

MEMBER £2,692 + VAT
NON-MEMBER £3,167 + VAT

Silver Service

- Initial Consultation
- Documentation Review
- 6 x half day onsite visits
- 4 hours of telephone/email support
- Organisational Needs Analysis

MEMBER £4,945 + VAT
NON-MEMBER £5,825 + VAT

Gold Service

- Initial Consultation
- Documentation Review
- 6 x half day onsite visits
- 4 hours of telephone/email support
- Organisational Needs Analysis
- 2 x 25% discount vouchers to be used on two open courses during the 12 month contract period
- 1 x half day Health and Safety Review

MEMBER £6,963 + VAT
NON-MEMBER £8,194 + VAT

Please note – all the above package prices exclude tutor travel and accommodation where applicable.
To Book – telephone [023 9253 8700](tel:02392538700) or email enquire@peta.co.uk



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Technical Skills

ICT Training

ITIL®4 Foundation

Recognised internationally as the best practice to IT Service Management

Duration	4 days	
Fees (+ VAT)	Member	£1,495.00
	Non-Member	£1,759.00
Start Date(s)	2024	2025
	24 June	

BOOK ONLINE »

WHO IS IT FOR?

The ITIL®4 Foundation (Information Technology Infrastructure Library) course provides an introduction to the core concepts of ITIL best practices for IT service management. It offers a practical understanding of the key terms, principles, and models that IT departments can utilise to improve efficiency and alignment with business needs. The ITIL Foundation course is designed for individuals who require a basic understanding of the ITIL framework and how it can be used effectively within the business which includes Business Managers, IT support staff, Service Owners, and IT Professionals.

PLEASE NOTE

The ITIL course on this page are offered by QRB Management Consultants Ltd, ATO/Affiliate of AXELOS Limited. 'ITIL®4' Foundation is a registered trade mark of AXELOS Limited. All rights reserved. The course price includes the exam fees.

COURSE OVERVIEW

- Purpose, objectives and scope of service design and processes
- The five major aspects of service design
- Service transition; bringing value to the business
- Incident, problem, event and access management
- Service desk function and request fulfilment
- Roles and objectives of IT operations control and facilities management
- Continual service improvement approach
- The Deming cycle and 7 step improvement model
- Bringing it all together – Apollo 13 Simulation

Microsoft SharePoint

Plan, design, build and maintain

Duration	2 days	
Fees (+ VAT)	Member	£546.00
	Non-Member	£643.00
Start Date(s)	2024	2025
	18 March	
	19 August	

RELATED COURSES

- [Power BI](#)
- [ITIL®4 Foundation](#)

BOOK ONLINE »

WHO IS IT FOR?

Standard and power users of SharePoint who want to get the most from this collaborative working platform.

COURSE OVERVIEW

- Creating a site, establishing a hierarchy and use of modern hub sites
- Establishing site settings
- Working with Creating and editing groups with permissions
- Working with Libraries, document control and content types
- Working with Custom and common lists
- Working with Metadata and custom columns
- Building a custom homepage with web parts
- Extending SharePoint through additional web apps
- Integrating SharePoint with Power Platform
- SharePoint and the mobile workforce

Power BI

Analyse, visualise and report business intelligence

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s)	2024	2025

BOOK ONLINE »

WHO IS IT FOR?

Ideal for analysts or architects looking to transform business data into accessible visual dashboards and high-impact business intelligence.

COURSE OVERVIEW

- Data Connections
- Modelling
- Calculates tables
- Visualisations
- Power BI Service
- DAX

Microsoft Power Platform Fundamentals (PL-900)

Create custom business applications to transform your business processes

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s)	2024	2025

RELATED COURSES

- [Microsoft 365 Fundamentals \(MS-900\)](#)
- [MS-700 Managing Microsoft Teams](#)

BOOK ONLINE »

WHO IS IT FOR?

Users who aspire to improve productivity by automating business processes, analysing data to produce business insights, and acting more effectively by creating simple app experiences.

COURSE OVERVIEW

- Describe the Business Value of Power Platform through an overview of Microsoft 365, Power BI, Power Automate and Power Apps
- Identify the core components of Power Platform
- Demonstrate the capabilities of Power BI and use it to make interactive reports
- Demonstrate the capability of Power Apps to use applications which link elements of Microsoft 365
- Demonstrate the capability of Power Automate to streamline and automate business activities
- Demonstrate the capability of Power Virtual Agents to create informative and effective chatbots

Microsoft Excel Introduction

Learn the basics of Excel and start to make your data work for you

Duration	1 day	
Fees (+ VAT)	Member	£243.00
	Non-Member	£286.00
Start Date(s)	2024	2025
	21 March	
	11 April	
	2 May	
	6 June	
	15 July	
	21 August	

RELATED COURSES

- [Microsoft Excel Intermediate](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is ideal for anyone who is working with numbers and data and who needs to be able to create spreadsheets, understand formulas and automate calculations.

COURSE OVERVIEW

- Familiarisation with the Excel Interface
- Formatting spreadsheets
- Entering and editing data
- Designing formulas
- Absolute and relative cell references
- Creating editing and printing charts
- Page setup and printing of spreadsheets

Microsoft Excel Intermediate

Optimise functions to automate and analyse data

Duration	1 day	
Fees (+ VAT)	Member	£267.00
	Non-Member	£315.00
Start Date(s)	2024	2025
	22 March	
	15 April	
	20 May	
	17 June	
	17 July	
	14 August	

RELATED COURSES

- [Microsoft Excel Advanced](#)

BOOK ONLINE »

WHO IS IT FOR?

Ideal for those with a good knowledge of Excel, who are responsible for the analysis and manipulation of data to automate spreadsheets.

COURSE OVERVIEW

- Using date and time functions
- Linking data across spreadsheets
- Subtotalling
- Sorting and filtering data
- Writing Logical Functions
- Lookup tables
- Introduction to Pivot Tables

Microsoft Excel Advanced

Build powerful business intelligence using Excel advanced features

Duration	1 day	
Fees (+ VAT)	Member	£291.00
	Non-Member	£343.00
Start Date(s)	2024	2025
	2 April	
	3 June	
	8 August	

RELATED COURSES

- [Power BI](#)

BOOK ONLINE »

WHO IS IT FOR?

This course accelerates the skills of regular Excel users, to enable management reporting on a wide range of business data scenarios.

COURSE OVERVIEW

- Importing and exporting data
- Database functions and data validation
- Excel tables
- Further Pivot Tables
- Input messages and error alerts
- Consolidating data techniques
- Trace connections and errors between formulas
- "What if" scenarios and analysis
- Templates and custom formatting
- Introduction to Macros

Microsoft PowerPoint

Creating high impact presentations that leave a lasting impression

Duration	1 day	
Fees (+ VAT)	Member	£243.00
	Non-Member	£286.00
Start Date(s)	2024	2025
	4 June	

RELATED COURSES

- [Presentation Skills](#)

BOOK ONLINE »

WHO IS IT FOR?

For professionals who need to present information that engages an audience and drives a positive, clear transfer of information.

COURSE OVERVIEW

- Familiarisation with the PowerPoint Interface
- Creating presentations from blank slides or content templates
- Adding animations effectively
- Working with the slide master
- Adding tables and charts
- Integration with Microsoft Word
- Creating portable and automatic presentations

Computing for New Users

Easy to learn with practice and perseverance

Duration	1 half-day	
Fees (+ VAT)	Member	£175.00
	Non-Member	£206.00
Start Date(s)	2024	2025
	8 July	

RELATED COURSES

- [Introduction to Microsoft Office Suite](#)

BOOK ONLINE »

WHO IS IT FOR?

Aimed at those transitioning into an office environment with little or no computing experience. Providing an excellent introduction to improve productivity and efficiency.

COURSE OVERVIEW

- Starting, stopping and logging onto Windows
- Navigating the taskbar and start menu
- Changing background, colours and screensavers
- File and folder management
- Moving, resizing and customising windows
- Print manager for cancelling or drag and drop printing
- Housekeeping

Introduction to Microsoft Office Suite

Master the powerful combination of Microsoft Word, Excel and Outlook

Duration	1 day	
Fees (+ VAT)	Member	£243.00
	Non-Member	£286.00
Start Date(s)	2024	2025
	25 July	

RELATED COURSES

- [Microsoft Excel Introduction](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is ideal for those who are new users of the three main Office applications and need to develop their skills and best practice through mastering the basics.

COURSE OVERVIEW

- Familiarisation with the Word, Excel and Outlook Interfaces
- Working with bullets and numbering
- Creating and editing tables
- Setting up and editing documents
- Absolute and relative cell referencing
- Writing formulas
- Using AutoFill
- Changing email options
- File management

MS-700 Managing Microsoft Teams

Create an excellent Teams experience to improve company collaboration

Duration	4 days	
Fees (+ VAT)	Member	£1,733.00
	Non-Member	£2,039.00
Start Date(s)	2024	2025
	25 March	

RELATED COURSES

- [Microsoft 365 Fundamentals \(MS-900\)](#)

BOOK ONLINE »

WHO IS IT FOR?

Technical Administrators who want to configure, deploy, and manage Microsoft Teams, focused on efficient and effective collaboration and communication in an enterprise environment (attendees will be expected to have basic knowledge of computer networking, or a willingness to learn technical aspects of networking during the course). By the conclusion of the course, you will be able to plan, deploy, and manage Teams chat, apps, channels, meetings, audio conferencing, live events, and calling in a secure and effective network environment.

COURSE OVERVIEW

- How to upgrade from Skype for Business to Microsoft Teams
- Technical Planning and Network Configuration for Microsoft Teams
- Implementing governance for Microsoft teams
- Configuring and Managing Guest Access
- Managing security and compliance
- Deploying and managing Team' endpoints
- Monitoring usage
- Manage chat, collaboration, and meeting experiences
- Manage phone numbers and phone system
- Manage a team and team membership
- Implement policies for Microsoft Teams

Microsoft 365 Fundamentals (MS-900)

Understand the benefits and considerations of using cloud services

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

BOOK ONLINE »

WHO IS IT FOR?

This course is designed for candidates looking to demonstrate foundational knowledge on the considerations and benefits of adopting cloud services in general and the Software as a Service (SaaS) cloud model.

COURSE OVERVIEW

- Understand cloud concepts
- Understand core Microsoft 365 services and concepts
- Understand security, compliance, privacy, and trust in Microsoft 365
- Understand Microsoft 365 pricing and support

Microsoft Project

Structure, schedule, and monitor projects efficiently and effectively

Duration	2 days	
Fees (+ VAT)	Member	£546.00
	Non-Member	£643.00
Start Date(s)	2024	2025
	3 April	
	1 July	

RELATED COURSES

- [Project Management](#)

BOOK ONLINE »

WHO IS IT FOR?

Project leaders or managers who are facilitating projects by learning how this powerful application can support them in managing projects to time and on budget and who are required to understand resources and costs in more depth to manage these with increased competence.

COURSE OVERVIEW

- Review, planning and defining a project, setting the environment options
- Entering tasks and deadlines including recurring tasks
- Establishing a timeline with a critical path
- Understanding resources and costs
- Resource contours
- Creating, protecting and updating a resource pool
- Assigning resources to tasks
- Tracking and managing the project
- Seeing your project in multiple views and reports
- Network diagrams, calendar and Gantt viewing of a project
- Review planning and defining a project's working time and calendars
- Creating custom maps, importing and exporting maps
- Consolidating projects, creating master and sub projects
- Linking task between projects and viewing multiple critical paths
- Creating and using macros
- Formatting and presentation of Gantt chart data



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Technical Skills

IT Advisory and Coaching Services

Computer Software Advisory and Consultancy Services

Whilst courses provide a brilliant method of training in computer software, at times, the content is not right to meet a more complex or individualistic need. This is where a more flexible and adaptable range of solutions are needed. Our Advisory and Consultancy Services offer just that.

Our team of consultants will work with you to scope the project based on your requirements and deliver the results.

IT SURGERIES

A brilliant concept in 'mentoring' application users, that involves a Microsoft expert coming to your site and holding 'one-to-one' 60-minute surgeries with individuals on a 'booked' session basis. Individuals gain skills in areas causing most difficulty. This delivers a boost to skills and resolves some of the knowledge gaps that may be inhibiting user confidence, accuracy and speed.

IT TRAINING SKILLS ANALYSIS

We all believe that we know what Microsoft Office has to offer, but with so many people 'self-taught', the skills gaps can be significant. Our IT Training Health Check will highlight skills gaps and will deliver visibility of the specific training required to uplift skills to the appropriate level.

FIRST LINE SUPPORT

A tailored support package enabling you to develop your First Line support for IT, creating improved capacity and responsive to users in your business and promoting a timely resolution to IT issues faced on a day-today basis. This can be linked to BCS - The Chartered Institute of IT qualifications.

