

**TRAINING &
QUALIFICATIONS**



SHAPING YOUR BUSINESS, YOUR CAREER, YOUR DEVELOPMENT WITH WATA



- Health & Safety
- Environmental
- Electrical
- Mechanical
- Management & Personal Development
- Quality
- Construction & Scaffolding
- Apprenticeships



Training & Qualifications 2015/16

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Thank you for choosing to browse the West Anglia Training Association 2016 prospectus, which I am sure you will find, offers a range of programmes to suit your training and development needs.

2015 has been another exciting year at WATA with the news that our bid to develop an academy for training Highways Operatives was approved allowing us to create a truly contextualised learning environment bringing our Construction Training Delivery to life. Hopefully by the time you read this work will have commenced on its development and you will start to see the first new section of the A14 here on our site in Huntingdon!

In addition to this exciting development we have also continued to develop our skills centre and have started our first group of composite material apprentices in response to demand from the industry whilst engineering apprenticeships and commercial programmes go from strength to strength. 2016 will see the launch of our Engineering in Motion traineeship offering young people the opportunity to design and build a model race car, market and promote it and race it in a competition against other providers. This programme will provide an ideal route into apprenticeships and allow employers to take candidates onto a work placement programme so that they can select the very best people to join their organisation.

So 2016 looks to be another exciting year as we continue to deliver the organisations 2020 vision and ensure our offer fully reflects your needs whether it be for safety training, management and leadership, engineering or construction.

We will continue to deliver free seminars for members and are already working on an exciting seminar agenda for 2016, look out for our mailings on this and other membership offers during the year.

Nigel Donohue
Chief Executive Officer

With our flexible and bespoke in-company training offer WATA will continue to work closely with organisations to fulfil specific needs whilst maximising return on investment. We continue to deliver training options on site bringing solutions closer to the workforce and will be conducting an increased number of training needs analysis in response to identified workforce development needs within companies.

During 2016 we will continuously improve our focus on quality whilst ensuring we have a clear understanding of our employers, members, partners and industry needs. Our curriculum development will reflect those needs taking into consideration any changes in new methods of working practice and changes in legislation. Our aim is to offer the latest skills required for your industry and personal career development.

This year's portfolio continues to include the NEBOSH suite of courses as well as IOSH, CIEH and many other accredited qualifications. In addition WATA's range of Engineering, Electrical and Specialist Construction courses will provide you with the technical skills you may be looking for.

Our state of the art facilities in Huntingdon offers a range of apprenticeship programmes in Electrical and Engineering as well as Construction Operatives, Highways Maintenance and Scaffolding. As an accredited CSCS card and test centre we can now provide a one stop shop for all your specialist construction needs.

Whatever your training needs contact one of our team who will be happy to help you secure the right solution that best meets your requirements.

Health & Safety courses

YOU CAN
BECOME AN
AWARD WINNING
CANDIDATE
WITH WATA

At WATA we pride ourselves in being

one of the best

Health & Safety training providers. We consistently achieve the highest pass rates for NEBOSH courses in the country.

We understand that your employees are your most valuable asset and their health, safety and welfare is a key factor in your success. Through our range of courses and health and safety services, we can help raise awareness and instil sound working practices to keep your organisation compliant and your staff safe at work. We can provide all the support, advice and training you need from front line staff to the boardroom. We can keep you up to date with current legislation and guide you through the maze of information to sustainable and successful health and safety management



NEBOSH Award in Health & Safety at Work (Level 2)

Duration: 3 Days

Course Fees:

£595 + VAT per delegate

Course overview

An introductory qualification in Health and Safety aimed at anyone who is required to understand the principles of health and safety as part of their job. This three day course is the perfect introduction to health and safety. It covers risk assessments and ways to control common workplace hazards such as fire, lifting and carrying, work equipment, electrical safety, hazardous substances and transport.

This course is suitable for Team Leaders and Supervisors, HR Professionals, Facilities Managers and anyone who needs a basic introduction to Health and Safety to enable them to carry out their role safely.

After satisfactory completion of a multi-choice assessment and a risk assessment the attendee will receive a NEBOSH Qualification at Level 2.

Course dates 2015

18-20 Nov

Course dates 2016

7-9 Mar

18-20 Jul

16-18 Nov

NEBOSH National General Certificate in Occupational Health & Safety (Level 3)

Duration: 12 Days

Course Fees:

Complete Course

Unit NGC1: Management of Health and Safety (Week 1)

Unit GC2: Controlling Workplace Hazards (Week 2)

Unit GC3: Practical Application prep (Day 11)

NGC1 & 2: Exams (Day 12)

£1550 + VAT per delegate

Split/Modular Courses

Unit NGC1 (Week 1-5 days plus exam)

£850 + VAT per delegate.

All course prices include NEBOSH registration, examination fees, lunch, refreshments and course hand-outs.

Units GC2 & 3 (Week 2 Top Up – 7 days including theory examination and practical preparation) £850 + VAT per delegate

This course is essential for managers, supervisors, safety officers/representatives and other employees who have responsibility, full or part-time, for assisting their company in implementing or maintaining health and safety legislation, and managing health & safety in their workplace.

