



ett[®]

giving you the advantage

2012

Course Planner January - June

* *Mission Statement*

“ We will, through specialist knowledge and training, provide our customers with new and improved skills, opportunities for future success and competitive advantage. ”



Giving you the advantage...

...Challenge yourself

Maybe you want to challenge yourself or help your organisation learn more in order to get ahead. In today's competitive market place everyone is looking for an advantage. Knowledge and training are without doubt two of the chief components that can boost your own personal or business development objectives.

Thank you for taking time to have a look through our latest course brochure. This will explain what we can

do to help you or your organisation conveniently find and reserve places from a range of time tested top quality training courses.

Most of our courses are portable enough to go anywhere, we are keen to help the environment and also take the hassle out of your day by providing you with better all round time and money saving training solutions. So feel free to ask us about ETT training courses near to where you live or work.



T 028 2565 0750

E Courses@ett-ni.org

..You might be surprised

You might be surprised to learn that we can offer you so much. We don't cut corners, we only use expert professional lecturers, and you will benefit from a track record of accredited quality and customer satisfaction since 1997. We aim to provide opportunity and full access for all our customers, and of course no hidden costs. As a further convenience we will coordinate and manage all practical assessments and City & Guilds examinations for you.

..You'll enjoy

You'll enjoy meeting other people and perhaps a few friends on your selected course. We will also provide you with a nice deli sandwich lunch, complementary beverages and newspapers throughout the day.

How to book: We provide a friendly and informative booking service by telephone or e-mail. So why not call or e-mail our customer service team - we will be very happy to be of help.

2382-12 Level 3 Requirements for Electrical Installations - 17th Edition Full Course *(BS7671:2008)*

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Duration: 3 Days **Price:** £395 **Course Start Dates:** Page 30/31



This is the foundation requirement for any electrician. If you want to remain competent and up to date this course is a must for those carrying out electrical work.

**Ken Robinson BSc MSc C.Eng
MIET MIMechE, Principal
Lecturer for ETT**

Who is this course for?

This course is designed for people who need to update their knowledge of the IEE Wiring Regulations e.g. practicing electricians, contracts managers, site supervisors, foremen, facility managers, designers, consultants, surveyors, electrical engineers and others with relevant experience.



**Gary Stewart,
AC Automation**



**17th Edition Wiring Regulations
training with ETT**

Is this the right course for me?

You can be sure that you will leave the course with a significant improvement in your understanding and ability to apply the 17th Edition Regulations in the workplace.

Benefits for you

- Gain an industry recognised qualification.
- Help you meet the JIB requirement to be graded as an Electrician.
- Improve your current employment prospects, prepare you for promotion and increase your opportunity for success in that next job.

Benefits for your Organisation

- You are taking steps to comply the Electricity at Work Regulations.
- Ensure your eligibility for local and public authority tender lists.

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

Course Overview

Over 3 days, you will study a total of 8 units, relating to parts 1 to 7 of the BS7671, plus the 2008 Appendices.

These units include:

- Definitions.
- Assessment of general characteristics.
- Protection for safety.
- Selection and erection of equipment.
- Inspection and testing.
- Special installations or locations.
- Scope, object and fundamental principals.
- Appendices.

You will be assessed via an online multiple choice test. This is an open book test comprising of 60 questions lasting a maximum of 2 hours.

Price

Our price includes all of the following:

- 3 days of expert tuition including the opportunity for one to one advice sessions.
- Comprehensive notes with tips to help prepare for the City & Guilds online exam.
- City & Guilds registration and exam fees.

2391-10 Level 3 Certificate in Inspection, Testing & Certification of Electrical Installations

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Duration: 3 Days **Price:** £425 **Course Start Dates on:** page 30/31



Who is this course for?

This course is designed for experienced people working within the electrical industry. There are no formal entry requirements although this qualification is not intended for non qualified electricians and /or those who do not have experience in inspection, testing and certifying electrical installations.

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Is this the right course for me?