SPREADSHEET INTEGRATION: MAKING DATA WORK SMARTER

Spreadsheets are vital to most business operations yet often the opportunity to link and integrate data from multiple sources is missed. This service offers you an objective exploration as to your data sources and works by combining data into smarter, linked document reporting options. The result is time saved and greater data accuracy.

DASHBOARD AND METRICS MANAGEMENT

Metrics are fundamental to most business operations. Through consulting with your key data managers, we can develop your Dashboards using data to work in a smart and effective way to create wider visibility of the performance measures critical to your business success.

BUILDING YOUR SHAREPOINT CAPABILITY

Many businesses are turning to SharePoint as the way forward in developing collaborative working. Using the expertise of our SharePoint trainer, we will tailor a support programme that helps you develop how SharePoint will integrate into your business operation establishing the interface between functions to support users and developers in maximising the features SharePoint offers.



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Technical Skills

Health & Safety Training

Industry Approved Courses

Selecting training that is rigorous in content and in adherence with quality standards is vital. This is why PETA chooses to work with the most respected and recognized Health and Safety institutes in the country.

The following section outlines our accredited training courses. Contact our Health and Safety team for more information and to discuss the best option for your business.

NEBOSH GOLD LEARNING PARTNER & IOSH

NEBOSH and IOSH are widely recognized as the leaders in occupational Health and Safety training and PETA are proud to be recognised as a Gold NEBOSH Learning Partner.

QUALSAFE

Qualsafe (Ofqual regulated) aligns perfectly with our commitment to deliver the highest quality training in First Aid and Safety courses.

CCNSG

The Client Contractor Safety Group (CCNSG) passport is the main scheme for the engineering and construction industry.



nebosh
Accredited centre
122

National Examination
Board in Occupational
Safety and Health



Institution of
Occupational Safety
and Health



qualsafe
registered centre
No: 0906430

Qualsafe Awards



CCNSG
Client Contractor
National Safety Group

Client Contractor
National Safety Group

NEBOSH National General Certificate in Occupational Health and Safety

The internationally recognised Health and Safety qualification for safety professionals

Duration 11.5 day - once per week

Fees (+ VAT)	Member	£2,183.00
	Non-Member	£2,569.00

Start Date(s)	2024	2025
	21 March	18 July

RELATED COURSES

- [NEBOSH Certificate in Fire Safety](#)
- [NEBOSH Certificate in Environmental Management](#)

BOOK ONLINE »

WHO IS IT FOR?

NEBOSH is the qualification of choice for those tasked with health and safety advisory and management responsibilities. Combining risk assessment, control, auditing, analysis, accident prevention, reporting and practical applications, this course will provide the knowledge and practical skills needed to support workplace safety.

PLEASE NOTE

No previous health and safety knowledge is required, however, the standard of English must be such that delegates can both understand and articulate the concepts contained in the syllabus. NEBOSH suggest that at least 40 hours of private study time is allocated, in addition to the taught component.

COURSE OVERVIEW

NG1: Management of health and safety

- Why we should manage workplace health and safety
- How health and safety management systems work and what they look like
- Managing risk – understanding people and processes
- Health and safety monitoring and measuring

NG2: Risk assessment

- Physical and psychological health
- Musculoskeletal health
- Chemical and biological agents
- General Workplace issues
- Work equipment
- Fire
- Electricity

NEBOSH Certificate in Fire Safety

Ensuring your employees route to safety in the event of a fire

Duration	6.5 days	
Fees (+ VAT)	Member	£1,374.00
	Non-Member	£1,617.00
Start Date(s)	2024	2025
	27 March	26 June

RELATED COURSES

- [NEBOSH Certificate in Environmental Management](#)
- [NEBOSH National General Certificate in Occupational Health and Safety](#)

BOOK ONLINE »

WHO IS IT FOR?

The NEBOSH Certificate in Fire Safety is the ideal choice for Facilities and Health and Safety Managers, Health and Safety Officers or anyone taking responsibility for conducting and managing fire risk assessments in business. It sets out clearly the steps and methods for reducing the potential for an incident related to fire.

PLEASE NOTE

No previous health and safety knowledge is required, however the standard of English required must be such that delegates can both understand and articulate the concepts contained in the syllabus. NEBOSH suggest that at least 20 hours of private study time is allocated in addition to the taught component.

COURSE OVERVIEW

FSC1: Fire safety and risk management

- Managing fire safety
- Principles of fire and explosion
- Fire protection in buildings
- Safety of people in the event of fire
- Fire safety risk assessment

FSC2: Fire safety practical application

- Risk assessment in a work context

NEBOSH Certificate in Environmental Management

Your business commitment to environmental credibility under the NEBOSH brand

Duration	6.5 days	
Fees (+ VAT)	Member	£1,374.00
	Non-Member	£1,617.00
Start Date(s)	2024	2025
	23 July	

RELATED COURSES

- [NEBOSH National General Certificate in Occupational Health and Safety](#)
- [NEBOSH Certificate in Fire Safety](#)

BOOK ONLINE »

WHO IS IT FOR?

Aimed at those who have responsibility for managing environmental issues as part of their day-to-day duties. This course focuses on environmental law and environmental management systems, in a manner that enables the policy and practical implications to be considered and applied.

PLEASE NOTE

No previous environmental knowledge is required, however the standard of English required must be such that delegates can both understand and articulate the concepts contained in the syllabus. NEBOSH suggest that at least 25 hours of private study time is allocated in addition to the taught component.

COURSE OVERVIEW

EMC1: Environmental Management – Open book exam

- Foundations in Environmental Management
- Environmental management systems
- Assessing Environmental aspects and impacts
- Planning for and dealing with environmental emergencies
- Control of emissions to air
- Control of environmental noise
- Control of contaminations to water sources
- Control of waste and land use
- Sources and use of energy and energy efficiency

EMC2: Assessing Environmental Aspects and associated Impacts

- Practical assessment

NEBOSH HSE Certificate in Managing Stress at Work

The internationally recognised Health and Safety qualification for safety professionals

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s) 2024 2025

BOOK ONLINE »

WHO IS IT FOR?

This qualification is suited to anyone responsible for managing and reducing work-related stress within their organisation. This includes line managers, Human Resource employees, occupational health workers and health and safety professionals.

COURSE OVERVIEW

Element 1: Key Principles

- Understand common terms and the relationships between work-related stress, pressure, and mental health/mental illness
- Understand the prevalence and costs of stress and mental ill-health in the workplace
- Recognise the signs and effects of work-related stress
- Understand the responsibilities of employers to workers relating to work-related stress (including the role of health and safety, HR, Occupational Health, and line management)

Element 2: Identification of Risk

- Understand the causes of workplace stress
- Apply the HSE's Management Standards

Element 3: Implementing Interventions

- Develop practical options to address and reduce workplace stressors
- Develop practical options to manage effects of stress and its impact in the workplace
- Develop ways to continually improve the workplace

IOSH Safety For Executives and Directors

A critical preventative strategy to reduce the risk to your business reputation and wellbeing

Duration	1 day	
Fees (+ VAT)	Member	£339.00
	Non-Member	£399.00
Start Date(s)	2024	2025
	2 April	
	14 May	
	16 July	

BOOK ONLINE »

WHO IS IT FOR?

Many cases brought to prosecution by the HSE are directly attributable to failures of leadership to manage health and safety. This course is for senior level management with responsibility for setting the strategy and leading safety in business.

COURSE OVERVIEW

- Role of Senior Executives and Directors
- Financial implications of accidents and ill-health
- UK legislation
- Court outcomes; prosecutions and punishment
- The HSG65 model:
 - Plan (policy/risk assessment/emergency planning/consultation)
 - Do (risk profiling/communication/trainin supply chain)
 - Check (measuring performance/accident causation/investigation/auditing)
 - Act (the importance of strong leadership/safety management/continuous improvement)
- Managing corporate risk; a positive culture
- Implementing practical systems

IOSH Managing Safely

Guide your teams with positive safety behaviour

Duration	3 day - once per week	
Fees (+ VAT)	Member	£947.00
	Non-Member	£1,115.00
Start Date(s)	2024	2025
	9 April	
	11 June	

RELATED COURSES

- [NEBOSH National General Certificate in Occupational Health and Safety](#)
- [NEBOSH Certificate in Fire Safety](#)

BOOK ONLINE »

WHO IS IT FOR?

For managers or supervisors who are required to take a lead role in promoting health and safety, this course will educate delegates as to their responsibilities in managing safety as part of their management duties.

COURSE OVERVIEW

- Introducing Managing Safely
- Assessing risks
- Controlling risks
- Understanding responsibilities
- Identifying hazards
- Investigating accidents and incidents
- Measuring performance

IOSH Managing Safely Refresher

Guide your teams with positive safety behaviour

Duration	1 day	
Fees (+ VAT)	Member	£339.00
	Non-Member	£399.00
Start Date(s)	2024	2025
	11 April	
	11 July	

RELATED COURSES

- [NEBOSH National General Certificate in Occupational Health and Safety](#)
- [NEBOSH Certificate in Fire Safety](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is designed for delegates that have previously attended the full IOSH Managing Safely course and is an opportunity to refresh the key parts of Managing Safely, through an engaging and practical one day course. Our focus emphasises on a Plan-Do-Check-Act safety and health management system.

PLEASE NOTE

A copy of the previous IOSH Managing Safely certificate will be required, in order to validate attendance.

COURSE OVERVIEW

- Thinking back – reflect on knowledge gained from the full course
- Leadership – Why leadership is important and how to create a positive safety culture
- Plan – Health and Safety Policy
- Do – Risk Assessment exercise
- Check – Look at data types and what can be measured
- Act – Reviewing performance

IOSH Working Safely

Stepping up and contributing to a safe and healthy workplace

Duration	1 day	
Fees (+ VAT)	Member	£188.00
	Non-Member	£222.00
Start Date(s)	2024	2025
	2 April	
	1 August	

RELATED COURSES

- [Manual Handling Awareness](#)
- [Qualsafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)

BOOK ONLINE »

WHO IS IT FOR?

Ideal for individuals with no prior formal health and safety training, this straight-talking, highly practical workshop covers all the skills and knowledge required in order to learn the basic principles of working in and contributing to a safe and healthy working environment.

COURSE OVERVIEW

- Introducing Working Safely
- Defining hazard and risk
- Identifying 22 common hazards
- Improving safety performance

IOSH Health and Safety for Work Placement Personnel

Provide a safe and healthy environment for 'Work Experience' placements

Duration	2 days	
Fees (+ VAT)	Member	£471.00
	Non-Member	£555.00
Start Date(s)	2024	2025
	19 June	

RELATED COURSES

- [IOSH Managing Safely](#)
- [NEBOSH National General Certificate in Occupational Health and Safety](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is tailored to those who are responsible for assessing and securing suitable work placement opportunities for young people, who are supported by legislation governing how they should be protected from risks in the workplace.

COURSE OVERVIEW

- Health and safety matters for young people at work
- The essential role and responsibilities of the:
 - Placement Officer
 - Employer
- Common hazards found at work
- Principles of risk assessment
- Effective communications and education

Mental Health First Aid

Recognise, support and help your staff towards mental health wellbeing

Duration	2 days	
Fees (+ VAT)	Member	£387.00
	Non-Member	£456.00
Start Date(s)	2024	2025
	19 March	
	21 May	

BOOK ONLINE »

WHO IS IT FOR?

Senior managers, HR and anyone with responsibility for the health, safety and wellbeing of their staff along with creating and sustaining a mentally healthy work environment. This interactive two-day course will provide the knowledge and tools needed to recognise the signs and symptoms of mental ill health and prevent mental health issues getting worse, speeding up recovery.

PLEASE NOTE

Comprehensive training materials including MHFA manual and Line Manager's Resources are provided for this Certified course (MHFA England)

COURSE OVERVIEW

Day 1

- Why Mental Health First Aid (MHFA)?
- The MHFA action plan
- What is mental health?
- Impact of mental health issues
- Stigma and discrimination
- What is depression?
- Symptoms and risk factors for depression
- Depression in the workplace
- Suicide figures
- Alcohol, drugs and mental health
- First aid for suicidal crisis
- Non-judgemental listening skills
- First aid for depression
- Treatment and resources for depression

Day 2

- What is an anxiety disorder? and First aid for anxiety disorders
- Crisis first aid after a traumatic event
- Alcohol, drugs and anxiety disorders
- Treatment and resource for anxiety disorders
- Cognitive distortions and CBT
- Personality disorders
- Eating disorders and self-harm
- What is psychosis?
- Risk factors for psychosis and Alcohol, drugs and psychosis
- Schizophrenia, Bipolar disorder
- Warning signs of developing psychosis
- Crisis first aid for acute psychosis
- Treatment and resources for psychosis
- Recovery and building resources
- Action planning for using MHFA

Mental Health First Aid Refresher

Recognise, support and help your staff towards mental health wellbeing

Duration	1 half-day	
Fees (+ VAT)	Member	£145.00
	Non-Member	£171.00
Start Date(s)	2024	2025
	12 April	
	23 August	

[BOOK ONLINE »](#)

WHO IS IT FOR?