WATA holds block, split and day release courses. Our pass rates are amongst the best in the industry and regularly exceed national pass rate averages.

The NEBOSH Certificate is accepted by IOSH - the Institute of Occupational Safety and Health, in meeting the

academic requirements for Technician of IOSH (TechIOSH). It is also accepted by The International Institute of Risk and Safety Management (IIRSM) for Associate Membership (AIIRSM).

Course Progression

You can progress to the NEBOSH National Diploma in Occupational Health and Safety (Level 6).

Unit NGC1 (Management of health and safety) is common to the NEBOSH National General Certificate, the National Certificate in Construction and the Certificate in Fire Safety and Risk Management, enabling delegates to combine units across NEBOSH qualifications. Delegates do not need to re-sit any units already successfully achieved providing they were gained within the last five years.

Block Course Dates 2015

Week One	Week Two	Revision	Exam
7-11 Sep	14-18 Sep	21 Sep	22 Sep
5-9 Oct	12-16 Oct	19 Oct	20 Oct
2-6 Nov	9-13 Nov	16 Nov	17 Nov
1-5 Dec	7-11 Dec	14 Dec	15 Dec

Block Course Dates 2016

Week One	Week Two	Revision	Exam
11-15 Jan	18-22 Jan	25 Jan	26 Jan
1-5 Feb	8-12 Feb	15 Feb	16 Feb
7-11 Mar	14-18 Mar	21 Mar	22 Mar
4-8 Apr	11-15 Apr	18 Apr	19 Apr
16-20 May	23-27 May	31 May	1 Jun
13-17 Jun	20-24 Jun	27 Jun	28 Jun
11-15 Jul	18-22 Jul	25 Jul	26 Jun
15-19 Aug	22-26 Aug	30 Aug	31 Aug
12-16 Sep	19-23 Sep	26 Sep	27 Sep
10-14 Oct	17-21 Oct	24 Oct	25 Oct
7-11 Nov	14-18 Nov	21 Nov	22 Nov
5-9 Dec	12-16 Dec	19 Dec	20 Dec

Day Release Dates 2015 (1 Day per Week for 12 weeks)

Dates	Revision	Exam
3, 10, 17, 24 Sep, 1, 8, 15, 22, 29 Oct 5 Nov	12 Nov	17 Nov

Day Release Dates 2016 (1 Day per Week for 12 weeks)

Dates	Revision	Exam
4, 11, 18, 25 Feb, 3, 10, 17, 24, 31 Mar 7 Apr	14 Apr	19 Apr
8, 15, 22, 29 Sep, 6, 13, 20, 27 Oct 3, 10 Nov	17 Nov	22 Nov

HEALTH & SAFETY

NEBOSH National Certificate in Construction Health & Safety

Duration: 16 Days for the full course, 11 days top-up course

Course Fees: £1975 + VAT per delegate (Full Course)
£1300 + VAT per delegate. (Top up Course Units NCC1 and NCC2)

Course overview

This popular qualification is ideal for those with construction management responsibilities and also for those who are required to provide routine, day-to-day advice on health, safety and welfare in construction work.

The Unitised National Certificate in Construction Health and Safety consists of three units:

NGC1 - Management of health and safety (this is common to the NEBOSH National General Certificate)

NCC1 - Managing and controlling hazards in construction activities

NCC2 - Construction health and safety practical application (completed by the Candidate in a construction workplace of their choice)

NGC1 and NCC1 are assessed by written examination and NCC2 by practical examination. Delegates will be required to

complete the NCC2 practical application at a suitable construction workplace and return it to WATA within 7 days of sitting the examination for Units NGC1 and/or NCC1.

Please note that Unit NGC1 also forms part of the NEBOSH National General Certificate or Certificate in Fire Safety and Risk Management. Delegates who have already achieved this Unit as part of either qualification within the last five years can count it towards achieving their National Certificate in Construction Health and Safety and can be exempted from week 1 and just attend weeks 2 and 3. Unit A of the NEBOSH National Diploma achieved within the last five years can also count towards the NGC1 but the result for this Unit is capped at a pass grade.

Candidates for NCC1 and NCC2 are required to complete an application form to confirm eligibility for this exemption.

This course is suitable for those who have responsibility for routine day to day control of Health and Safety in the Construction Industry. Holders of the National Certificate in Construction Safety & Health are eligible to apply for the TECH IOSH non-corporate membership level of IOSH.

Course Progression

NEBOSH National Diploma in Occupational Health and Safety NEBOSH Certificate in Fire Management.

NEBOSH Certificate in Fire Safety & Risk Management

Duration: 10.5 Days for the full course, 5 Days Top-up course

Course Fees: £1450 + VAT per delegate (Full course),
£850 + VAT per delegate (Top-up course)

Course overview

Current Fire Legislation puts the onus on the employer as the Responsible Person to assess and manage fire safety risks. The NEBOSH Certificate in Fire Safety and Risk Management will help organisations to meet their responsibilities under this legislation.