You can be sure that you will leave the course with the essential knowledge and skills you need to prove your competency to undertake and perform electrical inspection and testing to Industry Standards

Benefits for you

- Gain an industry recognised qualification.
- Help you meet the JIB requirement to be graded as an Electrician.
- Enable you to seek enrolment with the NICEIC, ECA or equivalent.
- Become the specialist in inspection and testing within your company.
- Improve your current employment prospects, prepare you for promotion and increase your opportunity for success in that next job.

Benefits for your organisation

- You are taking steps to comply with the Electricity at Work Regulations and the Health and Safety at Work NI Order 1978.
- Self-perform commissioning work and reduce reliance on 3rd party suppliers.
- Enable you to compile your own operation and maintenance manuals in a more efficient and effective way.
- Provide a more valuable customer service for your clients.
- Ensure your eligibility for local and public authority tender lists.



2391-10 course participants from H&A Mechanical Services (L-R Gregory Quinn, Paul Carmichael and Emmett Ward)

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

Course Overview

This intensive 3 day course involves a good mix of theory and practical training.

You will study:

- Statutory duties and safe working practices
- Requirements for inspection, testing and certification.
- IEE Guidance Note 3, Inspection and Testing guidance and recommendations.
- Preparation for written and practical assessments.

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On completing the course, you are required to sit a 2 hour written examination and 3 hour practical assessment.

Price

Our price includes all of the following:

- 3 days of expert tuition including the opportunity for one to one advice sessions.
- Access to practice assessment rigs.
- 2 hours of practical assessment.
- Comprehensive notes with tips to help prepare you for the City & Guilds written exam.

2377-12 In-Service Inspection & Testing of Electrical Equipment

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Duration: 1 Day **Price:** £175 **Course Start Dates on:** page 30/31



“ *This course gives you the facts that you need to know. The day was packed with useful information and practical training.* ”

**Gordon Craig,
Mallusk, Oasis Retail Services**

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Who is this course for?

This course is designed to provide people with the knowledge and skills to carry out inspection and testing of in-service equipment, determining whether electrical equipment is safe for continued service or if maintenance or replacement is necessary.

Is this the right course for me?

You can be sure that you will leave the course with the essential knowledge and skills you need to prove your competency to carry out portable appliance testing.

Benefits for you

- Gain an industry recognised qualification.
- Develop a specialist skill which sets you apart from other employees.
- Improve your current employment prospects, prepare you for promotion and increase your opportunity for success in that next job.

Benefits for your organisation

- You are taking steps to comply with your legal and statutory requirements.
- Provide a more valuable customer service and improve revenue.
- Ensure your eligibility for local and public authority tender lists.

Course Overview

This one day course involves both a theory and practical element. You will study the following:

- The IEE Code of Practice, 3rd Edition.
- Equipment Construction and classification.
- Inspection and testing requirements.
- Use of portable appliance testers.
- Frequency of inspection/testing.
- Documentation and record keeping.
- Competence and training requirement.

You will be assessed via an online multiple choice test. This is an open book test comprising of 30 questions lasting a maximum of 60 minutes.

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

Price

Our price includes all of the following:

- A full day of expert tuition including the opportunity for one to one advice sessions.
- A comprehensive set of notes with tips and advice to help prepare you for the City & Guilds online exam.



Pamela Patterson,
Strathearn School



Online Examination Suite at ETT

2377-11 Level 3 Certificate in Management of Electrical Equipment Maintenance

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Duration: 1 Day **Price:** £225 **Course Start Dates on:** page 30/31



Who is this course for?

This course is designed for people (technical/non technical) who have a legal responsibility to ensure that there is a management system in place ensuring that in-service electrical equipment is safe for use e.g. PAT Managers, H & S Managers, On-site Facilities Managers, Building Managers, PAT Technicians, Plant and Equipment Managers.

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Is this the right course for me?

You can be sure that you will leave the course equipped to implement a model management system for the in-service inspection and testing of electrical equipment in your business including an equipment register, a test equipment record, forms and equipment labels.

Benefits for you

- Develop a valuable management qualification.
- Improve your current employment prospects and prepare you for promotion.
- Demonstrate a commitment to your own personal and professional development.