Senior managers, HR and anyone with responsibility for the health, safety and wellbeing of their staff along with creating and sustaining a mentally healthy work environment, that has previously attended a 2-day Mental Health First Aid course. This interactive half-day course will provide a refresher of the knowledge and tools gained.

PLEASE NOTE

Delegates are required to have previously attended a full Mental Health First Aid course

COURSE OVERVIEW

- Introductions
- Group Agreement
- Being a Mental health 1st Aider/ Champion
 - What do you remember?
 - What have you used?
- The Action Plan and the MH illnesses
- The 5 Areas Model
- Group Exercises – Case Studies

Mental Health First Aid Champions

Recognise and support mental health wellbeing

Duration	1 day	
Fees (+ VAT)	Member	£320.00
	Non-Member	£377.00
Start Date(s)	2024	2025
	3 June	

[BOOK ONLINE »](#)

WHO IS IT FOR?

Any member of staff to help them understand mental health and how they can offer support to those experiencing a mental health issue(s). This interactive course will provide an overview in recognising the main signs and symptoms of mental ill health and how to provide the right initial support of someone experiencing a mental health issue.

PLEASE NOTE

This is a Certificated course (MHFA England)

COURSE OVERVIEW

- What is mental health?
- Supporting mental health in the workplace
- Stress vulnerability and the stress container model
- The mental health continuum
- Thinking distortions
- Mental Health conditions (Depression, anxiety disorders, psychosis and schizophrenia, Bipolar disorder, eating disorders, Mental health and risk: suicide and self-harm)
- Recovery
- Stigma and mental health issues
- Take 10 Together Toolkit – tips for supportive conversations
- Helpful resources
- Useful statistics

Mental Health Aware

Recognise and Support mental health wellbeing

Duration

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

BOOK ONLINE »

WHO IS IT FOR?

This introductory four-hour session raises awareness of mental health.

COURSE OVERVIEW

- What is mental health?
- Mental Health Continuum
- Factors which affect mental health
- Stigma
- Stress and stress management
- Spotting signs of distress
- Mental health conditions:
- Depression
- Anxiety disorders
- Psychosis
- Eating disorders
- Suicide
- Self-harm
- Recovery
- Take 10 Together - starting a supportive conversation
- Supporting mental health in the workplace
- Useful statistics
- Helpful resources

Qualsafe Level 3 Award in First Aid at Work (RQF)

Lifesaving skills for responding to emergencies with confidence

Duration	3 days	
Fees (+ VAT)	Member	£330.00
	Non-Member	£389.00
Start Date(s)	2024	2025
	28 May	
	10 June	
	8 July	
	12 August	

RELATED COURSES

- [First Aid Skills \(Annual\) Refresher](#)
- [Qualsafe Level 3 Award in First Aid at Work Regualification \(RQF\)](#)

BOOK ONLINE »

WHO IS IT FOR?

Nominated personnel tasked with responding to accident or incident situations, where first aid needs to be administered swiftly and with confidence.

COURSE OVERVIEW

- Role and responsibilities of the First Aider
- Assessing an incident
- Managing casualty situations:
 - unresponsive, in shock, choking
 - external bleeding, minor injury
- Automated External Defibrillator (AED) use
- Conducting a secondary survey
- Administering first aid to a casualty with:
 - bone/muscle/joint injuries
 - suspected head and spinal injuries
 - chest injuries, burns and scalds
 - eye injuries
 - sudden poisoning and anaphylaxis
 - a suspected major illness

Qualsafe Level 3 Award in First Aid at Work Requalification (RQF)

Keeping first aid skills current and relevant to emergency situations, now including AED

Duration	2 days	
Fees (+ VAT)	Member	£235.00
	Non-Member	£277.00
Start Date(s)	2024	2025
	21 March	
	18 April	
	16 May	
	19 June	
	24 July	
	22 August	

RELATED COURSES

- [First Aid Skills \(Annual\) Refresher](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is for qualified First Aiders who are required to requalify within three years to retain the validity of their qualification, and to maintain the currency of their knowledge of changing approaches and techniques in delivering first aid.

COURSE OVERVIEW

- Refresher; First Aider role and responsibilities
- How to assess an incident
- Recognise and manage casualties who are:
 - unresponsive, choking, bleeding, in shock
- Automated External Defibrillator (AED) use
- Managing a casualty with a minor injury
- Conducting a secondary survey
- Administering first aid to a casualty with:
 - bone/muscle/joint injuries
 - suspected head and spinal injuries
 - chest injuries, burns and scalds
 - eye injuries
 - sudden poisoning and anaphylaxis
 - a suspected major illness

Qualsafe Level 3 Award in Emergency First Aid at Work (RQF)

Learning the skills to support an emergency with confidence, now including AED

Duration	1 day	
Fees (+ VAT)	Member	£162.00
	Non-Member	£191.00
Start Date(s)	2024	2025
	3 April	
	8 May	
	13 June	
	3 July	

BOOK ONLINE »

WHO IS IT FOR?

This course is ideal for individuals who have been tasked with covering first aid in a low risk environment or for supporting qualified first aid staff in response to a first aid situation.

COURSE OVERVIEW

- Role and responsibilities of the emergency first aider
- Assessing the incident
- Managing casualties in differing situations:
 - unresponsive, breathing/not breathing, using an Automated External Defibrillator (AED)
 - choking, shock and seizures, external bleeding
- Minor injuries

First Aid Skills (Annual) Refresher

Remaining competent within your role as a First Aider

Duration	1 half-day	
Fees (+ VAT)	Member	£145.00
	Non-Member	£171.00
Start Date(s)	2024	2025
	9 August	

RELATED COURSES

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

BOOK ONLINE »

WHO IS IT FOR?

Methods and techniques for dealing with emergency first aid situations are continually improving and evolving. Existing holders of a First Aid at Work or the Emergency First Aid at Work awards are advised to attend to refresh and align their skills to current practice.

COURSE OVERVIEW

- Role of a first aider
- First aid kits and their contents
- Assessing the scene
- Primary Survey
- Administering first aid to a casualty who is unconscious/in seizure
- Cardiopulmonary resuscitation
- Administering first aid to a casualty in shock, wounded or bleeding
- Recovery position
- Treatment for the Choking Casualty
- Calling the Emergency Services

Safety Awareness for Employee Representatives

Your champions; the eyes and ears of your business in promoting positive safety behaviour

Duration	1 day	
Fees (+ VAT)	Member	£320.00
	Non-Member	£377.00
Start Date(s)	2024	2025
	16 May	

RELATED COURSES

- [IOSH Working Safely](#)
- [Accident Response and Reporting](#)

BOOK ONLINE »

WHO IS IT FOR?

This course offers a structured approach for those nominated as Safety Representatives in their role and with responsibility to contribute to safety at work.

COURSE OVERVIEW

- Introduction to relevant legislation
- Health and safety management systems
- The company safety policy
- Being the eyes and ears – the Safety Representative role
- Consultation with employees
- Purpose of safety inspections, surveys and audits
- The importance of risk assessments
- Accident investigation
- The role of enforcement
- Hazard identification exercise

Safety, Health and Environmental Breakfast Briefing: Human Error

This talk, taking a practical and holistic approach, covers how wellbeing and mental health have moved front and centre in risk, error and safety management.

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

RELATED COURSES

- [NEBOSH National General Certificate in Occupational Health and Safety](#)
- [NEBOSH Certificate in Environmental Management](#)

BOOK ONLINE »

WHO IS IT FOR?

Our breakfast briefings offer those responsible for Health and Safety in the workplace, an opportunity to keep up to date with emerging trends and gain an insight to current and future legislation impacting safety, health and the environment within the business. In this session, Professor Tim Marsh explores the theory behind Human Error and the options employers have available to them to address this

COURSE OVERVIEW

7.30am – 8am; Arrival, network and breakfast rolls 8am – 8.10am; move to training room and introductions 8.10am – 9.05am; The theory of Human Error 9.05am – 9.20am; short comfort break 9.20am – 10.15am; practical options for addressing Human Error 10.15am – Questions and close

ECITB CCNSG Safety Passport

Your national standard passport to working safely on a construction site

Duration	2 days	
Fees (+ VAT)	Member	£189.00
	Non-Member	£189.00
Start Date(s)	2024	2025
	8 April	
	7 May	
	3 June	
	8 July	
	5 August	

RELATED COURSES

- [ECITB CCNSG Safety Passport Renewal](#)

BOOK ONLINE »

WHO IS IT FOR?

Individuals who will be working on engineering construction sites and who need to hold the Engineering Construction Industry Training Board (ECITB)'s industry recognised standard of health and safety knowledge.

PLEASE NOTE

As ECITB set a fee cap of £165 per person, multiple booking discounts do not apply. PETA charge £12 per person, per day, for a two-course business lunch as reflected in the quoted fee.

COURSE OVERVIEW

- Risk assessment
- Confined space entry
- Excavations
- Permit to work systems
- Safe use of access equipment
- Working at heights
- Site transport
- Protecting the environment
- Fire safety
- Personal hygiene
- Safe lifting and manual handling
- Safe systems of work
- Asbestos
- Hazardous substances
- Work equipment and lifting operations
- Electricity and isolation
- Hand-arm vibration
- Noise

ECITB CCNSG Safety Passport Renewal

Renewing and retaining your passport to construction site safety

Duration	1 day	
Fees (+ VAT)	Member	£133.00
	Non-Member	£133.00
Start Date(s)	2024	2025
	22 March	
	26 April	
	23 May	
	28 June	
	22 July	
	29 August	

BOOK ONLINE »

WHO IS IT FOR?

This course is for individuals holding the CCNSG Passport who are due for renewal (three years from the original passport achievement date), and who need to retain a current CCNSG Safety Passport.

PLEASE NOTE

As ECITB set a fee cap of £121 per person, multiple booking discounts do not apply. PETA charge £12 per person, for a two-course business lunch as reflected in the quoted fee.

COURSE OVERVIEW

- Legislation updates
- Root cause and impact of accidents
- Safe behaviours at work
- Point of work risk assessment (POWRA)
- Permits to work (PTW)
- RIDDOR
- Syndicate exercise: hazard spotting and job safety analysis

Controlling Contractors (incorporating CDM Regulations)

Safeguarding the integrity of health and safety practices by contractors

Duration

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

RELATED COURSES

- [IOSH Managing Safely](#)
- [NEBOSH National General Certificate in Occupational Health and Safety](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is for people tasked with briefing and managing contractors, to ensure compliance with Construction (Design and Management) Regulations 2015, which govern the legal compliance for commissioning construction works.

COURSE OVERVIEW

- What constitutes a contractor?
- Health and safety law and statutory duties
- Selecting and managing contractors in practice
- Planning; risk assessment, safe systems of work
- Steps; prior to, during and on completion
- General management duties applying to construction projects
- Additional duties; CDM Regulations
- Duties relating to health and safety on construction sites
- Liabilities, enforcement in respect of fire, transitional provisions
- Pre-construction information
- Construction phase plan
- Health and safety file
- Competence and training

Asbestos Awareness

Understanding asbestos – a danger to long term health and wellbeing

Duration

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

RELATED COURSES

- [Qualsafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)
- [Controlling Contractors \(incorporating CDM Regulations\)](#)

BOOK ONLINE »

WHO IS IT FOR?

Over 5000 deaths are attributed to asbestos related illness each year. This course introduces managers, supervisors and staff, building maintenance, facilities managers and those responsible for contractors, to the regulations that apply if managing asbestos in the workplace.

COURSE OVERVIEW

- What is asbestos?
- Health effects of exposure
- Where can it be found?
- Regulations controlling working with asbestos:
- The duty to manage
- Action to take if you discover asbestos
- Protection against the risks

Introduction to Fire Risk Assessment

Assess the risk of fire and avoid catastrophe

Duration	1 day	
Fees (+ VAT)	Member	£320.00
	Non-Member	£377.00
Start Date(s)	2024	2025
	15 August	

RELATED COURSES

- [NEBOSH Certificate in Fire Safety](#)
- [Fire Wardens](#)

BOOK ONLINE »

WHO IS IT FOR?

Aimed at those who are required to undertake fire risk assessments, this course offers an ideal introduction and foundation to the basic principles and steps required to be compliant with legislation.