The course covers Units NGC1, FC1 & FC2, entitled "Fire Safety and Risk Management" and includes:

- Management of Health & Safety (NGC1)
- Principles of fire and explosions, their causes and methods of prevention
- Principles of 'means of escape' considering the contributory factors of the building and its contents/usage
- Fire Risk assessments process
- Legislation relevant to fire.

Course Progression

NEBOSH National Diploma in Occupational Health and Safety.

Course Dates 2015

Delegates that have already achieved NGC1 only need to complete Weeks Two and Three

Week One	Week Two	Week Three	Exam NGC1	Exam NCC1
5-9 Oct	12-16 Oct	19-23 Oct	17 Nov	26 Oct

Course Dates 2016

Delegates that have already achieved NGC1 only need to complete Weeks Two and Three

Week One	Week Two	Week Three	Exam NGC1	Exam NCC1
1-5 Feb	7-11 Mar	14-18 Mar	16 Feb	22 Mar
13-17 Jun	18-22 Jul	25-29 Jul	28 Jun	2 Aug
15-19 Aug	19-23 Sep	26-30 Sep	31 Aug	4 Oct

Full Course Dates 2015

Delegates that have already achieved NGC1 only need to complete week 2 FC1 & FC2

Week One	Week Two FC1 & FC2	NGC1 Exam
7-11 Sep	14-18 Sep	22 Sep
5-9 Oct	12-16 Oct	20 Oct
2-6 Nov	23-27 Nov	17 Nov

Full Course Dates 2016

Delegates that have already achieved NGC1 only need to complete week 2 FC1 & FC2

Week One	Week Two FC1 & FC2	NGC1 Exam
1-5 Feb	8-12 Feb	16 Feb
16-20 May	23-27 May	1 Jun
11-15 Jul	18-22 Jul	26 Jul
12-16 Sep	3-7 Oct	27 Sep



NEBOSH National General Certificate in the Management of Health & Well-Being at Work

Duration: 6 Days

Course Fees: £975 + VAT per delegate.

Course overview

The certificate qualification from NEBOSH covers the increasingly important area of the robust management of the overall health and well-being of staff. Research has shown that healthy workers can be around 30% more productive than their unhealthy colleagues.

This course will equip managers with the skills to implement a health and well-being programme which should boost productivity, improve retention of staff and hence reduce recruitment and training costs. The course will assist managers in: identifying risks to health at work, learning how to manage sickness absence and implement a return to work programme, prevention and management of work related stress, management of people with musculoskeletal disorders and dealing with mental health at work.

The course is assessed by a written examination and a workplace based report on health and well-being issues to be

completed at the delegate's workplace and returned to WATA within 7 days of the exam. The course is suitable for managerial and supervisory staff and HR staff with a responsibility for the health and well-being of employees.

The course covers:

- Introduction to workplace health
- Effects of health on work
- Effects of work on health
- Management of attendance
- Mental health at work
- Management of people with musculoskeletal disorders
- Workplace health promotion
- Workplace health support

Course Progression

NEBOSH National Diploma in Occupational Health and Safety or NEBOSH Diploma in Environmental Management

Course Dates 2015

Course Date	Exam
26-30 Oct	2 Nov

Course Dates 2016

Course Date	Exam
11-15 Jan	18 Jan
7-11 Mar	14 Mar
16-20 May	23 May
4-8 Jul	11 Jul
24-28 Oct	31 Oct

NEBOSH National Diploma in Occupational Health & Safety

Duration: 43 Days

Course Fees: Delegates can choose to book per unit or book for all four units for the full Diploma course and pay the discounted fee.

Discounted Full Diploma £5,200 + VAT per delegate..

Unit A £2,500 + VAT per delegate

Unit B £1,700 + VAT per delegate

Unit C £1,700 + VAT per delegate

Unit D £300 + VAT per delegate

Course overview

The Diploma is a qualification that is approximately equivalent to 3rd year degree studies, level 6. Whilst there are no formal entry requirements to the Diploma, WATA believes students will find it helpful to have completed the National General Certificate first and/or have demonstrated the ability and application to study at the required level