David Boyd,
H & J Martin Ltd



Clifford McDonald,
Ballymena Borough Council

Benefits for your organisation

- You are taking steps to comply with legal and statutory requirements.
- Develop a management system that helps you manage risk safely in the workplace.
- Take steps to improve the safe use of equipment in your organisation.
- Establish an equipment register helping to identify and remove/replace faulty or damaged electrical equipment.

Course Overview

You will study the following:

- The law and scope of legislation.
- The principles and application of risk assessment.
- Electrical equipment and hazards that can arise from defective equipment.
- Inspection and testing requirements.
- The management arrangements that must be implemented including the needs of equipment users, allocation of responsibilities, competence requirements, record keeping and documentation, as well as monitoring compliance.

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

You will be assessed via an online multiple choice test. This is an open book test comprising of 45 questions lasting a maximum of 90 minutes.

Price

Our price includes all of the following:

- A full day of expert tuition including the opportunity for one to one advice sessions.
- IEE Code of Practice for the Inspection and Testing of Electrical Equipment – 3rd Edition.
- Comprehensive notes with tips to help prepare for the City & Guilds online exam.

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Stephen Lavery,
H & J Martin Ltd

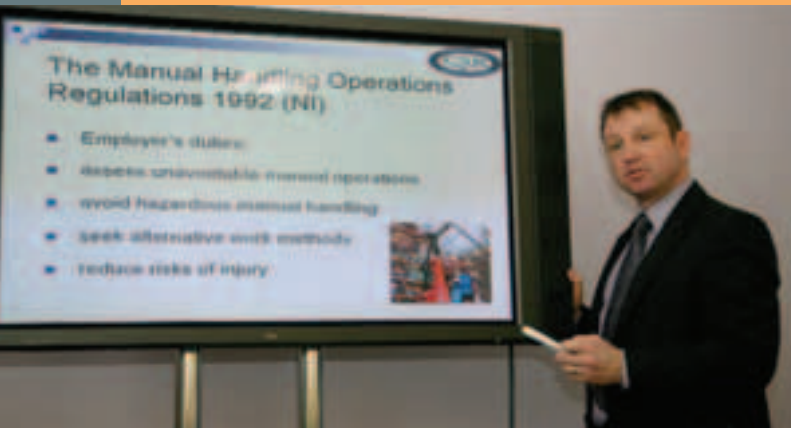


Brian Millar, Alexander
Bonar & Co achieved 100%
in his C&G PAT Exam

CSR Health & Safety

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Duration: 1 Day Price: £90 Course Start Dates on: page 30/31



Who is this course for?

This course is designed for people who need a Health and Safety passport to carry out work in the Construction Industry. This course would also be suitable for general construction operatives, semi-skilled operatives, apprentices electricians as well as electricians of all grades.

Is this the right course for me?

You can be sure that you will leave the course with a significant improvement in your health and safety knowledge and awareness, and a qualification that is fit for purpose and will leave you job ready.

Benefits for you

- Gain a recognised Health and Safety qualification allowing you access to construction sites both in the North and South of Ireland and other parts of the UK.
- Improve your current employment prospects, prepare you for promotion and increase your opportunity for success in that next job.

Benefits for your organisation

- You are taking steps to comply with the Health and Safety at Work NI Order 1978.
- You are taking proactive steps to manage your claims history by reducing the likelihood of industrial injury claims.
- You are meeting the requirements of the governments Central Procurement Directorate, ensuring your eligibility to tender and undertake Public Sector Work.
- Provide evidence for pre-qualification tender documents that you are managing Health & Safety requirements within the organisation.
- Flexibility offering Saturday training.

Course Overview

On this 1 day course, you will study:

- Health & Safety at Work Legislation.
- Accident reporting, emergency procedure and fire prevention.
- Accident prevention.
- Manual Handling.
- Working at Heights.
- PPE.
- Working with electricity, underground and overhead services.
- Use of hand held equipment and tools.
- Safe use of vehicles.

At the end of the course, you will be assessed via a written multiple choice assessment.