COURSE OVERVIEW

- Understanding the risk and outcomes of fire
- The legal and moral position
- Chemistry of fire: fire triangle, chemical reactions, classification of fire, causes and spread of fire
- Conducting a fire risk assessment: identify fire hazards, identify people at risk, evaluate, remove, reduce and protect from risk, record, plan, inform, instruct and train, review

Fire Wardens

Quick and calm evacuation in a fire or an emergency

Duration	1 half-day	
Fees (+ VAT)	Member	£151.00
	Non-Member	£178.00
Start Date(s)	2024	2025
	24 May	
	24 May	
	2 August	

RELATED COURSES

- [Introduction to Fire Risk Assessment](#)
- [IOSH Working Safely](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is designed for employees who are designated to react in a fire or emergency and ensure that premises are evacuated quickly and safely, acting as your eyes and ears in pointing out potential day-to-day risks that may hinder fire safety.

COURSE OVERVIEW

- Fire; the chemistry and spread
- Causes and classes of fire
- Heat/ignition sources
- Methods of fire extinction
- Fixed equipment
- Emergency escape; information and evacuation
- A fire warden's duties
- Reporting hazards and risks
- Training; drills, exercises and tests
- Practical experience in the use of a fire extinguisher

Accident Response and Reporting

Reduce costly accidents or incidents with effective investigations

Duration	1 day	
Fees (+ VAT)	Member	£320.00
	Non-Member	£377.00
Start Date(s)	2024	2025
	20 June	

RELATED COURSES

- [Qualsafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)
- [Qualsafe Level 3 Award in Emergency First Aid at Work \(RQF\)](#)

BOOK ONLINE »

WHO IS IT FOR?

Designed for those involved in an accident investigative process, this course will present a structured approach to handling an investigation competently, sensitively and in compliance with legal frameworks.

COURSE OVERVIEW

- The language of investigation
- Accident statistics and costs
- The clear case for investigating and reporting
- Legal requirements – Common and Statute Law
- Accident causation
- Accident investigation techniques
- RIDDOR 2013 and accident reporting
- Monitoring and reviewing performance

Manual Handling - Train the Trainer

Avoid the strain; reducing musculoskeletal disorders through training good handling techniques

Duration	2 days	
Fees (+ VAT)	Member	£476.00
	Non-Member	£560.00
Start Date(s)	2024	2025
	16 April	

RELATED COURSES

- [Qualsafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)
- [IOSH Working Safely](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is designed to develop trainers who will be responsible for training others in manual handling techniques, either as a group or on a one-to-one basis, in best practice to reduce the potential for injury.

COURSE OVERVIEW

- What constitutes manual handling
- How the human body works in relation to manual handling
- Types of injuries and accident rates
- Assessing the situation
- An overview of The Health and Safety at Work Act 1974 and the Manual Handling Operations Regulations 1992
- Applying regulations and best practice
- Manual handling risk assessment
- Planning training delivery
- Training aids, communication and questioning
- Techniques to deliver confidently and with impact
- Preparing to instruct
- Assessment - Micro training sessions*
- Evaluating and assessing

Manual Handling Awareness

Protecting the backbone of your business

Duration	1 half-day	
Fees (+ VAT)	Member	£151.00
	Non-Member	£178.00
Start Date(s)	2024	2025
	12 June	

RELATED COURSES

- [Manual Handling - Train the Trainer](#)
- [Qualsafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)

BOOK ONLINE »

WHO IS IT FOR?

This half day course is ideally suited to anyone who carries out tasks involving lifting or moving and is relevant for those supervising manual handling operations so that they can guide in best practice and reduce the potential for incidents or accidents.

COURSE OVERVIEW

- What constitutes manual handling
- How the human body works in relation to manual handling
- Types of injuries and accident rates
- Assessing the task and situation; selecting the right method
- Applying regulations and best practice
- Manual Handling Operations Regulations 1992

Display Screen Equipment (DSE) Assessor

Reducing sickness absence from head, neck, arms, wrists and back

Duration	1 half-day	
Fees (+ VAT)	Member	£151.00
	Non-Member	£178.00
Start Date(s)	2024	2025
	10 May	

RELATED COURSES

- [Qualsafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)
- [IOSH Managing Safely](#)

BOOK ONLINE »

WHO IS IT FOR?

Staff designated with the responsibility for setting up workstations or conducting Display Screen Equipment (DSE) risk assessments to educate them in promoting employee wellbeing when using desktop or laptop computers.

COURSE OVERVIEW

- What is display screen equipment?
- Who might be a user?
- An overview of the legal requirements
- Ergonomics; posture and breaks
- Equipment; mouse, keyboard, screen
- Environment; lighting, position
- The DSE risk assessment in practice
- Video and discussion

Portable Appliance Testing (PAT)

Practical testing skills to support your appliance monitoring

Duration	1 half-day	
Fees (+ VAT)	Member	£151.00
	Non-Member	£178.00
Start Date(s)	2024	2025
	9 May 12 July	

RELATED COURSES

- [Qualsafe Level 2 Award in Principles of Risk Assessment \(RQF\)](#)
- [IOSH Working Safely](#)

BOOK ONLINE »

WHO IS IT FOR?

Portable Appliance Testing (PAT) is an essential part of electrical work equipment safety and this course offers the knowledge and practical skills for people tasked with conducting Portable Appliance Testing.

COURSE OVERVIEW

- Safely working with electrical equipment
- Legal aspects that apply
- Roles and responsibilities
- Types and classes of portable appliance equipment
- Introduction to the test equipment
- User checks and visual inspections
- Practical exercises in the use of testing equipment
- Keeping records

Managing Working at Height

Theoretical training in the foundations of working at height safe systems of work.

Duration

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

BOOK ONLINE »

WHO IS IT FOR?

This managing working at height training course is for those who may be involved in planning, organising, and managing working safely at height. Managers who attend this course may or may not supervise the actual job.

PLEASE NOTE

Certification lasts for 3 years. To continue to manage this environment you must requalify by the end of your certification expiry.

COURSE OVERVIEW

- Devise a safe system of work for work at height tasks
- Work at height regulations and legislation
- Safe use of ladders, scaffolding and MEWPS.
- PPE requirements and overview of fall protection equipment and their setup
- Hierarchy of control

Working at Heights

A head for heights and a mind for safety

Duration **1 half-day**

Fees (+ VAT)	Member	£151.00
	Non-Member	£178.00
Start Date(s)	2024	2025

17 May

RELATED COURSES

- [Controlling Contractors \(incorporating CDM Regulations\)](#)
- [IOSH Working Safely](#)

BOOK ONLINE »

WHO IS IT FOR?

This course provides solid guidance to those who work at height, manage others working at height or who are required to conduct risk assessments.

COURSE OVERVIEW

- Overview of The Work at Height Regulations 2005
- Implications and consequences of unsafe practice
- Understanding the risk
- Height of the task
- Duration and frequency
- Condition of the surface being worked on
- Hazards
- Selection of work equipment:
- Right equipment for the task
- Protective equipment (PPE)
- Ladder safety
- Stepladders - care and maintenance
- Mobile access towers - basic guidance
- Working platforms
- Fragile surfaces
- Falling objects
- Planning and inspections
- Working on roofs
- The last line of defence - fall arrest/restraint

Managing Confined Spaces

Theoretical training in the foundations of confined space safe systems of work.

Duration

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

BOOK ONLINE »

WHO IS IT FOR?

This managing confined space training course is for those who may be involved in planning, organising and managing working safely in confined spaces. Managers who attend this course may or may not supervise the actual job.

PLEASE NOTE

Certification lasts for 3 years. To continue to manage this environment you must requalify by the end of your certification expiry.

COURSE OVERVIEW

- What is meant by the terms 'confined space' and 'specified risk'
- Principle requirements of the Safe Entry into Confined Space Regulations 1997
- Risk assessment requirements under the Management of Health & Safety at Work Regulations and the associated approved code of practice
- Permits to work – and why and when to utilise them
- The purpose and benefits of safe systems of work
- Principle duties of a person responsible for managing entries into confined spaces

Confined Space Entrant and Entry Controller for Medium Risk Confined Spaces

Practical and theoretical training in the foundations of confined spaces entry and entry control for Medium Risk (NC2 AND NC3) Spaces with the donning and wearing of a compressed air escape set

Duration

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

BOOK ONLINE »

WHO IS IT FOR?

This course offers an ideal introduction to the foundation principles of working in confined spaces (theory and practical), for operators who are exposed to these environments, covering the procedures for emergency within hazardous confined space environments.

PLEASE NOTE

Certification lasts for 3 years. To continue to work in this environment, you must re-qualify by the end of your certification expiry.

COURSE OVERVIEW

- Types of confined space
- Specified risks as defined in The Confined Spaces Regulations 1997
- Hazards and risks of working in confined spaces
- Identification and application of control measures
- The use and importance of safe systems of work and permit to work
- Roles and responsibilities
- Methods of communication and reacting safely and effectively in an emergency
- Safe use and pre-inspection of equipment:
 - Gas monitoring
 - Entry equipment (tripod, winch, fall arrest, harnesses)
 - Escape sets
- Practical element includes:
 - Pre-use checks
 - Setting up equipment
 - Confined space entry and emergency escape exercises

Confined Space for Low Risk Confined Spaces

Practical and theoretical training in the foundations of confined spaces entry for Low Risk (NC1) Spaces with safe use of gas monitor devices and safe system of work procedures

Duration

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

BOOK ONLINE »

WHO IS IT FOR?

This low risk confined space training course is for anyone working in a low-risk environment, such as meter pits, valve chambers and stairwells, and includes preparing to enter and work safely, entering and exiting confined spaces safely, using equipment and tools, following procedures, and dealing with emergencies.

PLEASE NOTE

Certification last for 3 years. To continue to work in this environment, you must re-qualify by the end of your certification expiry.

COURSE OVERVIEW

- Enter and exit low risk confined spaces safely
- How to recognise an emergency has occurred and then how to deal with it
- Follow working procedures and work safely
- Understand the principles of working in low risk confined spaces
- Understand standard protocols for working in low risk confined spaces



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Technical Skills

**Health & Safety Advisory and
Coaching Services**

Health, Safety and Environment Support Services

Balancing legal compliance with every day issues can be a challenge for any business. Changing legislation compounded by limited time to revise policy and practice can leave your health, safety and environmental systems falling short of what your business requires.

We offer a range of practical support services that can be accessed on a long-term or short-term basis either as part of a project or as ad-hoc support. The following examples are some of the most popular areas of support requested.

SAFETY HEALTH CHECK

A brief, 2-hour snapshot offering a starting point to help you improve your health and safety systems.

GAP ANALYSIS

A review of current health and safety management systems to identify areas for improvement and compliance.

SYSTEMS AUDITS

An audit of operational effectiveness on a plan, do, act, check model, identifying health and safety gaps and highlighting improvement opportunities leading to the development of an action plan.

SAFETY INSPECTIONS

An in-depth inspection of specific activities, equipment or areas and defining the risks and measures required to raise levels of health and safety practice.

RISK ASSESSMENTS (E.G. FIRE OR COSHH)

A new risk assessment or review of existing assessment results to ensure they remain compliant and relevant to the activities being conducted.

SAFE SYSTEMS OF WORK, POLICY AND PROCEDURES

A review to develop your management systems, raise standards and support your internal and external strategies, (e.g. achieving ISO 45001 or ISO 14001 certification.)

INDUCTION, TOOLBOX TALKS AND BRIEFINGS

Delivery of training and updates to new or existing employees to educate and inform as to health, safety and environmental best practices.

INCIDENT AND ACCIDENT INVESTIGATION

Helping you follow the right steps in the case of an incident or accident to reduce the potential for re-occurrence.

Safety Advisory Services

Our dedicated safety professionals are on hand to provide the support you need, when you need it. Each service is tailored to deliver hands-on support in everyday health, safety and environmental issues and offer:

- A dedicated resource focused on a specific task with no distractions
- Cost effective and flexible delivery
- A result driven service with clear objectives defined right from the start

Our commitment is to deliver support that cuts through the red tape that often brings confusion, misinterpretation and leads to valuable time to being wasted.

Our goal is to promote the value of good health, safety and environmental management, guiding you and your employees towards implementing steps that add value to your business and employee wellbeing.

In your initial consultation meeting, your dedicated consultant will have the opportunity to match your needs to the most appropriate service suited to your business. The options for this are detailed below.

ANNUAL SAFETY SUPPORT CONTRACT

Offering three annual contract options, our Silver, Gold or Platinum service enables you to select the best level of support to meet your needs. Each package combines a set of deliverables conducted over 8, 12 or 18 days per year:

- Initial gap analysis
- Health and safety policy/arrangements review
- Review of risk assessments
- A series of scheduled visits to conduct a range of health and safety related actions
- Briefings and/or toolbox talks
- Open course discount voucher(s)
- Free attendance to breakfast briefings at PETA (1 to 2 places)

Silver (8 Days)

Gold (12 Days)

Platinum (18 Days)

AD-HOC SUPPORT

What do you do when something occurs such as an incident or inspection and you need some extra support for a short time?