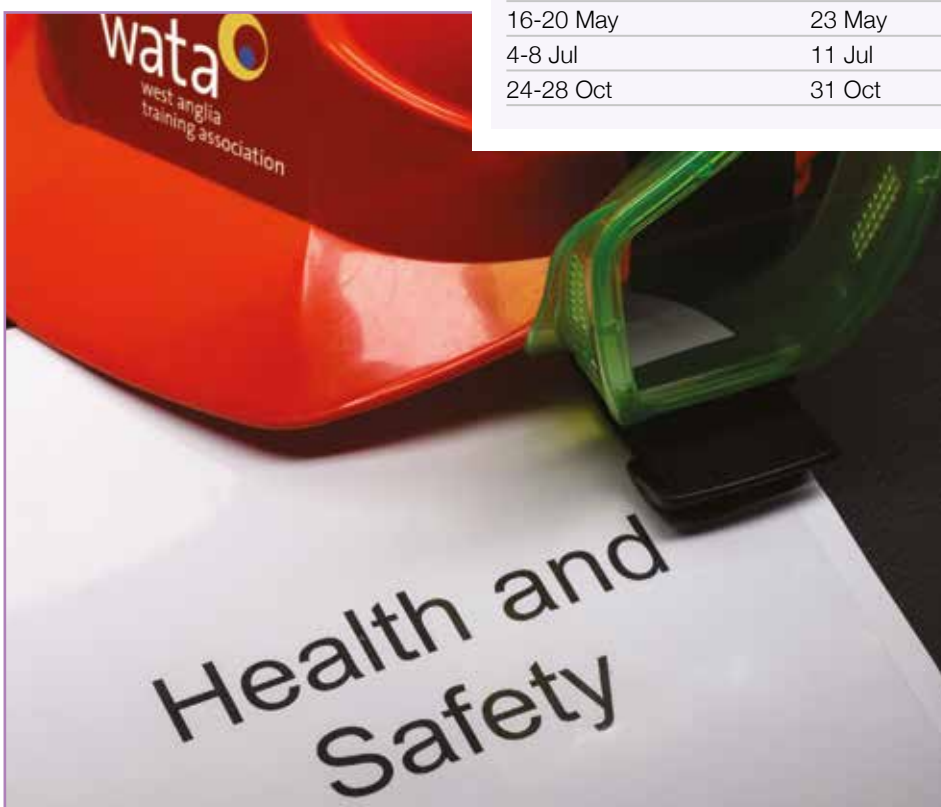
The syllabus comprises four core units:

Unit A: 'Managing health and safety' Covers risk assessment, law and behaviour.

Unit B: 'Hazardous agents in the workplace' Covers health and physiology.

Unit C: 'Workplace and work equipment safety' Covers safety and equipment.

Unit D: 'Application of Health & Safety Theory & Practice' Workplace assignment.



BESPOKE COURSES

We can adapt ANY of our training courses to suit your specific requirements.

Please contact the Customer Services team for information on **01480 435544** or email info@wata.co.uk

HEALTH & SAFETY

The WATA Delivery of the Diploma

Here at WATA we split the weeks to leave the necessary time in between to enable the right amount of self-study.

Designed to be completed in seven weeks to provide study flexibility around candidates work commitments. Unit A, Managing Health & Safety, is covered in three separate weeks, whilst the two further Units, B (Hazardous Agents) and C (Workplace & Work Equipment), are each completed in two separate weeks. WATA allocates two revision days per unit, a total of six days vital examination preparation. Unit examinations of three hours duration are held each year in January and July for units A to C and delegates will have to successfully complete each unit to gain the NEBOSH National Diploma. Unit D is a single workplace based written assignment. The Unit D report is prepared in delegates' own time with tutorial set-up and ongoing support from WATA tutors. The expected length of the assignment is around 8,000 words. To help with Unit D, WATA provides a one day workshop course followed by four further tutor meetings, all included in the cost of the course.

After successfully completing the course delegates will:

- Be able to provide detailed advice for health & safety issues in line with current legislation & HSE guidance
- Be able to assist their organisation in implementing/maintaining health & safety management and control measures
- Have a broad range of detailed knowledge and its application of key health & safety issues

GradIOSH designatory letters can be used on application to IOSH after satisfactory completion of the Diploma.

For Unit D Assignment Review enquiries please contact our H&S Department on 01480 435544

See also

NEBOSH Certificate in Environmental Management page 18

NEBOSH Diploma in Environmental Management page 18

Course Dates 2015

Course dates Unit A

Week One	Week Two	Week Three	Revision	Exam
24-28 Aug	21-25 Sep	19-21 Oct	4-5 Jan	19 Jan
12-16 Oct	9-13 Nov	30 Nov-2 Dec	4-5 Jan	19 Jan

Course dates Unit B

Week One	Week Two	Revision	Exam
7-11 Sep	28 Sep - 2 Oct	6-7 Jan	20 Jan
19-23 Oct	16-20 Nov	6-7 Jan	20 Jan

Course dates Unit C

Week One	Week Two	Revision	Exam
14-18 Sep	5-9 Oct	6-7 Jan	21 Jan
2-6 Nov	23-27 Nov	6-7 Jan	21 Jan

Course Dates 2016

Course dates Unit A

Week One	Week Two	Week Three	Revision	Exam
25-29 Jan	15-19 Feb	29-31 Mar	13-14 Jun	12 Jul
4-8 Apr	25-29 Apr	16-18 May	13-14 Jun	12 Jul
3-7 Oct	24-28 Oct	14-16 Nov	TBC	TBC

Course dates Unit B

Week One	Week Two	Revision	Exam
1-5 Feb	7-11 Mar	15-16 Jun	13 Jul
11-15 Apr	9-13 May	15-16 Jun	13 Jul
10-14 Oct	7-11 Nov	TBC	TBC