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

Price

Our price includes all of the following:

- A full day of expert tuition including the opportunity for one to one advice sessions.
- A comprehensive set of notes with sample questions and answers to help prepare you for the CSR Multiple Choice Assessment.
- Construction Employers Federation CSR card fee.



CSR Course Participants

Working at Heights

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Duration: 1 Day **Price:** £150 **Course Start Dates on:** page 30/31



Who is this course for?

This course is designed for people whose job requires them to work at heights and involves them using the necessary height safety equipment to do their work safely. This includes trades people, administrative and clerical workers. This course would also be suitable for managers /supervisors responsible for those working at heights and looking for a better understanding of the process and how to manage it safely.

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Is this the right course for me?

You can be sure that you will leave the course with improved awareness, knowledge and practical skills to work safely at heights. You will have the ability to assess risks and requirements needed for safely working at heights in the workplace.

Benefits for you

- Develop the necessary skills to enable the identification of risks in the workplace, eliminating or reducing severe or fatal injuries.
- Gain the knowledge, skills and experience in selecting and setting up working at heights equipment for safe use and operation.

Benefits for your organisation

- You are taking steps to comply with the Health and Safety at Work NI Order 1978, as well as the Working at Heights Regulations NI Order 2005.
- You are taking proactive steps to manage your claims history by reducing the likelihood of industrial injury claims.
- Allows you to put in place safe systems of work, ensuring you get the best performance from plant and equipment.
- You are gathering evidence to satisfy the requirements of 3rd party accreditation bodies such as ISO, IIP, Constructionline, Safe-T-Cert and other equivalent organisations.

Course Overview

You will study 6 units including:

- An overview of the legislation.
- Safe use of steps.
- Ladders.
- Mobile Tower Scaffolds/Scaffolds (selection, erection and dismantling).
- Harnesses.
- Mobile and Elevated Working Platforms (MEWPS).

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

Price

Our price includes all of the following:

- One day of expert tuition including the opportunity for one to one advice sessions.
- Comprehensive notes with tips and advice to implement in the workplace.
- An ETT Working at Heights Photo ID Card and Course Certificate as proof of your accomplishment and safety awareness.



Learn how to do it safely and correctly with ETT

Title	Duration	Jan
Electrical		
C&G 2391-10 Level 3 Inspection, Testing & Certification of Electrical Installations	3 Days	17/18/19
C&G 2377-12 (PAT) Inspection and Testing of Electrical Equipment	1 Day	24
C&G 2377-11 Management of Electrical Equipment Maintenance	1 Day	
C&G 2382-12 17th Edition Regulations BS7671:2008 Full Course	3 Days	10/11/12
2394-01 (IV&C) *for further details see website		
2395-01 (PIT&C) *for further details see website		
Health & Safety		
Construction Skills Register (CSR)	1 Day	17
Working at Heights	1 Day	20
Site Safety Supervisor Gold Card	4 Days	
Site Safety Supervisor Gold Card (Refresher)	1 Day	
Manual Handling & Abrasive Wheels	1 Day	
Abrasive Wheels	1/2 Day	
Manual Handling	1/2 Day	
AM2		
AM2 Preparation	1 Day	12
Specialist		
Emergency Lighting and Fire Alarm	1 Day	25
Introduction to Estimating	1 Day	31
Petrol Forecourt	1 Day	23
Construction Design Management (CDM)	1 Day	26
Asbestos Awareness	1/2 Day	25

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Site Safety Gold Card

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Duration: 4 Days Price: £450 Course Start Dates on: page 30/31



Who is this course for?

This course is designed for people working in the Construction Industry who have a responsibility for supervising others, directing work, tasking people and giving instructions that have health and safety implications.

Is this the right course for me?

You can be sure that you will leave the course well-equipped with procedures and systems that you implement in the workplace straight away. You will also significantly improve your understanding of management of Health and Safety in the workplace.

Benefits for you

- Gain a valuable management qualification, helping to improve your current and future employment prospects.
- Improve your competency, authority and confidence to manage yourself and others in the workplace.
- Develop the skills and confidence to deal effectively with other H & S Professionals.