Our Safety Advisory service is extremely flexible, offering short notice support charged at a minimum of 2 hours fee.

Member £95.50 per hour + VAT
Non-Member £115 per hour + VAT

CONSULTANCY PROJECTS

There are occasions when a project arises and the resources are simply not available for the successful completion in-house. This is where one of our safety advisers can undertake the project for, or with you

Member from £886 per day + VAT
Non-Member from £1,045 per day + VAT



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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.

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
- 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

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
	18 March	
	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

- [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.

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
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RELATED COURSES

- [Reach 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 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
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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
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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
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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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Technical Skills

Engineering Skills

18th Edition – Level 3 Award in Requirements for Electrical Installation BS7671-: July 2018

The latest 18th Edition Wiring Regulations Course is a must for all Electrical Installers

Duration	4 day - once per week	
Fees (+ VAT)	Member	£553.00
	Non-Member	£651.00
Start Date(s)	2024	2025
	1 July	

BOOK ONLINE »

WHO IS IT FOR?

This qualification is aimed at personnel involved in the electro technical sector such as electricians, designers and inspectors who need to update their knowledge to the IET, Wiring Regulations 18th Edition.

PLEASE NOTE

Delegates must provide their own copy of the IET Wiring Regulations 18th Edition publication.

COURSE OVERVIEW

- IET Wiring regulations 18th Edition
- Scope, objective and fundamental principles of electrical installation
- Protection and safety
- Inspection and testing
- Relationship between other statutory regulations
- Design, erection and verification of electrical installations
- Additions and alterations to existing regulations
- Question and answer sessions
- Mock question papers

Introduction to Basic Electrical Installation

Ideal for anyone wanting a stepping stone into the electrical installation industry

Duration	4 day - once per week	
Fees (+ VAT)	Member	£863.00
	Non-Member	£1,016.00
Start Date(s)	2024	2025
	29 April	

RELATED COURSES

- [Portable Appliance Testing \(PAT\)](#)

BOOK ONLINE »

WHO IS IT FOR?

This course will give you a basic working knowledge of the principles of electrical engineering and will also cover safe working practices.

COURSE OVERVIEW

- Practical application - wire an intermediate lighting circuit, a ring main circuit, a motor control circuit and wiring of junction boxes and terminals
- Electricity at Work Regulations 1989
- Electrical safety, safe system of work and permit to work
- Ohms law, relationship between voltage, current and resistance and basic electrical calculations
- AC Starters - theory of operation
- Protection devices including fuses, MCBs, RCDs and RCCBs
- Understanding simple electrical drawings and simple circuit diagrams
- Electrical systems testing - continuity, polarity, insulation resistance

Introduction to Milling and Turning

Creating specialised skills to operate Mills and Lathe in your business

Duration	4 day - once per week	
Fees (+ VAT)	Member	£1,055.00
	Non-Member	£1,242.00
Start Date(s)	2024	2025
	2 April	

RELATED COURSES

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

BOOK ONLINE »

WHO IS IT FOR?

Mills and lathes are highly technical and demand specialist training to promote accuracy of work. This course is extremely safety-focused and will enable staff to operate to a high quality and safety standards.

COURSE OVERVIEW

- Machine safety and guarding
- Understanding of machine controls
- How to read and use measuring tools
- Work holding devices
- Basic cutting tool identification and setting
- Reading and interpretation of engineering drawings
- Understanding and calculation of speeds and feeds
- Clamping in of machine vices or other work holding devices
- Basic milling operations
- How to use feeds and speeds
- Best practice turning techniques
- Manufacture an aluminium finger clamp and brass plum bob

Competence Assessment for Changing Abrasive Wheels

Reducing the risk of injury from Abrasive Wheels through tailored in company training

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

RELATED COURSES

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

BOOK ONLINE »

WHO IS IT FOR?

If you are changing or using any abrasive wheels, it is a legal requirement of Health and Safety and the PUWER Regulations 1998 that you are competent to undertake the changing of such wheels. This assessment is designed for personnel responsible for the mounting of abrasive wheels.

PLEASE NOTE

Attendees are required to provide their own PPE

COURSE OVERVIEW

- Identifying hazards and risks arising from the use of abrasive wheels
- Precautions to be observed
- Selecting the right abrasive wheel for the task
- Correctly inspect and mount an abrasive wheel/diamond blade
- Handling, storage and transport of abrasive wheels/diamond blades
- Safe working procedures when changing abrasive wheels (this varies depending upon type of machine)

Introduction to Metal Inert Gas/ Metal Active Gas Welding (MIG/MAG)

Developing basic welding techniques to be able to carry out temporary repairs

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s)	2024	2025

RELATED COURSES

- [Introduction to Tungsten Inert Gas Welding \(TIG\)](#)
- [Abrasive Wheels Safety Theory Training & Competence Assessment](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is aimed at those who may need to carry out introductory training in the use of MIG welding equipment and is suitable for beginners who may need to carry out basic welding repairs during general maintenance activities.

PLEASE NOTE

For this course you will need to bring appropriate PPE to include safety footwear. Fire retardant coveralls, welding helmets and gauntlets can be provided, however it would be advisable to bring your own if you have it.

COURSE OVERVIEW

- Health & safety specific to the use of MIG/MAG welding
- Health & safety and equipment checks to be conducted prior to use
- Introduction to the MIG/MAG welding process
- PPE associated with welding
- Safe storage, moving and use of compressed gas cylinders
- Process of setting up the welding machines and their components
- Demonstration of how to use welding equipment
- Practical training and assessment using MIG/MAG welding equipment

Introduction to Tungsten Inert Gas Welding (TIG)

Developing basic welding techniques to be able to carry out temporary repairs

Duration 5 days

Fees (+ VAT)	Member	£1,155.00
	Non-Member	£1,359.00

Start Date(s)	2024	2025
	17 June	

RELATED COURSES

- [Introduction to Metal Inert Gas/ Metal Active Gas Welding \(MIG/MAG\)](#)
- [Abrasive Wheels Safety Theory Training & Competence Assessment](#)

BOOK ONLINE »

WHO IS IT FOR?

This course is aimed at those who may need to carry out introductory training in the use of TIG welding equipment and is suitable for beginners who may need to carry out basic welding repairs during general maintenance.

PLEASE NOTE

For this course you will need to bring appropriate PPE to include safety footwear. Fire retardant coveralls, welding helmets and gauntlets can be provided, however it would be advisable to bring your own if you have it.

COURSE OVERVIEW

- Health & safety specific to the use of TIG welding
- Health & safety and equipment checks to be conducted prior to use
- Introduction to the TIG welding process
- PPE associated with welding
- Safe storage, moving and use of compressed gas cylinders
- Process of setting up the welding machines and their components
- Demonstration of how to use welding equipment
- Practical training and assessment using TIG welding equipment



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Apprenticeships

Introduction to Apprenticeships

Hiring an Apprentice

Employers often ask us ‘what is the benefit of choosing an Apprentice rather than just recruiting an experienced person?’

Benefits:

NEW GROWTH POTENTIAL INTO THE WORKPLACE

A new face is a welcome addition to any workplace and an apprentice, fresh into their first employment opportunity is often driven, willing to learn and will bring new ideas whilst giving you the opportunity to develop them to fit the skills needs of your business. An apprentices training can bring new skills to your team as they share what they have learned with others, promoting behaviors that can benefit everyone.

UPSKILL YOUR CURRENT EMPLOYEES

Taking on an apprentice doesn't mean you have to hire someone completely new to your business. If you see potential in existing staff members where the development of their skills could enhance theirs and your business performance, then tapping into the apprenticeship scheme could really benefit your employee and your business.

STAFF RETENTION

It is proven that staff development helps staff retention, as employees will invest in your business where they see a genuine investment in them. Through an apprenticeship, you are demonstrating to your employees that you are willing to put the time and effort into their training and development.

USE YOUR LEVY

If you have a payroll of £3M or more, you will already be making levy payments into a digital account. This money can be used for apprenticeship training purposes and allows you to either upskill the existing workforce or take on new employees through the apprenticeship scheme. Using your levy means you have 18 months to spend each payment (if not spent after, you lose your investment as tax).

GOVERNMENT FUNDED CO INVESTMENT

If you employ less than 50 employees, the Government will pay the full cost of training an Apprentice aged 16 - 18. For non-levy paying businesses (those with a payroll of under £3M per annum), 95% of training costs for Apprentices are Government funded via co-investment, leaving you just 5% to pay over the duration of the apprenticeship.

COST EFFECTIVE TRAINING

An apprentice's salary is typically lower due to the national starting salary being £4.30 per hour. This combined with either the levy option or co-investment initiative, (see above if applies) makes it a cost-effective option for training your workplace.

CLASS 1 EMPLOYER NATIONAL INSURANCE

If you hire an apprentice aged 25 years or under you will not have to pay class 1 employer national insurance and therefore save 13.8%.

GOVERNMENT GRANT

You will be eligible for a grant of 1000 for taking on an apprentice between 16-18. This is two £500 payments, paid at month 3 and 12 of the employees' apprenticeship.

Hiring an Apprentice

Our service to you:

WE MEET WITH YOU TO;

- Explore your business needs
- Confirm your business goals
- Determine Training needs
- Define the Job Role – to include hours, duties, pay and qualities you need
- Agree which apprenticeship standard suits your job role

WE SEND YOU A PROPOSAL THAT;

- Presents an overview of the meeting and what was discussed
- Outlines costs and what these relate to
- Outlines the programme suited to the job role and apprenticeship

WE ADVERTISE YOUR VACANCY ON;

- Government website
- Our website
- Job boards – depending on who we are working with at the time
- Facebook

WE MANAGE APPLICANTS BY COMPLETING;

- Prescreening – to include assessments, video interviewing, CV's and a PETA interview
- Eligibility checks
- Deliver advice and guidance
- Employer application forms

WE KEEP YOU INFORMED EACH STEP OF THE WAY;

- Updates on number of applicants
- Send applications for you to select individuals for interview
- Follow up on how interviews went
- Give candidates feedback
- Complete Job offers
- Co-ordinate Start dates and programme schedules



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Apprenticeships

Business Apprenticeships

Business Administrator Level 3

Taking administration to the next level and deliver a comprehensive support service

QUALIFICATIONS

- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration	15 Months
Off-the-job-training	10 days
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- IT packages and systems
- Record and document production
- Decision making
- Interpersonal skills
- Communications
- Quality
- Planning and organisation
- Project management
- Understanding the organisation
- Value of own skills
- Stakeholders
- Relevant regulation
- Policies
- Business fundamentals
- Processes
- External environment factors
- Professionalism
- Personal qualities
- Managing performance
- Adaptability
- Responsibility

NEXT STEPS

- [Team Leader / Supervisor Level 3](#)



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Apprenticeships

Finance Apprenticeships

Accounts or Finance Assistant Level 2

Develops core accountancy skills to maintain an efficient & accurate finance function

QUALIFICATIONS

- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration **13 months**

Off-the-job-training

Start date **Flexible to suit**

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Aware of elements of commercial law that may have an impact when working in accountancy, such as contracts, data protection or Anti Money Laundering.
- Aware of the impact of technology on business and its accounting and finance functions.
- Understand transactional processes of accounting and their use within a finance function.
- Understand what makes a business successful, through buying or selling products or supplying services to a market.
- How accounting systems/processes allows a business to keep track of financial transactions.
- Know a range of routine accounts reports, and their use within the finance function.
- Understand the basics of internal control within own organisation.
- Aware of basic accounting concepts and double entry bookkeeping.
- Understands bookkeeping controls.
- Understand the cost recording system within an organisation.
- Develop an understanding of the differences between Financial and Management Accounting.
- Understands corporate social responsibility (CSR), ethics and sustainability within organisations.
- Understands the need to keep up to date with policies, procedures, regulatory or system changes.
- The ability to reconcile data to minimise the chance of errors.
- Avoids jargon and uses the correct technical terms where appropriate.
- Demonstrates good listening and speaking skills to communicate effectively in the right manner.
- Uses relevant office and accounting software packages to input and manage data accurately.
- Able to maintain the security of accounting information using passwords and security measures.

