



H & K TRAINING SERVICES LIMITED
EPPS Building, Bridge Road, Ashford, Kent TN23 1BB
Telephone: (01233) 720113
Email: Hayley.ford@hktrainingservices.co.uk
Email: Stevie.ford@hktrainingservices.co.uk



TRAINING INFORMATION SHEET

DD Directors Duties

Course overview	This course highlights the human, economic and financial implications of non-compliance with health and safety legislation.
Course duration	1 day 7.5 hours each day
Suitability	This course is designed for Directors and Senior Management.
Venue	Ashford, Kent Training Centre (address above) or client's premises.
Tutor(s)	Kevan Ford, Peter Lees, Hilary White
Delegate numbers	Expected 10-12 but no more than 20. Minimum of 4 for the course to run.
CPD	Unlikely to be relevant but some potential for management.
Assessment	Formative through tutor evaluation, activities and examination.
Certification	This course is accredited by CITB
Materials	All required course materials and equipment will be provided.
Dress code	Casual but no soiled footwear or clothing at our Training Centre please.
Course fees	To be determined through contact with the Training Centre and dependent upon location and format of course.
Booking	Through Hayley Ford at the above contact details and via our booking form. Joining instructions will be provided in advance of the course commencement.
Cancellation	7 working days or more – no cancellation fee. 2 – 6 working days = 50% booking fee is chargeable. Less than two working days = 100% of booking fee is chargeable. Transfer to another course through application to the course administrator.

Contents

Course explanation and aims

Modules

- Legal and Management
- Health and Welfare
- General Safety
- High Risk Activities
- Environment
- Specialist Activities

Assessment, Activities and Examination