Site Safety Gold Card Participants gain success at ETT

Benefits for your Organisation

- You are taking steps to comply with the Health and Safety at Work NI Order 1978.
- You are taking proactive steps to manage your claims history by reducing the likelihood of industrial injury claims.
- Strengthen your position when renewing your employers and public liability insurance.
- You are meeting the requirements of the governments Central Procurement Directorate, ensuring your eligibility to tender and undertake Public Sector Work.

Course Overview

On this comprehensive 4 day course, you will study:

- Accident Prevention.
- Accident reporting and investigation.
- Fire Prevention and Use of Fire Extinguishers.
- COSHH & Noise.
- All relevant legislation.
- Working at Heights.
- Construction Site Gases.
- Safety in Excavations and Confined Spaces.
- The Role of the Health & Safety Inspector.

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

You will be assessed via an online touch screen examination and an oral assessment.

Price

Our price includes all of the following:

- Four full days of expert tuition including the opportunity for one to one advice sessions.
- Comprehensive notes with tips to help prepare you for the online touch screen exam and oral assessment.
- Provision of the GE 700 (value of £89.50) and the CITB Construction Skills Health and Safety Test Book (value of £8.49).
- Online touch screen and oral assessment fees.
- CEF CSR card fee.

Site Safety Gold Card Refresher Update

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Duration: 1 Day Price: £175 Course Start Dates on: page 30/31



Who is this course for?

This one day course provides a refresher for those people who have already attended the 4 day Site Safety Supervisors Gold Card Course. You must attend this one day refresher course for your Site Safety Gold Card to remain valid.

Is this the right course for me?

You can be sure that you will leave the course with an update on new developments in health and safety and the knowledge to undertake the online touch screen test which is required to ensure retention of the Site Safety Gold Card.

Benefits for you

- Avoid the requirement to undertake the full 4 Day Site Safety Gold Card qualification again, saving you time and money.
- Gain up to date health & safety information, allowing the best possible opportunity for success in the online touch screen assessment.

Benefits for your Organisation

- Remove the requirement for supervisors and/or managers to attend the full four day Site Safety Gold Card course again, saving you time, money and improving productivity in the workplace.
- Ensure your organisation has up to date knowledge and understanding of the health and safety issues and legislation in the workplace.

Course Overview

On this 1 day refresher course, you will study:

- Accident statistics.
- CDM Regulations.
- Management Regulations / Risk Assessment / Hierarchy of Control.
- Working at Height Regulations (NI) 2005.
- COSHH.
- Noise at Work Regulations - update.
- PPE.
- Role of Health & Safety Inspector.

You will be assessed via an online touch screen assessment. We will arrange the date and time for this test on the day of training.

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

Price

Our price includes all of the following:

- One full day of expert tuition with an approved CSR instructor including the opportunity for one to one advice sessions.
- A comprehensive set of notes with tips and advice to help prepare you for the online touch screen assessment.
- Online touch screen assessment fees
- Construction Employers Federation CSR card fee.



Are you up to date with legislations?

Abrasive Wheels

40

Duration: 1/2 Day **Price:** £75 **Course Start Dates on:** page 30/31



“ It is a legal requirement under The Provision and use of Work Equipment 1998 (PUWER) that all staff who use abrasive wheels receive abrasive wheels training in the safe use of the tools and changing of wheels. ”

Theo Duffy, ETT H&S Specialist

Who is this course for?

This course is designed for people in the Construction, Motor Vehicle and Engineering Industries who work with abrasive wheels. This includes plumbers, electricians, fitters, as well as general maintenance workers.

Is this the right course for me?

You can be sure that you will leave the course with a significant improvement in your ability to safely use abrasive wheel equipment. We will also provide you with practical tips and techniques to help protect yourself, others and valuable property.

Benefit for you

- Develop the necessary skills to identify risks in the workplace.
- Put in place safe systems of work, getting the best performance from plant and equipment.
- Significantly improve your knowledge and understanding of the regulation governing the use of abrasive wheel equipment.