Assistant Accountant Level 3

Carrying out routine financial activities and support for businesses and organisations

QUALIFICATIONS

- AAT Level 3 Diploma
- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration **18 months**

Off-the-job-training

Start date **Flexible to suit**

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Throughout the apprenticeship programme the learner will develop key abilities across the three competency areas of the standards, knowledge, skills and behaviours. Some of the key focus will be on, but not limited to:

- Financial Accounting and Reporting
- Understands their organisations business strategy including customer and supplier needs
- Consistently delivers high quality, 'right first time' financial and performance data
- Understands how to recognise and use different accounting approaches and can gather, analyse and report information about income and expenditure to support decision-making, planning and control
- Understands the systems and process of the organisation, within the responsibility of the position such as Sales, Purchase and Payroll
- Understands how to account for the purchase and disposal of non-current assets



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Apprenticeships

Management Apprenticeships

Team Leader / Supervisor Level 3

Develop the essential skills to succeed as a first line manager

QUALIFICATIONS

- Team Leader / Supervisor Level 3 Apprenticeship
- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration	20 Months
Off-the-job-training	12 days
Start date	Fixed start dates

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Leading People
- Managing people
- People and team management models
- HR systems and legal requirements
- Performance management techniques
- Communication
- Operational management
- Understand how organisational strategy is developed
- Implementation of operational/team plans
- Project management
- Finance and organisational governance
- Awareness of self
- Management of self
- Operational management approaches and models
- Business development tools

NEXT STEPS

- [Operations / Department Manager Level 5](#)

Operations / Department Manager Level 5

QUALIFICATIONS

- Operations / Department Manager Level 5 Apprenticeship
- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration	24 Months
Off-the-job-training	13 days
Start date	Fixed start dates

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Operational management approaches and models
- Business development tools and approaches to continuous improvement
- Operational business planning techniques
- Management systems, processes and contingency planning
- Project management
- Finance/commercial awareness
- Identify and shape new business opportunities
- Setting KPIs and monitoring performance against plans
- Producing reports
- Different leadership styles
- Motivate and improve performance
- Organisational cultures and diversity
- Managing multiple teams and develop high performing teams
- Performance management techniques
- Building relationships
- Working collaboratively with others
- Communication

Associate Project Manager Level 4

QUALIFICATIONS

- APM Project Management Qualification
- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration **18 Months**

Off-the-job-training

Start date **Fixed start dates**

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Project governance
- Project stakeholder management
- Project communication and leadership
- Consolidated planning
- Budgeting and cost control
- Business case and benefits management
- Project scope and schedule
- Resource management
- Project risk and issue management
- Contract management and procurement
- Project quality, context and governance
- Stakeholder and communications management
- Budgeting and cost control
- Business case
- Scope management
- Consolidated planning
- Schedule management
- Risk and issue management
- Quality and resource management
- Collaboration and teamwork
- Effective and appropriate communication
- Integrity, ethics, compliance and professionalism



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Apprenticeships

IT and Digital Apprenticeships

Data Technician Level 3

Analyse structured and unstructured data to support business needs

QUALIFICATIONS

- Industry qualification and training covering:
 - Microsoft Excel Office Specialist (MOS)
 - Microsoft Power BI & Data Analyst (PL-300)
 - Microsoft Power Platforms (PL-900)
 - Application skills (Microsoft Word/PowerPoint/Project)
- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration	21 Months
Off-the-job-training	16 days
Start date	Flexible to suit employer

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Source data from a collection of already identified trusted sources in a secure manner
- Collate and format data to facilitate processing and presentation for review and further advanced analysis by others
- Present data for review and analysis by others, using required medium for example tables, charts, and graphs
- Blend data by combining data from various sources and formats to explore its relevance for the business needs
- Analyse simple and complex structured and unstructured data to support business outcomes using basic statistical methods to analyse the data
- Validate results of analysis using various techniques, e.g. cross checking to identify faults in data results and to ensure data quality
- Communicate results verbally, through reports and technical documentation and tailoring the message for the audience
- Store, manage and share data securely in a compliant manner
- Collaborate with people both internally and externally at all levels with a view to creating value from data
- Practise continuous self-learning to keep up to date with technological developments to enhance relevant skills and take responsibility for own professional development

Support Technician Level 3

An effective and efficient Helpdesk

QUALIFICATIONS

- Industry qualification and training covering:
 - PETA Networking Fundamentals
 - PETA Server Fundamentals
 - PETA Security Fundamentals
 - 10 Technical Training Days
- English Functional Skills Level 2 (if required)
- Maths Functional Skills Level 2 (if required)

Duration	22 Months
Off-the-job-training	25 days
Start date	Flexible to suit employer

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Provide technical support to customers both internal and external through a range of communication channels
- Establish and diagnose ICT problems/faults using the required troubleshooting methodology and tools
- Interpret technical specifications relevant to the ICT task
- Apply the appropriate security policies to ICT tasks in line with organisational requirements
- Undertake the relevant processes with the relevant tools and technologies to resolve ICT technical issues
- Communicate with all levels of stakeholders, talking them through steps to take to resolve issues or set up systems, keeping them informed of progress and managing escalation and expectations
- Apply appropriate testing methodologies to hardware or software or cabling assets
- Practice guided continuous self-learning to keep up to date with technological developments to enhance relevant skills and take responsibility for own professional development
- Document or escalate ICT tasks as appropriate to ensure a clear audit trail and progression of issues
- Install and configure relevant software and hardware as appropriate for example: mobile apps, printers, projectors, scanners, and cameras
- Address IT issues by prioritising in response to customer service level agreements
- Administer security access requirements and permissions for stakeholders escalating as necessary for example password resets
- Support the roll out of upgrades or new systems or applications

Software Developer Level 4

Building and testing high-quality code across front end, logic and database layers

QUALIFICATIONS

- Industry qualification training covering:
 - Scrum Master training (5 days – aligned to qualification, exam chargeable)
 - PETA Software Development Fundamentals (5 days)
 - PETA Software Context and Methodologies (5 days)
 - PETA Programming (5 days)
 - 10 Technical Training Days
- English Functional Skills Level 2 (if required)
- Maths Functional Skills Level 2 (if required)

Duration	24 Months
Off-the-job-training	30 days
Start date	Flexible to suit employer

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Interpret development requirements to estimate time required to deliver the work product to enable accurate costs to be established
- Break activities down into logical units of work to enable sequencing
- Ensure the best possible structuring of activities to deliver a high-quality product
- Report progress accurately throughout the SDLC to ensure adequate audit trails
- Identify and report any impediments to development activities and propose practical solutions
- Convert customer requirements into technical requirements, both functional and non-functional
- Identify and select the most appropriate technical solution, considering coding best practice
- Communicate solutions to a range of stakeholders showing clear understanding of requirements
- Consider security implications of proposed design from inception and throughout the process
- Write logical and maintainable solutions to meet the design and organisational coding standards
- Create and maintain appropriate project documentation to explain the development process
- Apply recovery techniques to ensure the software solution being developed is not lost
- Implement appropriate change control so changes may be tracked, and quality risks managed
- Undertake unit testing of solutions, with appropriate coverage, to identify and resolve issues
- Support delivery of one or more software deployment phases, such as trials and final release
- Provide customer support, so they can correctly use the product, with risks mitigated
- Respond to SLAs to ensure that time and resources are allocated to deliver good customer service
- Apply suitable 'bug fix', appropriate to the severity and priority of the software development issue



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Apprenticeships

Engineering Apprenticeships

Engineering Fitter Level 3 - Day Release

The broad purpose of the occupation is to produce complex high value, low volume components or assemblies in full or part, using machines, equipment or systems. Fitters may typically have a mechanical, electrical, electronic, control systems, pipe fitting, instrumentation and

QUALIFICATIONS

- Foundation Phase
 - 6 Foundation Engineering units
- Development Phase
 - BTEC Level 3 Diploma in Advanced Manufacturing Engineering
 - Level 3 Diploma in Mechanical Manufacturing Engineering
- Maths and English
 - English Functional Skills Level 2 (If required)
 - Maths Functional Skills Level 2 (If required)
- Professional Membership
- Opportunity to register as an Engineering Technician

Duration	45 Months
Off-the-job-training	Day release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- Materials used in components/assemblies their use and application considerations
- Principles of design and operation
- Manufacturing and assembly processes
- Safe use of tools and equipment
- Component/assembly specifications, what they are and how to use them
- Techniques for measuring, marking, cutting and drilling materials accurately, safely and economically and manufacturing processes
- Engineering mathematical and scientific principles, methods and techniques
- Engineering data
- Component/assembly documentation
- Quality standards for components/assembly and the application of ISO 9001
- Health & Safety at Work Act
- Environmental considerations
- Communications; verbal and written
- Planning techniques – resources, tools, equipment, people; time management
- Component/assembly quality checks
- Faults and problem-solving techniques
- Improvement techniques
- Fitters' role in wider operation
- Contribution to commercial operations

Core Skills

- Reading, interpreting and understanding the component/assembly specification, diagrams, drawings and work instructions
- Planning component/assembly task – materials, tools and equipment

- Preparing work area
- Using appropriate hand-fitting tools
- Checking tools during and after task completion; identifying and reporting defects
- Measuring and testing, checking/inspecting component/assembly
- Problem solving; analysing the issue and fixing
- Applying improvement techniques
- Communicating with colleagues/customers
- Completing documentation
- Restoring the work area on completion
- Procedural waste disposal
- Operating within limits of responsibility
- Operating in line with quality, health & safety and environmental policy and procedures

Core Behaviours

- Takes personal responsibility
- Works effectively in teams
- Effective communicator
- Committed to personal development

Engineering Operative Level 2

Gain common and specific skills across the manufacturing and engineering sector

QUALIFICATIONS

- Level 2 Diploma in Engineering Operations (Skills)
- Level 2 Certificate in Engineering Operations (Knowledge)
- English Functional Skills Level 1 (if required)
- Maths Functional Skills Level 1 (if required)

Duration	15 Months
Off-the-job-training	Day Release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Knowledge

- Obtain the necessary job instructions, engineering drawings or specifications and how to interpret them
- Comply with relevant statutory, quality, environmental procedures/systems
- Understand organisational and health and safety regulations relating to engineering operations
- Commercial considerations and their role/responsibilities within the business, how this impacts and supports company targets
- Engineering operational practices, processes and procedures
- Identify potential problems within engineering operations and how they can be avoided

Skills

- Working safely at all times and comply with health and safety legislation, regulations, environmental procedures and other relevant guidelines
- Identifying and dealing with any risks, hazards, hazardous situations and problems that may occur in the engineering environment, within the limits of their responsibility
- Demonstrating effective communication skills which include oral, written and electronic

- Completing the appropriate documentation accurately, efficiently and legibly using the correct terminology, where required
- Extracting the correct data/information from documentation, specifications and work instructions in accordance with time constraints and the roles and responsibilities identified for the engineering activities
- Selecting and using appropriate tools, equipment and materials to carry out the engineering operation
- Dealing appropriately with any problems that may occur within the manufacturing environment, within the limits of responsibility
- Working efficiently and effectively at all times, maintaining workplace organisation and minimising waste

Behaviours

- Works effectively as part of a team
- Effective communication and interpersonal skills
- Focus on quality management and problem solving
- Continuous personal development

Machinist - Advanced Manufacturing Engineering Level 3

Machinists in the Advanced Manufacturing Engineering sector are predominantly involved in highly skilled, complex and precision work, machining components from specialist materials using conventional and/or CNC machine tools.

QUALIFICATIONS

- Level 2 Diploma in Machining (Foundation Knowledge)
- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- Level 3 Diploma in Machining (Development Knowledge)
- Level 3 Diploma in Advanced Manufacturing Engineering - Machinist (Development Competence)
- English Functional Skills Level 2 (if required)
- Maths Functional Skills Level 2 (if required)

Duration	48 Months
Off-the-job-training	Day release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- Understanding the importance of complying with statutory, quality, organisational and health and safety regulations
- Understanding of general engineering/manufacturing mathematical and scientific principles, methods, techniques, graphical expressions, symbols formulae and calculations used by engineering technicians
- Understanding the structure, properties and characteristics of common materials used in the sector
- Understanding the typical problems that may arise within their normal work activities/environment
- Understanding approved diagnostic methods and techniques used to help solve engineering/manufacturing problems
- Understanding the importance of only using current approved processes, procedures, documentation and the potential implications for the organisation if this is not adhered to
- Understanding and interpreting relevant engineering/manufacturing data and documentation in order to complete their job role
- Understanding the different roles and functions in the organisation and how they interact.
- Understanding why it is important for an organisation to continually review their processes and procedures

Core Skills

- Obtaining, checking and using the appropriate documentation (such as job instructions, drawings, quality control documentation)
- Working safely at all times, complying with health, safety and environmental legislation, regulations and organisational requirements
- Planning and, where applicable, obtaining all the resources required to undertake the work activity
- Undertaking the work activity using the correct processes, procedures and equipment
- Carrying out the required checks (such as quality, compliance or testing) using the correct procedures, processes and/or equipment
- Dealing promptly and effectively with engineering/manufacturing problems within the limits of their responsibility using approved diagnostic methods and techniques and report those which cannot be resolved to the appropriate personnel
- Completing any required documentation using the defined recording systems at the appropriate stages of the work activity
- Restoring the work area on completion of the activity and where applicable return any resources and consumables to the appropriate location

Core Behaviours

- Personal responsibility resilience and ethics.
- Work effectively in teams.
- Effective communication and interpersonal skills.
- Focus on quality and problem solving.
- Continuous personal development.