Course dates Unit C

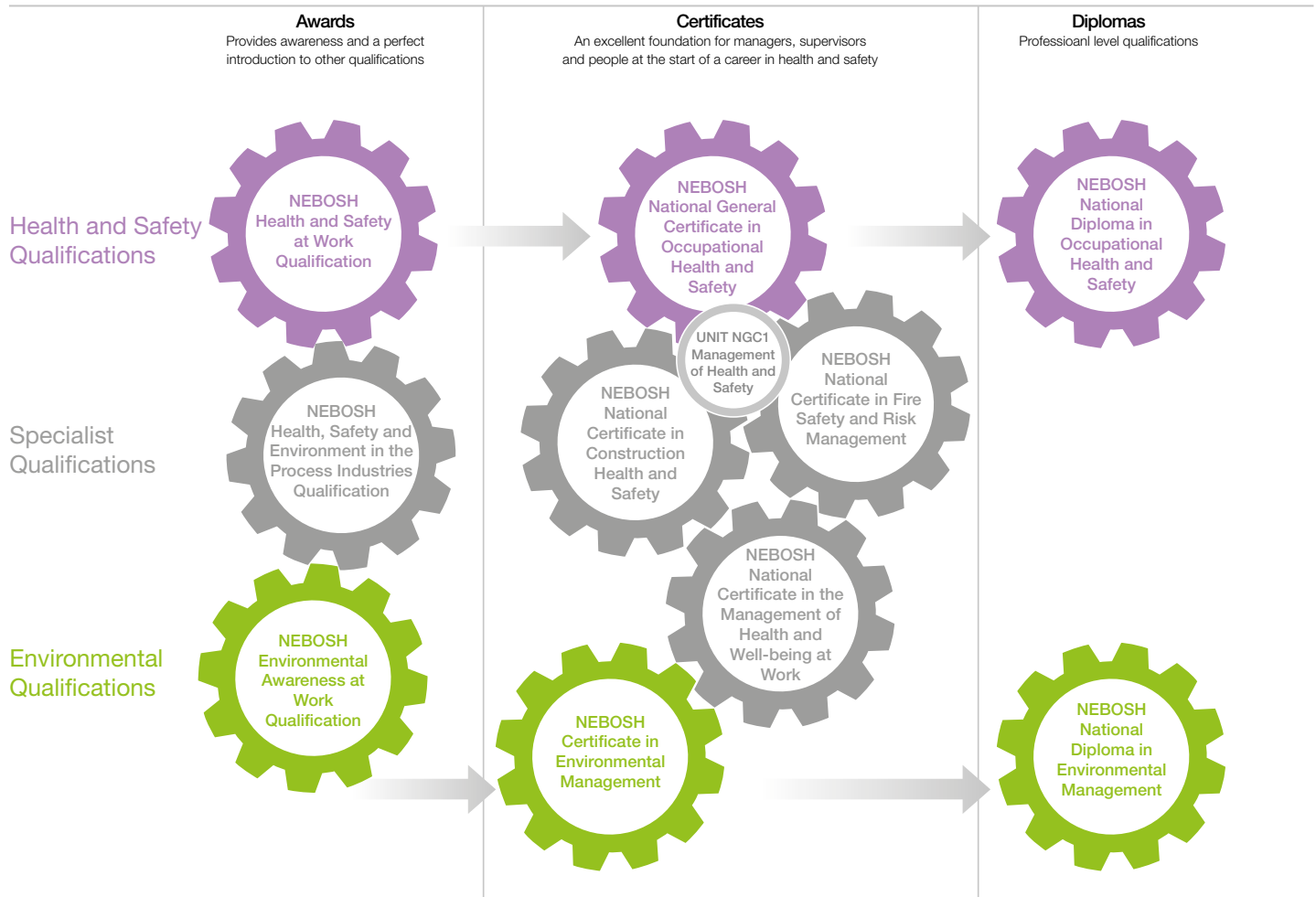
Week One	Week Two	Revision	Exam
22-26 Feb	14-18 Mar	20-21 Jun	14 Jul
18-22 Apr	23-27 May	20-21 Jun	14 Jul
17-21 Oct	21-25 Nov	TBC	TBC

Unit D 1 day workshop

2015	2016
29 Oct	1 Apr
8 Dec	19 May
	22 Jul
	22 Dec



NEBOSH modular qualifications



Enhanced Learning Credits

The MOD's Enhanced Learning Credits Scheme (ELC) is an initiative to promote lifelong learning amongst members of the Armed Forces WATA offer a range of courses including:

APPROVED BY MoD
IN SUPPORT OF
THE ELC SCHEME



- NEBOSH National General Certificate in Health & Safety
- NEBOSH National Diploma in Occupational Health & Safety
- NEBOSH National Certificate in Construction Health & Safety
- NEBOSH National Certificate in Fire Safety & Risk Management
- NEBOSH National Certificate in the Health & Well-being at Work
- NEBOSH National Diploma in Environmental Management
- CIEH Level 3 Award in Risk Assessment Principles & Practice
- Portable Appliance Testing (PAT) (City & Guilds 2377-22)
- Management of Portable Appliance Testing (PAT) (City & Guilds 2377-32)
- 17th Edition Wiring Regulations (City & Guilds 2382)
- Electrical Design (City & Guilds 2396)
- Level 3 Award in Leadership & Management (ILM)



Contact WATA for more details 01480 435544 or email mod@wata.co.uk

HEALTH & SAFETY



All course prices include IOSH validation/moderation fee, lunch, refreshments and course hand-outs.