Benefits for your Organisation

- You are taking steps to comply with the Health and Safety at Work NI Order 1978 and the Provision and Use of the Work Equipment Regulations (PUWER) 1998.
- You are taking proactive steps to manage and protect your claims history by reducing the likelihood of industrial injury claims.
- Allows you to put in place safe systems of work, ensuring you get the best performance from plant and equipment.

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

Course Overview

You will study :

- The legal requirements of the Provision and Use of the Work Equipment Regulations (PUWER) 1998 as well as other relevant legislation.
- Features of abrasive wheels.
- How to protect yourself and others.
- How to operate an abrasive wheel safely.
- Maintenance of abrasive wheels.

Price

Our price includes all of the following:

- A half day of expert tuition including the opportunity for one to one advice sessions.
- A comprehensive set of notes with tips and practical advice to implement in the workplace.

Manual Handling

44

Duration: 1/2 Day **Price:** £75 **Course Start Dates on:** page 30/31



Who is this course for?

This course is designed for people who move or handle goods and objects in the workplace such as stationary, plant and equipment and construction materials. This course is suitable for a wide variety of people including construction operatives, warehouse and office workers.

Is this the right course for me?

You can be sure that you will leave the course with improved awareness, knowledge and practical skills, helping you to evaluate manual handling risks in the workplace. This will enable you to eliminate or reduce the risk of back and/or neck injuries in the workplace.

Benefits for you

- Develop the necessary skills to enable the identification of risks in the workplace, preventing the likelihood of developing back and/or neck injuries.
- Put in place practical measures aimed at eliminating or reducing the risk of aggravating existing back and/or neck problems.
- Reduce the likelihood of workplace injury leading to loss of income by adopting correct manual handling techniques.

Benefits for your organisation

- You are taking steps to comply with the Health and Safety at Work NI Order 1978 and the Manual Handling Operations Regulations 1992.
- You are taking proactive steps to manage your claims history by reducing the likelihood of industrial injury claims.
- Strengthen your position when renewing your employers and public liability insurance.
- You are gathering evidence to satisfy the requirements of 3rd party accreditation bodies such as ISO, IIP, Constructionline, Safe-T-Cert and other equivalent organisations.



HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

Course Overview

This is a highly practical and interactive day course where you will study:

- Responsibilities under the Health & Safety at Work NI Order (1978) and the Manual Handling Operations Regulations 1992.
- The causes and importance of back injury prevention strategies.
- The effects of manual handling on the body.
- Understand the importance of and be able to assist in carrying out risk assessment.

Price

Our price includes all of the following:

- A half day of expert tuition including the opportunity for one to one advice sessions.
- Comprehensive notes with tips and advice to implement in the workplace.

Emergency Lighting and Fire Alarms

48

Duration: 1 Day **Price:** £125 **Course Start Dates on:** page 30/31



Who is this course for?

This is a specialist course for people seeking to take their knowledge and skills to a higher level. We recommend this course to those people who have responsibility for the safety of others working in commercial and industrial buildings. It course is also suitable for those who need to bring their skills and knowledge up to date with legislation and best practice. This includes, apprentice electricians, qualified electricians at all grades, FM Managers, Estates Managers, Building Control Inspectors and Public Authority technical staff.

Is this the right course for me?

You can be sure that you will leave the course with up to date specialist knowledge that will enable you to understand, use and apply the BS 5266-1 2006 Code of Practice for Emergency Lighting.

Benefits for you

- Enhance your technical knowledge in a specialised area of building maintenance.
- Equip you to deal with the current Code of Practice and enable you to deal more effectively with others.
- Make use of specimen documents including the recommended schedule of tests in the workplace.

Benefits for your Organisation

- You are taking steps to comply with legal and statutory requirements.
- You are taking proactive steps to manage your claims history by reducing the likelihood of industrial injury claims.
- You are meeting the requirements of the governments Central Procurement Directorate, ensuring your eligibility to tender and undertake Public Sector Work.
- Establish an effective maintenance routine improving safe use of building for staff and visitors.
- Protect your business reputation, assets and investment.