Maintenance and Operations Engineering Technician (Electrical, Electronic and Mechanical) Level 3 - Day Release

Maintenance and Operations Engineering Technicians maintain the safety, integrity and effective

QUALIFICATIONS

- Foundation Phase
 - 6 Foundation Engineering units
- Development Phase
 - BTEC Level 3 Diploma in Advanced Manufacturing Engineering
 - Level 3 Diploma in Engineering Maintenance
- Maths and English
 - English Functional Skills Level 2 (If required)
 - Maths Functional Skills Level 2 (If required)

Duration	45 Months
Off-the-job-training	Day release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- First principles relating to the operation and maintenance of appropriate plant and equipment
- Relevant industry health and safety standards, regulations, and environmental and regulatory requirements
- Maintenance and operational practices, processes and procedures covering a range of plant and equipment
- Relevant engineering theories and principles relative

Core Skills

- Comply with industry health, safety and environmental working practices and regulations
- Locate and rectify faults on plant and equipment
- Communicate with and provide information to stakeholders in line with personal role and responsibilities
- Read, understand and interpret information and work in compliance with technical specifications and supporting documentation
- Prepare work areas to undertake work related activities and reinstate those areas after the completion of the work related activities
- Inspect and maintain appropriate plant and equipment to meet operational requirements
- Assess and test the performance and condition of plant and equipment
- Communicate, handover and confirm that the appropriate engineering process has been completed to specification

Core Behaviours

- Health and safety quality focused
- Working with others
- Interpersonal skills
- Critical reasoning
- Sustainability and ethical behaviour
- Risk awareness
- Specialist knowledge and skills
- Position, assemble, install and dismantle plant and equipment to agreed specification
- Carry out planned, unplanned and preventative maintenance procedures on plant and equipment
- Replace, repair and/or remove components and ensure its return to operational condition
- Diagnose and determine the cause of faults in plant and equipment

General Welder Level 2

Welding is a way to make high strength joints between two or more parts. General Welders are required to produce joints that satisfy basic quality standards in order to ensure that the finished products

QUALIFICATIONS

- Level 2 Diploma in Performing Engineering Operations
- English Functional Skills Level 1 (if required)
- Maths Functional Skills Level 1 (if required)

Duration	18 Months
Off-the-job-training	Day Release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- Basic mechanical properties and weldability of welded materials
- Common arc welding processes, joint types and positions
- Major components of welding equipment and essential parameters
- Terminology, operation and controls for the selected arc welding processes, joint types and welding positions
- Causes of typical welding defects and how their occurrence can be reduced, for the materials and welding processes selected
- Functions of welding consumables and correct storage and handling
- Identify and select correct welding consumables for each application
- Hazards and basic health, safety and quality requirements when welding

Core Skills

- Produce good quality welds using two welding process/ material type combinations in two welding positions
- Attain a qualification in accordance with one of the following standards: ISO 9606 / ASME IX / BS4872 / AWS D1.1
- Achieve a quality of work to meet international standards for dimensional and surface inspection
- Position, prepare and check the welding equipment
- Receive, handle and maintain consumables
- Prepare, check and protect materials and work area ready for welding
- Complete/check the finished weld for inspection and report into the production control system
- Ensure health and safety is fully accounted for in the above
- Know how to interpret and work to a welding procedure specification

Core Behaviours

- A questioning attitude
- Maintaining competence with a commitment to Continuing Professional Development (CPD)
- Planning and preparation to ensure production and CPD goals are achieved
- Intervention, to challenge poor practices and channel feedback to the appropriate authorities to implement change
- Reliability and dependability to consistently deliver expectations
- Accountability

Product Design and Development Technician Level 3

Bring new concepts and developments to life as part of team

QUALIFICATIONS

- Foundation Phase
 - Level 2 Diploma in Advanced Manufacturing and Engineering
- Development Stage
 - BTEC Level 3 Diploma in Advanced Manufacturing Engineering
 - Level 3 Diploma in Advanced Engineering - Product Design Technician
- Maths and English
 - English Functional Skills Level 2 (if required)
 - Maths Functional Skills Level 2 (if required)

Duration	48 Months
Off-the-job-training	Day release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- Understanding the importance of complying with statutory, quality, organisational and health and safety regulations
- Understanding of general engineering/manufacturing mathematical and scientific principles, methods, techniques, graphical expressions, symbols formulae and calculations used by engineering technicians
- Understanding the structure, properties and characteristics of common materials used in the sector
- Understanding the typical problems that may arise within their normal work activities/environment
- Understanding approved diagnostic methods and techniques used to help solve engineering/manufacturing problems
- Understanding the importance of only using current approved processes, procedures, documentation and the potential implications for the organisation if this is not adhered to
- Understanding and interpreting relevant engineering/manufacturing data and documentation in order to complete their job role
- Understanding the different roles and functions in the organisation and how they interact
- Understanding why it is important for an organisation to continually review their processes and procedures

Core Skills

- Obtaining, checking and using the appropriate documentation (such as job instructions, drawings, quality control documentation)
- Working safely at all times, complying with health, safety and environmental legislation, regulations and organisational requirements
- Planning and, where applicable, obtaining all the resources required to undertake the work activity
- Undertaking the work activity using the correct processes, procedures and equipment
- Carrying out the required checks (such as quality, compliance or testing) using the correct procedures, processes and/or equipment
- Dealing promptly and effectively with engineering/manufacturing problems within the limits of their responsibility using approved diagnostic methods and techniques and report those which cannot be resolved to the appropriate personnel
- Completing any required documentation using the defined recording systems at the appropriate stages of the work activity
- Restoring the work area on completion of the activity and where applicable return any resources and consumables to the appropriate location

Core Behaviours

- Personal responsibility, resilience and ethics
- Work effectively in teams
- Effective communication and interpersonal skills
- Focus on quality and problem solving
- Continuous personal development

Technical Support Technician Level 3

Providing technical expertise supporting the provision of services/products

QUALIFICATIONS

- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- BTEC Level 3 Diploma in Advanced Manufacturing Engineering (Development Knowledge)
- Level 3 Diploma in Advanced Manufacturing Engineering - Technical Support (Development Competence)
- English Functional Skills Level 2 (if required)
- Maths Functional Skills Level 2 (if required)

Duration	48 Months
Off-the-job-training	Day release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- Understanding the importance of complying with statutory, quality, organisational and health and safety regulations
- Understanding of general engineering/manufacturing mathematical and scientific principles, methods, techniques, graphical expressions, symbols formulae and calculations used by engineering technicians
- Understanding the structure, properties and characteristics of common materials used in the sector
- Understanding the typical problems that may arise within their normal work activities/environment
- Understanding approved diagnostic methods and techniques used to help solve engineering/ manufacturing problems
- Understanding the importance of only using current approved processes, procedures, documentation and the potential implications for the organisation if this is not adhered to
- Understanding and interpreting relevant engineering/manufacturing data and documentation in order to complete their job role
- Understanding the different roles and functions in the organisation and how they interact
- Understanding why it is important for an organisation to continually review their processes and procedures

Core Skills

- Obtaining, checking and using the appropriate documentation (such as job instructions, drawings, quality control documentation)
- Working safely at all times, complying with health, safety and environmental legislation, regulations and organisational requirements
- Planning and, where applicable, obtaining all the resources required to undertake the work activity
- Undertaking the work activity using the correct processes, procedures and equipment Carrying out the required checks (such as quality, compliance or testing) using the correct procedures, processes and/or equipment
- Dealing promptly and effectively with engineering/manufacturing problems within the limits of their responsibility using approved diagnostic methods and techniques and report those which cannot be resolved to the appropriate personnel
- Completing any required documentation using the defined recording systems at the appropriate stages of the work activity
- Restoring the work area on completion of the activity and where applicable return any resources and consumables to the appropriate location

Core Behaviours

- Personal responsibility, resilience and ethics
- Work effectively in teams
- Effective communication and interpersonal skills
- Focus on quality and problem solving
- Continuous personal development

Toolmaker and Tool and Die Maintenance Technician Level 3

Toolmakers and Tool and Die Maintenance Technicians are predominantly involved in the highly skilled, complex and specialist detailed work of manufacturing and maintaining the engineering tooling used to manufacture products and assemblies.

QUALIFICATIONS

- Level 2 Diploma in Machining
- Level 2 Diploma in Advanced Manufacturing Engineering (Foundation Competence)
- Level 3 Diploma in Advanced Manufacturing Engineering Toolmaker, Tool and Die Maintenance Technician
- BTEC Level 3 Diploma in Advanced Manufacturing Engineering
- English Functional Skills Level 2 (if required)
- Maths Functional Skills Level 2 (if required)

Duration	48 Months
Off-the-job-training	Day release
Start date	Flexible to suit

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

Core Knowledge

- Understanding the importance of complying with statutory, quality, organisational and health and safety regulations
- Understanding of general engineering/manufacturing mathematical and scientific principles, methods, techniques, graphical expressions, symbols formulae and calculations used by engineering technicians
- Understanding the structure, properties and characteristics of common materials used in the sector
- Understanding the typical problems that may arise within their normal work activities/environment
- Understanding approved diagnostic methods and techniques used to help solve engineering/manufacturing problems
- Understanding the importance of only using current approved processes, procedures, documentation and the potential implications for the organisation if this is not adhered to
- Understanding and interpreting relevant engineering/manufacturing data and documentation in order to complete their job role
- Understanding the different roles and functions in the organisation and how they interact
- Understanding why it is important for an organisation to continually review their processes and procedures

Core Skills

- Obtaining, checking and using the appropriate documentation (such as job instructions, drawings, quality control documentation)
- Working safely at all times, complying with health, safety and environmental legislation, regulations and organisational requirements
- Planning and, where applicable, obtaining all the resources required to undertake the work activity
- Undertaking the work activity using the correct processes, procedures and equipment
- Carrying out the required checks (such as quality, compliance or testing) using the correct procedures, processes and/or equipment
- Dealing promptly and effectively with engineering/manufacturing problems within the limits of their responsibility using approved diagnostic methods and techniques and report those which cannot be resolved to the appropriate personnel
- Completing any required documentation using the defined recording systems at the appropriate stages of the work activity
- Restoring the work area on completion of the activity and where applicable return any resources and consumables to the appropriate location

Core Behaviours

- Personal responsibility, resilience and ethics.
- Work effectively in teams.
- Effective communication and interpersonal skills.
- Focus on quality and problem solving.
- Continuous personal development.



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Venue Hire



Superb Training and Conference Facilities

HOST YOUR EVENT WITH PETA

NUMBER OF ROOMS: 7

MAXIMUM ROOM CAPACITY: 120

Our outstanding conference and venue hire facilities are professional, organised and welcoming, perfect for hosting that all important event. From large conferences through to small meetings, we have a wide selection of rooms to meet your needs.

Benefits of selecting PETA as your venue

- A dedicated PETA Event Co-ordinator to support you
- Modern reception and hosting to greet your attendees
- Full audio and visual capability in all rooms
- Refreshments (Tea/Coffee/Juice) on arrival, mid-morning, at lunch and mid-afternoon
- Wide selection of room setup options
- Easy access from the M27 and public transport links
- Flexible hire options, morning, afternoon, evening or all day
- Air-conditioned rooms
- Disabled access
- Onsite parking

Our prestigious large conference room offers all the above, plus:

- Comfortable seating for up to 120 people
- Wide stage and lectern for professional presentations
- Large screen and projector with lighting options
- Audio system with choice of 3 microphone types
- Hearing loop system

Superb Training and Conference Facilities

FEES

Please note: For all fees, please remember to add VAT. An additional charge of £18.00 per hour, per room applies outside of the stated times.

Conference Suites		Member (excl. VAT)	Non-member (excl. VAT)
Full Day 9.00 am - 4.30 pm	Up to 6 people	£212	£265
	Up to 14 people	£290	£363
	Up to 30 people	£418	£523
	Up to 60 people	£690	£863
	Up to 120 people	£1,030	£1,128
Evening Hire 6.00 pm - 10.00 pm	Up to 14 people	£242	£303
	Up to 30 people	£363	£454
	Up to 60 people	£593	£742
	Up to 120 people	£902	£1,128

Please note:
For all fees, please remember to add VAT.
An additional charge of £19.50 per hour, per room applies outside of the stated times. If additional set up or tutor support is required, an hourly charge of £86.70 (Members) and £102.00 (Non-Members) is chargeable.

Your catering choices

Our famously delicious in-centre catering service offer a range of options that are flexible to suit your needs. All served in our comfortable dining hall.

- Breakfast, lunch and dinner options
- A two-course business lunch, buffet or lighter choices such as sandwiches and fruit
- Our room hire also includes refreshments (tea, coffee, fruit juice and biscuits) at no additional fee, provided this is taken in the dining hall

Flexible to suit you

To ensure we fully understand your requirements, please contact us for an informal discussion about your event or to arrange a no-obligation visit to view our facilities.