IOSH Working Safely

Duration: 1 Day

Course Fees: £250 + VAT per delegate.

Course overview

The aim of the course is to raise awareness of health and safety issues and to make individuals aware of their responsibilities. The course covers:

- Introducing working safely
- Defining hazard and risk
- Identifying common hazards
- Improving safety performance
- Protecting our environment

This course is suitable for employees and others who wish to be more aware of Health and Safety issues. This is an ideal course for new employees.

Course dates

2015

11 Sep, 11 Dec

2016

13 Apr, 20 Jun, 9 Aug, 14 Dec

IOSH Managing Safely

Duration: 4 Days

Course Fees: £545 + VAT per delegate

Course overview

Increasingly popular, Managing Safely is a course for managers and supervisors in any sector and any organisation. It is designed to give managers all they need to know to help them handle health, safety and environmental issues. The course covers:

- Introducing Managing Safely
- Assessing risks
- Controlling risks
- Understanding your responsibilities
- Identifying hazards
- Investigating accidents and incident
- Measuring performance
- Protecting our environment

It is recommended that delegates refresh their training every 3 years by attending the one day IOSH Managing Safely Refresher course.

This course is suitable for Managers, Supervisors or persons responsible for the development and implementation of safety management procedures and policies.

Course dates

2015

1-4 Sep, 28 Sep -1 Oct, 27-30 Oct, 1-4 Dec

2016

11- 14 Jan, 25-28 Jan, 22-25 Feb, 29 Mar-1 Apr, 25-28 Apr, 9-12 May, 23-26 May, 27-30 Jun, 11-14 Jul, 25-28 Jul, 8-11 Aug, 22-25 Aug, 5-8 Sep, 26-29 Sep, 3-6 Oct, 14-17 Nov, 21-24 Nov, 5-8 Dec

The course contains the latest health and safety information and reinforces key elements of the syllabus. The course includes a short end assessment and upon successful completion the delegates will receive a new Managing Safely Certificate. Evidence of holding an existing certificate from a course taken within the last 3 years is required before attending the course.

Course dates

2015

10 Nov

2016

28 Jan, 25 Feb, 16 Mar, 7 Apr, 9 May, 23 Jun, 21 Jul, 1 Sep, 12 Oct, 23 Nov, 15 Dec

IOSH Safety for Senior Executives

Duration: 1 Day

Course Fees: £250 + VAT per delegate

Course overview

This one-day course is intended to provide senior executives of organisations with an understanding of their health and safety role and how this should influence their strategic thinking and risk management practices.

The course covers

- Civil and Statute Law
- HSW Act 1974
- Inspectorate and their powers
- Current legislation
- Risk Assessment
- Accident Causation
- Management of Safety

This course is suitable for Chief Executives, Managing Directors, Directors & Senior Managers.

Course dates

2015

1 Sep, 3 Dec

2016

26 Feb, 3 May, 16 Jun, 13 Sep, 15 Dec

BESPOKE COURSES

We can adapt ANY of our training courses to suit your specific requirements.

Please contact the Customer Services team for information on **01480 435544** or email **info@wata.co.uk**

IOSH Managing Safely Refresher

Duration: 1 Day

Course Fees: £250 + VAT per delegate

Course overview

This is a one-day course open to existing holders of the IOSH Managing Safely Certificate and should be completed within 3 years to enable managers to keep up-to date with legislation and guidance.

IOSH Assessing Risk for Computer Users

Duration: 1 Day

Course Fees: £250 + VAT per delegate

Course overview

This intensive one-day course, is designed to provide the 'underpinning knowledge' necessary for delegates to be able to carry out meaningful assessments of display screen equipment (DSE) that will comply with the requirements of the Regulations and ensure the safety of the employees and others.

There will be a practical and written assessment to conclude the course and confirm understanding. An IOSH Certificate will be awarded upon successful completion of the course.

This course is suitable for delegates whose responsibilities include the management of the risks associated with the use of DSE and those who are to be involved with the assessment of DSE workstations. Health and safety practitioners wishing to develop their skills further will benefit by attending the course

Course dates

2015
23 Sep

2016
26 Feb, 16 Jun, 14 Sep, 15 Dec

Any CIEH course lasting more than half a day - prices include CIEH fees, lunch, refreshments and course hand-outs
Half day course prices include CIEH fees, refreshments and course hand-outs

CIEH Principles of Manual Handling

Duration: Half Day

Course Fees: £130 + VAT per delegate

Course overview

This course is designed for delegates who are involved in manual handling operations including lifting, lowering, pulling, pushing, carrying and supporting. After this basic training, further job specific training may follow, using typical loads and in working conditions, if required. This Level 2 qualification complements the CIEH Level 2 Award in Health and Safety in the Workplace. An assessment will be required to be completed at the end of the course.