Derek Thompson presents Peter Kenny, Galgorm Resort & Spa with his ELFA Certificate

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

Course Overview

On this 1 day course, you will study:

- Determine the need and categories of systems.
- Use of BS 5266 Emergency Lighting and BS 5839 Fire Detection.
- Specification, Design considerations and components.
- Integrity, supply, and maintenance of systems.
- Inspection and periodic testing.
- Installation, commissioning and certification.
- Completion of specimen forms.

Price

Our price includes all of the following:

- A full day of expert tuition including the opportunity for one to one advice sessions.
- Comprehensive notes with tips for use in the workplace.

Estimating – An introduction

52

Duration: 1 Day **Price:** £225 **Course Start Dates on:** page 30/31



“If you have been wondering about how to go about electrical estimating or you would like to improve your skills in this area, then this course is for you. This will provide you with a structured, systematic and easy to follow introduction to the skills and techniques of electrical estimating.”

Derek Thompson, Chief Executive

Who is this course for?

This course is designed for 3rd/4th year apprentices, those who have recently qualified and established electricians who want to achieve a better understanding of how to complete an electrical estimate with an eye towards submitting the lowest possible bid while retaining maximum profit.

Is this the right course for me?

You can be sure that you will leave the course with a sound introduction to preparing an electrical estimate. You will learn the important outline and foundational skills on how to structure and prepare an estimate using the traditional take off system.

Benefits for you

- You will acquire a new and specialist skills, helping to improve your current employment prospects.
- Investment in specialist training and knowledge will provide you with a valued and transferable skill. Another string to your bow.
- The course may help you embark on a new career path.

Benefits for your Organisation

- Improve your pre-qualification to tender document.
- Develop and improve current systems and - processes for tendering.
- Improve controls for material, labour costs, using flow diagrams as a way of monitoring and measuring.
- Develop an in-house estimating capability removing reliance on 3rd parties.

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

Course Overview

On this 1 day practical, hands on workshop, you will study:

- How to get on the tender list
- Hands on practice on tender drawings and documents.
- Measurement of electrical installations to scale.
- Accuracy in counting.
- Making use of RFI.
- True cost of tender.
- Profit & Loss.
- Use of flowsheets.

Price

Our price includes all of the following:

- A full day of expert tuition including the opportunity for one to one advice sessions with all necessary materials provided.
- Comprehensive set of notes to implement in the workplace.

Petrol Forecourts

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Duration: 1 Day **Price:** £125 **Course Start Dates on:** page 30/31



“ I think that this was a smart investment. This sort of work is niche and specialist; the course provided me with a lot of useful tips and an insight into the use of the blue book. ”

Gordon Watt, Dungannon

Who is this course for?

This course is designed for those people providing a service to petrol fillings stations. This includes the franchisee, franchisor, public authorities, as well as apprentice electricians and qualified electricians all grades.

Is this the right course for me?

You can be sure that you will leave the course with a significant improvement in your understanding of the regulations, as well as an improved awareness of the hazards associated with electricity in petrol forecourts, the selection of apparatus and the safe use of systems around petrol chemical fluids.

Benefits for you

- Gain specialist knowledge of the EAW directive and the Blue Book - Design, Construction, Modification, Maintenance and Decommissioning of Filling Stations.
- Improve your current employment prospects, prepare you for promotion and increase your opportunity for success in that next job.
- Learn how to provide advice and guidance to clients regarding new or existing systems.

Benefits for your Organisation

- You are taking steps to comply with legal and statutory requirements.
- You are taking proactive steps to manage your claims history.
- Assist in your relicensing from the petrol supplier and local authorities.
- Establish an effective maintenance routine improving safe use of building for staff and visitors.
- Inform public authorities about their role and responsibilities in approving licensing, planning and decommissioning of Petrol Filling Stations.

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

Course Overview

You will study:

- Legal requirements.
- Competence.
- Hazardous characteristics of petrol.
- Hazardous area classification.
- Selection of electrical apparatus.
- Introduction to Institute of Petroleum Code.
- Inspection & Testing.
- Documentation and reporting.