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Membership

Become a PETA Member

Join the community

PETA Ltd was founded in 1970 and is a registered charity. We are directed by an Executive Council who are elected from a Membership of companies (see next page for details). PETA operates on a self-financing basis and is non-profit making, which means our surplus is reinvested to expand the services and training we offer.

With over 50 years' experience, PETA is the leading provider of training, advisory services and apprenticeships on the South Coast and we aim to continue fostering a community of members who support the idea that lifelong learning leads to business prosperity and personal growth.

WHAT IS PETA MEMBERSHIP?

Membership of PETA is open to any organisation wishing to benefit from the extensive range of services we provide.

Members join PETA to access our expertise, courses and advisory services and to be part of a non-profit making organisation that exists to develop the skills and capabilities of people in business. Members welcome being able to influence how PETA is run and, to provide insights to the critical skills needed in business today.

WHY JOIN?

The benefits offered by membership rapidly recoup both the initial joining fee and annual subscription. Most organisations join because they trust PETA with their training and wish to take advantage of our quality services and exclusive discounts.

MEMBERSHIP BENEFITS

Substantial discounts

- 15% off apprentice monitoring and assessment
- 15% off professional advisory services
- 15% off consultancy support projects
- 15% off courses, seminars and workshops
- 20% off training room venue hire

Priority Status

- Early bird booking offers and discounts
- 28 Day payment terms after commencement of service
- Eligibility to be elected to the PETA Board of Councillors
- Priority booking for the Annual Course Taster Event

Free Services

- FREE Initial training health check
- FREE Telephone Helpline
- FREE Places on topical seminars, breakfast briefings and workshops
- Partnership Marketing and Co-Event Opportunities
- FREE Place on our Apprentice Mentoring Course every year for companies employing a PETA Apprentice

THE PETA COUNCIL

The Councillors who run PETA are elected from the Member Companies and are the strategic planners of the organisation, guiding the business to the benefit of its Members and customers.

PETA Council Officers

- **Elliot Seymour – Chair**
Human Resources Director - Hamble Aerostructures Limited
- **Chris Roberts - Vice Chair**
Finance Director - Geest Line
- **Fiona Stilwell - Chief Executive Officer**
PETA Ltd
- **Nick Kalfas - Company Secretary**
PETA Ltd

PETA Councillors

- **Mark Waring**
Managing Director - Mimtec Ltd
- **Simon Escott**
Managing Director - Portsmouth Aviation Ltd
- **Matthew Parker**
Global IT Manager- Pall Corporation
- **Michael Hawkes**
Engineering & Support Director - Safran Helicopter Engines UK
- **Susan Patrick**
Head of Apprenticeships - Solent University

Our Members

We are proud to list the many organisations who have seen benefit in joining the PETA community. We would like to thank each and every one for their support and involvement in making PETA one of the largest and most respected training providers on the south coast.

- Abri Group Limited
- Absolute Calibration Ltd
- Actemium Automation T/A Cougar Automation
- Actisense Ltd (Active Research Ltd)
- Addingstone Insurance Solutions Ltd
- Advanced Maintenance Services Ltd
- Advanced Technology Services UK Ltd
- Airbus Defence & Space Ltd
- Alitex Ltd
- Apollo Fire Detectors Ltd
- Aquila Nuclear Engineering Limited
- Arlington Fleet Group Limited
- Ashford Colour Press Ltd
- Aspire Defence Services Ltd
- Austin Divall Fabrications Ltd
- Autonomous Surface Vehicles Limited
- B S Steels Ltd
- Babcock Corporate Services Limited
- Barfoots of Botley Ltd
- Barrett Steel Limited
- Bedales School
- BF Engineering Services Ltd
- Biscoes Solicitors
- Bishops Printers
- Boeing Defence UK
- Boskalis Westminster Ltd
- Bowman Power Group Ltd
- Bright Purple Resourcing Ltd
- Brittany Ferries
- Building Monitoring Services Ltd
- Bumblebee Lighting Ltd
- Captec Ltd
- Carte Blanche Greetings Ltd
- CEGA Group Services Ltd T/A Charles Taylor Assistance
- Cheeky Rascals
- Chemring Countermeasures
- Ciret Limited
- City Technology Ltd
- ClearCourse Retail Limited (Swan Retail)
- Clip Interiors Ltd
- Colt International Ltd
- Commercial Lighting Systems Ltd
- CooperVision Manufacturing Ltd
- Corrigenda Limited
- Cortex Limited
- Cougar Automation Ltd
- CPG Logistics Ltd
- Credfeld Ltd
- Critical Maritime Systems & Support Ltd (CMS2)
- CTS Europe Ltd
- Danfoss Power Solutions II Ltd
- Daniamant Ltd
- DKW Engineering Ltd
- Domo Tactical Communications (DTC) T/A DTC
- Doncasters Trucast Ltd
- DP World Southampton
- Drayton Medical Services Limited
- Driver Hire Portsmouth
- Dynamic Load Monitoring
- EBP South Ltd
- Eight Wealth Management Ltd
- Elliott Brothers Ltd
- Elmdene International Ltd
- ENL Ltd
- ESWIN UK Ltd
- FHS Precision Limited
- Finecast Foundry Ltd
- Formaplex Technologies Limited
- Garmin (Europe) Ltd
- Geest Line Ltd
- Giganet Limited
- Gigatronix Ltd
- Global Marine Systems
- GMT CNC Machining
- Gosport Ferry Ltd
- Grand Lodge of Mark Master Masons
- GRP Solutions Ltd
- Guidance Marine Ltd
- H+S Aviation Ltd
- Hamble Aerostructures Limited
- Hambrook Landscapes Ltd
- Hampshire Flag Company
- Harwin Plc
- HASTE Ltd
- Hendy Group Ltd
- HII Unmanned Systems Inc
- HiTek Power Ltd
- Hornet Services Sailing Club Limited
- Huhtamaki (UK) Ltd
- Hythe Engineering Limited
- IDS UK
- Inpress Precision Ltd
- Insensys Ltd
- InTandem Systems Ltd
- ITW Delfast
- James Hardie Building Products Limited
- James Walker Keaflex
- JB Corrie & Co Ltd
- JF Goodwillie Ltd
- Kelvion Limited
- Kenwood Ltd
- Kern Ltd
- Key Systems UK Ltd
- Kingsbridge Estates Ltd
- Knowlton and Newman Ltd
- L&S Waste Management Limited
- Laleham Health & Beauty Ltd
- Landlink Estates Ltd
- Langmead Herbs Ltd
- Lewmar Ltd
- Linet UK Ltd

Our Members

- Mabway Ltd
- Machine Tool and Engineering Services Ltd
- Magma Global Ltd
- Marchwood Power Ltd
- Matrix Business IT Limited
- McMurdo Ltd
- Mediabase Direct Limited
- Meggitt (UK) Ltd
- Mercator Media Ltd
- MG Duff International Ltd
- Mimtec Ltd
- Mipa Paints Ltd
- MMC Diving Services
- MMP Electrovibe UK Ltd
- Moneybarn
- MT Mechanical & Electrical Services Ltd
- Natures Way Foods
- Newhaven Port & Properties Ltd
- Nolan Business Solutions Plc
- Nordiko Technical Services Ltd
- O'Neill Wetsuits Ltd
- Oceanwise Limited
- Octopus Energy Services
- Oil Spill Response Limited
- On-Site Recruitment Limited
- Optimus Flowers Ltd
- Origin Housing
- Oxford Innovation
- P & I Generators Ltd
- Pall Europe Ltd
- Pall Manufacturing UK Limited
- Paper Tech UK Ltd
- Parish Council of Denmead
- Partnering Health Limited
- PEI-Genesis UK Ltd
- Pelham Healthcare
- Penta Precision Engineering Ltd
- Permabond Engineering Adhesives Ltd
- Phoenix Systems UK Ltd
- PolarKold Distribution Ltd
- Portsdown Office Ltd
- Portsmouth Aviation Ltd
- Portsmouth City Council c/o Avison Young (UK) Ltd
- Portsmouth International Port
- Portsmouth Water Ltd
- Porvair Filtration Group Ltd
- Powertecnic Ltd
- Pratt & Witney Canada CSC Europe GmbH
- Preformed Line Products (GB) Ltd
- Pressco Precision Engineering
- Qioptiq Photonics Limited
- Rawlings Opticians
- Raymarine UK Ltd
- Regale Microwave Ovens Ltd
- Rekan Limited
- Roke Manor Research Ltd
- Royal Yachting Association
- RS Hill & Sons Ltd
- Runfold Plastics Limited
- SAACKE Combustion Services Ltd
- Safran Helicopter Engines UK Ltd
- Sartorius Stedim Chromatography Systems Ltd
- SCSK Europe Ltd
- Season Electronics Ltd
- Seldén Mast Ltd
- Serco Design, Integration & Test
- Shapers' Group Technologies Limited
- Silver Lining Convergence Ltd
- SMR Automotive Mirrors UK Ltd
- Solartron Metrology
- Solent Mind
- Solent Scale Services Ltd
- Solent Stevedores
- South Coast Insulation Services Ltd
- Southdowns Motorhomes and Horseboxes
- Spellman HV Electronics Ltd
- STR Group
- Straightpoint (UK) Ltd
- Sulzer Services (UK) Ltd
- Sumika Polymer Compounds (UK) Ltd
- SUMO Services Limited
- The Alarming Company Ltd
- The Royal Navy & Royal Marines Charity
- The Summer Berry Company
- TIAA Limited
- TJ Transport Ltd
- Total Fire (UK) Ltd
- Trescal Ltd
- Tricel (Portsmouth) Ltd
- Trillium Flow Technologies
- TRUMPF Laser UK Ltd
- Vector Aerospace Ltd
- Vetted Ltd T/A Checkatrade
- Viking Test Ltd
- VIMA Group
- Virtue Aerospace Limited
- Vitacress Herbs Ltd
- Vitacress Ltd
- Vitacress Salads Ltd
- WASP Ltd
- WCS Environmental Engineering Ltd
- Waterlooville Golfers Limited
- WesCom Signal & Rescue UK Limited
- Whitman Laboratories Ltd
- Wightlink Ltd
- Window Warehouse Ltd
- Wärtsilä Defence Solutions Limited
- Wärtsilä UK Ltd
- Wärtsilä Voyage UK Limited
- Zehnder Group UK - Ltd
- Zinq IT Limited

Applying for Membership

Membership is the best way to join a growing community of likeminded organisations and make huge savings on your training and services with PETA. To gain access to the benefits available, please make an application as detailed below.

Should you wish to discuss membership please contact us on [023 9253 8700](tel:02392538700).

REQUESTING AND COMPLETING YOUR APPLICATION FORM

Head to <https://peta.co.uk/apply-for-membership> to complete an application form.

Alternatively, you can request a copy by emailing enquire@peta.co.uk or by speaking with our Membership Department on [023 9253 8700](tel:02392538700).

Please be aware that if applying for Group Membership, you will need to ensure an application form for each subsidiary business is completed in full.

If requesting a paper-based copy, please send your completed application form to enquire@peta.co.uk or post to

Membership Department
PETA Ltd
1 Access Point
Northarbour Road
Portsmouth
Hampshire
PO6 3TE

SUBMITTING YOUR APPLICATION

When completing your application form, please ensure;

- Your application is fully completed, clear and legible
- Subsidiary applications are completed, where required
- Include the payment of fees (joining, annual and VAT)

Please be aware that member benefits are only available once your application and full payment has been received and your application has been approved.

PAYMENT OF FEES

Fees must be paid at the point of application, covering both the Joining and Annual fee adding VAT at the prevailing rate. Fees can be paid as follows:

- Cheque with application made payable to PETA Ltd
- Credit card payment over the phone
- Payment on receipt of invoice via BACS

MEMBERSHIP FEES

Members are required to pay both a joining fee and an annual fee at a rate that is dependent on company size at the time of joining, as detailed in the table below.

Membership Fees applicable from 1 August 2022

Employees	Joining Fee (excl. VAT)	Annual Fee (excl. VAT)	Total Fee (excl. VAT)	Total Fee (excl. VAT) With charity discount **
1-10	£245.00	£78.00	£323.00	£290.70
11-60	£245.00	£265.00	£510.00	£459.00
61 and over	£245.00	£499.00	£744.00	£669.60
Group *	£245.00	£769.00	£1,014.00	£912.60

Please remember to add VAT at the prevailing rate to all fees.

* Group Fee

Group membership is only available to those organisations who are registered as a parent company with legal subsidiaries. This does not include Associates.

** Charities

A 10% discount is available to registered charities and will only apply to the joining fee and annual fees for the first year of membership. All subsequent years will be charged at the full price. Membership resignation and reapplication will not warrant a further discount



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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

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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

