



H & K TRAINING SERVICES LIMITED
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TRAINING INFORMATION SHEET

TRIPLE COURSE

(ASBESTOS AWARENESS, WORKING AT HEIGHT & MANUAL HANDLING)

Course overview	Specifically designed for economy form small companies that can ill-afford the loss of their workforce over several half-days. There is heavy emphasis on the asbestos awareness section of the course which is always run during the morning session.
Course duration	8 hours.
Suitability	Mainly intended for the general operative and tradespersons, but also suitable for supervisors or those managing work.
Venue	Ashford, Kent Training Centre (address above) or client's premises.
Delegate numbers	Expected 10-12 but no more than 14. Minimum of 5 for the course to run.
CPD	Unlikely to be relevant but some potential for management.
Assessment	Formative through tutor evaluation and summative theoretical multiple-choice examinations and practical assessment.
Certification	H & K Training Services Limited's own certification stating; 'successful completion' or 'attended' dependent upon assessment results. Validity duration is recommended as three to five years depending upon the delegates continuing use of knowledge gained and tool-box-talk refreshers received (Note: SSiP require annual asbestos awareness training which can include tool-box-talks for one year).
Materials	All required course materials and equipment will be provided.
Catering	Hot and cold beverages will be provided for in-house courses. A buffet will be provided when delegates participate for whole day courses.
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 (e.g. if part of a triple certificated 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% of the 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

See individual subject information sheets

NOTE: Where Triple courses are block-booked by a company, subjects can alter to suit