Price

Our price includes all of the following:

- A full day of expert tuition including the opportunity for one to one advice sessions.
- Comprehensive notes with relevant case studies.

The Construction (Design and Management) Regulations (Northern Ireland) 2007

60

Duration: 1 Day **Price:** £125 **Course Start Dates on:** page 30/31



“*The Construction (Design and Management) Regulations can help you to improve the health and safety of your site, manage risks more effectively and can help you to focus on efficient planning*”

Theo Duffy, ETT Health and Safety Lecturer

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Who is this course for?

If you work or employ people or sub-contractors in the construction industry and manage, design, install materials or instruct people or sub-contractors then you need to know about the CDM Regulations. If you are a manager, supervisor, foreman, designer, coordinator or installer this course will bring you right up to date with the practical and legal requirements.

Is this the right course for me?

If you want to keep yourself right and ensure that you have contemporary knowledge to underpin your competency as an operator in the industry then this course is for you. You can be sure that you will leave the course fully informed and with improved skills and discernment about your part in the CDM Regulations.

Benefits for you

- Ignorance is no excuse. Overcome this and you will be on your way to understanding your responsibility and better protecting your personal liability.
- Impress your boss or your next employer with a useful and distinctive entry on your training record or CV.
- See the big picture, consider all the facts and make better decisions.

Benefits for your organisation

- Guard your organisation from ignorance. Overcome weaknesses and defend yourself from latent threats.
- Avoid fines and loss of reputation.
- Empower your staff; fully understand your risks, duties and responsibilities.
- Reduce or eliminate your organisations risk by knowing those of the other parties.

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

Course Overview

This is a one day workshop; an ETT expert will guide and support you to:

- Achieve a thorough condensed overview of the essential CDM Regulations
- Interpret and apply the regulations.
- Identify your duties and those of others.
- Understand liabilities and notification
- Avoid contravention of Article 31 of the Health and Safety at Work (Northern Ireland) Order 1978.

Price

Our price includes all of the following:

- A full day of expert tuition including the opportunity for one to one advice sessions.
- A comprehensive set of notes with relevant case studies and up to date information.

Asbestos Awareness Course

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Duration: 1/2 Day Price: £75 Course Start Dates on: page 30/31



“ We have known of the dangers of asbestos for years but it is still the case that day in day out tradesmen across Northern Ireland continue to be exposed to this hidden killer. Asbestos is a problem in the present, not the past. ”

Professor Peter McKie, HSENI Chairman

Who is this course for?

This course is for employers who care about their workers and individuals who care about their own personal health. The two key pieces of legislation are:

- The Control of Asbestos Regulations (Northern Ireland) 2007
- The Hazardous Waste Regulations (Northern Ireland) 2005

The law is profound in this matter and requires employers to protect their workers from exposure to asbestos. This is a non-negotiable requirement and an imperative obligation upon the industry.

Is this the right course for me?

If you employ anyone either directly or by sub contract arrangements you have a duty to ensure that they are provided with information, instruction, training and supervision for their health and safety. This course will help you meet your obligations as an employer or user of building services workers.

Benefits for you

- Help identify asbestos hazards.
- Explains what asbestos is and its effects.
- Provide you with evidence of being job ready
- Improve your health and safety knowledge

Benefits for your organisation

- You may help prevent people dying from asbestosis
- Help towards fulfilling your duty of care obligations
- Working towards compliance with the legislation
- Demonstrating care for your workforce.

HOW TO BOOK?

You can telephone our helpdesk on **028 2565 0750** and speak to one of our experienced staff or alternatively you can book online www.ett-ni.org or email courses@ett-ni.org

Course Overview

This is a very memorable and challenging half day course. You will be provided with a concise presentation and highly instructive insight into the problem that humans have with asbestos. You will learn how to identify the presence of asbestos and what to do about it.

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Price

Our price includes all of the following:

- A full day of expert tuition including the opportunity for one to one advice sessions.
- A comprehensive set of notes with relevant case studies and up to date information.



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