



# SIGTA LIMITED COURSE PLANNER 2019

| COURSE TITLE  | DURATION  | MONTH  |       |         |     |          |       |       |     |         |       |       |         |
|---|-----------|--|-------|---------|-----|----------|-------|-------|-----|---------|-------|-------|---------|
|   |           | DAYS   | JAN   | FEB     | MAR | APR      | MAY   | JUN   | JUL | AUG     | SEP   | OCT   | NOV     |
| <b>MANAGEMENT DEVELOPMENT</b>   |           |  |       |         |     |          |       |       |     |         |       |       |         |
| Train The Trainer   | 2         |  |       | 20/21   |     |          | 5/6   |       |     |         | 2/3   |       |         |
| Supervisor Development  | 2         |  | 27/28 |         |     | 15/16    |       |       |     | 11/12   |       |       |         |
| Managing People   | 2         |  |       |         | 3/4 |          |       | 10/11 |     |         |       | 13/14 |         |
| Appraisal Training  | 1         |  |       | 12      |     |          | 19    |       |     | 19      |       |       |         |
| Team Building   | 1         |  | 13    |         |     | 16       |       |       |     |         | 16    |       |         |
| Apprentice Mentoring  | 1         |  |       | 7       |     |          |       | 17    |     |         |       |       | 4       |
| <b>HEALTH AND SAFETY</b>  |           |  |       |         |     |          |       |       |     |         |       |       |         |
| First Aid at Work   | 3         | 14/21/23   |       | 4/11/13 |     | 13/20/22 | 24/   | 1/3   |     | 9/16/18 | 28/   | 4/6   | 9/16/18 |
| First Aid Requalification   | 2         | 9/10   | 11/13 | 5/6     | 1/3 | 14/15    | 10/12 | 3/4   |     | 23/25   | 15/16 |       | 9/11    |
| Annual First Aid Update (Certificated First Aiders Only)  | 1         |  |       | 20      |     |          | 5     |       |     |         | 9     |       |         |
| Emergency First Aid   | 1         | 14   |       | 4       |     | 13       | 24    |       |     | 9       | 28    |       | 9       |
| Automated External Defibrillator (AED)  | 0.5       | DATES ON REQUEST   |       |         |     |          |       |       |     |         |       |       |         |
| Paediatric First Aid  | 2         | DATES ON REQUEST   |       |         |     |          |       |       |     |         |       |       |         |
| Power Press Setter Regulations  | 1         |  | 14    |         |     | 9        |       |       |     | 12      |       |       |         |
| Safety in the Use of Abrasive Wheels  | 0.5       |  |       | 4       |     |          | 10    |       |     | 2       |       | 4     |         |
| Manual Handling   | 1.5/2 Hrs |  |       | 7       |     | 8        |       | 11    |     |         | 17    |       |         |
| Display Screen Equipment Regulations  | 2-3 Hrs   | DATES ON REQUEST   |       |         |     |          |       |       |     |         |       |       |         |
| Introduction to Risk Assessment   | 0.5       |  | 26    |         |     |          | 13    |       |     | 19      |       |       | 3       |
| Health & Safety Awareness   | 1         |  |       | 14      |     | 16       |       |       |     | 11      |       | 7     |         |
| Safety Representatives  | 2         |  | 14/15 |         |     |          | 12/13 |       |     |         | 16/17 |       |         |
| Safe Slings   | 1         | DATES ON REQUEST - ON SITE ONLY  |       |         |     |          |       |       |     |         |       |       |         |
| Fire Warden   | 0.5       | <div style="border: 1px solid black; padding: 5px; display: inline-block;">           DATES ON REQUEST.<br/>           Training can be delivered at SIGTA or on Customer site.         </div>  |       |         |     |          |       |       |     |         |       |       |         |
| Working at Heights Regulations  | 0.5       |  |       |         |     |          |       |       |     |         |       |       |         |
| Confined Spaces Awareness   | 0.5       |  |       |         |     |          |       |       |     |         |       |       |         |
| Spillage Training   | 2 Hrs     |  |       |         |     |          |       |       |     |         |       |       |         |
| Ladder Safety Training  | 1.5 Hrs   | DATES ON REQUEST - ON SITE ONLY  |       |         |     |          |       |       |     |         |       |       |         |