The course covers

- Accident statistics
- Overview of Manual Handling Regulations
- Hazard identification
- Kinetic methods and Manual Handling
- The dangers of careless and unskilled handling methods
- The functions of the spine and the muscular system
- The effects of lifting, lowering, pushing, pulling and carrying the load, with emphasis on harmful postures and movement

- The use of mechanical handling aids
- Factors affecting manual handling/load/ individual person/ environment/task

This course is suitable for every person who has to lift, carry, pull and push at work. Please wear sensible clothing and we suggest you have flat shoes with a non-slip sole as you will be completing practical assessment during the course.

Course dates

2015
16 Oct

2016
13 Jun

CIEH Level 3 Award in Risk Assessment Principles and Practice

Duration: 1 Day

Course Fees: £225 + VAT per delegate.

Course overview

This popular course is designed to enable delegates to understand the basis of risk assessment and carry out such assessments and is suitable for directors, managers, supervisors, safety officers and safety representatives. Delegates should have experience in basic health and safety and report writing to assist them in completion of the end of course work based assessment.

Candidates will be required to carry out a work based Risk Assessment after the course to gain their certificate. This will involve background research and reading. Candidates should allow at least a day for writing the in-depth report and completing the risk assessment.

This course is suitable for Directors, Managers, Supervisors, Safety Officers, Safety Representatives and others who have safety responsibilities. Candidates will be required to have had some previous basic health and safety training.

Course dates

2015
10 Dec

2016
18 Apr



HEALTH & SAFETY

General Health and Safety courses

When delivered on site WATA is able to work with clients to develop material that reflects the company's culture, values and management systems. This allows maximum relevance and better engagement with the organisations objectives.

Any course lasting more than half a day - course prices include lunch, refreshments and course hand-outs

Half day course prices include refreshments and course hand-outs

Corporate Manslaughter Seminar

Duration: 1½ hours

Course Fees: £75 + VAT per delegate

Free for members. Ask WATA how to become a member. Call us on 01480 435544.

Course overview

The Corporate Manslaughter and Homicide Act 2007 became law on 6th April 2008. The Act places emphasis on failures by Directors and Senior Managers which lead to death in the workplace.

Directors and managers now face an increased likelihood of personal prosecution and fines under existing Health and Safety Legislation. The Act also makes companies liable for heavy fines together with other sanctions.

This seminar is suitable for Directors, Managers, Safety Practitioners and others who may have a responsibility for ensuring that their organisation complies with current legislation.

The seminar will explore the background to the new Corporate Manslaughter and Homicide Act and discuss the main provisions of the new Act and look at cases so far.

Course dates
29 Apr 2016

Fire Risk Assessment Seminar

Duration: 1½ hours

Course Fees: £75 + VAT per delegate

Free for members. Ask WATA how to become a member. Call us on 01480 435544.

Course overview

Following on from our popular seminar series. This seminar is suitable for Facilities Managers and others who may have a responsibility for ensuring that their organisation complies with current legislation.

Course dates
30 Jun 2016

Asbestos Awareness

Duration: Half Day

Course Fees: £95 + VAT per delegate

Course overview

A half day asbestos awareness course which aims to help meet the requirements of Regulation 10 of the Control of Asbestos Regulations 2012 for those persons who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out.

The Approved Code of Practice (L143) provides a list of 16 workers that should be provided with adequate information, instruction and training: general maintenance staff; electricians; plumbers; gas fitters; painters and decorators; joiners; plasterers; demolition workers; construction workers; roofers; heating and ventilation engineers; telecommunications engineers; fire and burglar alarm installers; computer installers; architects; building surveyors and other such professionals and shop fitters.

The course covers:

- The properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke



- The types, uses and likely occurrence of asbestos and asbestos containing materials in buildings and plant
- The general procedures to be followed to deal with an emergency, for example an uncontrolled release of asbestos dust into the workplace
- How to avoid the risks from asbestos, for example during routine maintenance or building work

Course dates

2015

4 Dec

2016

4 Jan, 18 Mar, 4 Jul, 4 Nov

Asbestos Management

Duration: 1 Day

Course Fees: £225 + VAT per delegate

Course overview

This course is designed to help those with responsibility for premises that may contain Asbestos, or for managing maintenance work in such places. As well as considering legal requirements, the course gives practical guidance on managing Asbestos issues.

This course incorporates the requirements of the Control of Asbestos at Work Regulations 2012.

The course covers:

- Health effects of asbestos
- Asbestos materials - types and typical locations and surveys
- Asbestos legislation

This course is suitable for those responsible for managing and controlling premises, which may contain asbestos.

Course dates

2015

7 Dec

2016

20 Apr, 12 Sep

Construction (Design & Management) Regulations 2015

Duration: 1 Day

Course Fees: £225 + VAT per delegate

Course overview

A one-day course designed to cover the main points arising from the Construction Design & Management Regulations 2015 and to provide a forum for discussion.