| Overhead Gantry Crane   | 1         | DATES ON REQUEST - ON SITE ONLY  |       |         |     |          |       |       |     |         |       |       |         |
| Banksman  | 1         | DATES ON REQUEST - ON SITE ONLY  |       |         |     |          |       |       |     |         |       |       |         |
| <b>INFORMATION TECHNOLOGY</b>   |           |  |       |         |     |          |       |       |     |         |       |       |         |
| Word Processing : Microsoft Word<br>Level: <a href="#">Basic</a> / <a href="#">Intermediate</a> or <a href="#">Advanced</a>     | 2         | <div style="border: 1px solid black; padding: 5px; display: inline-block;">           DATES ON REQUEST.<br/>           Training can be delivered at SIGTA or on Customer site.         </div>  |       |         |     |          |       |       |     |         |       |       |         |
| Spreadsheets : Microsoft Excel<br>Level: <a href="#">Basic</a> / <a href="#">Intermediate</a> or <a href="#">Advanced</a>       | 2         |  |       |         |     |          |       |       |     |         |       |       |         |
| Presentations : Microsoft PowerPoint<br>Level: <a href="#">Basic</a> / <a href="#">Intermediate</a> or <a href="#">Advanced</a> | 2         |  |       |         |     |          |       |       |     |         |       |       |         |
| Databases : Microsoft Access<br>Level: <a href="#">Basic</a> / <a href="#">Intermediate</a> or <a href="#">Advanced</a>         | 2         |  |       |         |     |          |       |       |     |         |       |       |         |
| ICT Functional Skills   | -         | PLEASE ENQUIRE   |       |         |     |          |       |       |     |         |       |       |         |
| <b>TECHNICAL DEVELOPMENT</b>  |           |  |       |         |     |          |       |       |     |         |       |       |         |
| Portable Appliance Testing (PAT)  | 1         | <div style="border: 1px solid black; padding: 5px; display: inline-block;">           DATES ON REQUEST<br/>           Training can be delivered at SIGTA or on customer site.         </div>   |       |         |     |          |       |       |     |         |       |       |         |
| Introduction to Electrical Safety   | 1         |  |       |         |     |          |       |       |     |         |       |       |         |
| Mechanical to Electrical, Safe Isolation of Supply & Electric Motors  | 2         |  |       |         |     |          |       |       |     |         |       |       |         |
| Introduction to Electricity   | 1         |  |       |         |     |          |       |       |     |         |       |       |         |
| <b>LIFT TRUCKS</b>  |           |  |       |         |     |          |       |       |     |         |       |       |         |
| <b>Reach &amp; Counterbalance</b><br>Novice, Experienced, Refresher/ Conversion   | 1-5       | <div style="border: 1px solid black; padding: 5px; display: inline-block;">           DATES ON REQUEST<br/>           Duration from 1 - 5 days, dependent on requirement and experience.<br/>           Courses marked * can only be delivered on customer sites.         </div> |       |         |     |          |       |       |     |         |       |       |         |
| Pedestrian Operated Pallet Mover / Stacker Trucks*  | 1-5       |  |       |         |     |          |       |       |     |         |       |       |         |
| Pedestrian Ride On Trucks*  | 1-5       |  |       |         |     |          |       |       |     |         |       |       |         |
| Side Loader*  | 1-5       |  |       |         |     |          |       |       |     |         |       |       |         |
| Mobile Elevation Work Platforms (MEWPs):<br>- Telescopic, Boom & Scissors*  | 1-2       |  |       |         |     |          |       |       |     |         |       |       |         |
| Rough Terrain Telescopic Handler up to 9m*  | 1-5       |  |       |         |     |          |       |       |     |         |       |       |         |
| Rough Terrain up to 9m*   | 1-5       |  |       |         |     |          |       |       |     |         |       |       |         |
| Lorry Mounted (HIAB)*   | 1-5       |  |       |         |     |          |       |       |     |         |       |       |         |