The course covers:

- The need for changes to the regulations - the combining of CDM 1994, 2015 and Construction Health, Safety and Welfare Regulations 1996
- Background to the new regulations
- Construction Design & Management Regulations:
 - Definitions
 - Duties
 - Implications
 - Practical Guidance
- Future Training Needs

This course is suitable for Directors, Managers, Supervisors, Safety Advisors, Clients, Engineers, Architects and other professionals.

Course dates

2015

21 Sep, 30 Nov

2016

15 Jan, 2 Mar, 4 May, 30 Aug, 22 Nov

Work at Height Regulations

Duration: 1 Day

Course Fees: £225 + VAT per delegate

Course overview

This course covers the requirements of the Work at Height Regulations and is ideal for employers, the self-employed and anyone who works at height. It tells you what you need to do to comply with the Work at Height Regulations 2005. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. The course covers:

- What is work at height?
- Why are these rules important?
- Do the rules apply to you?
- What you must do as an employer
- Duty holders' responsibilities
- Inspections
- Equipment Types

This course is suitable for Managers, Safety Advisors, Supervisors and others.

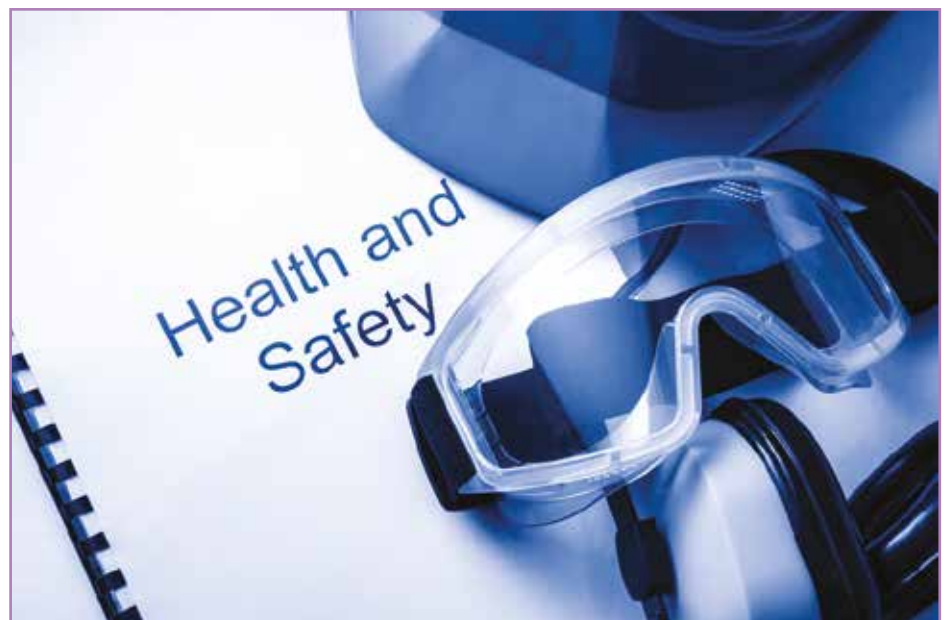
Course dates

2015

9 Oct

2016

17 Feb, 21 Oct



HEALTH & SAFETY

Legionella Prevention and Control

Duration: 1 Day

Course Fees: £225 + VAT per delegate

Course overview

The course covers:

- Legislative requirements
- Understanding how Legionella occurs
- Legionella Risk Assessment
- Prevention and control strategies

This course is suitable for Managers, Safety Advisors, Maintenance Personnel and others with an interest in Legionella Prevention and Control.

Course dates

2015

7 Oct

2016

13 Jan, 5 May, 1 Jul, 14 Oct

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COSHH Control of Substances Hazardous to Health

Duration: 2 Days

Course Fees: £395 + VAT per delegate

Course overview

A two-day course designed for those involved in the management and control of hazardous substances in their workplace. The course involves an in-depth study of the control of substances Hazardous to Health (COSHH) Regulations 2004 with a particular focus on the legal duty to risk assess substances hazardous to health.

The course is both theoretical and practical, with an opportunity to carry out practical risk assessment using industry-recognised methods. You are invited to bring some examples of your own COSHH risk assessment and Material Safety Data Sheets (MSDSs) for substances in use in your own workplace.

The course covers:

- Overview of the COSHH Regulations 2004
- Principles of COSHH Risk Assessment
- 'Hierarchy' of Control Measures
- Chemical Agents
- Biological Agents
- Carcinogenic Substances
- Sensitisors
- Health Surveillance
- Exposure Monitoring
- Practice of COSHH Risk Assessment

This course is suitable for Safety Officers, Advisers, Supervisors, Managers and Personnel with specific responsibilities for COSHH.

Course dates

2015

12-13 Oct

2016

7-8 Jan, 15-16 Feb, 10-11 Mar, 7-8 Apr, 5-6 May, 27-28 Jun, 25-26 Aug, 25-26 Oct, 19-20 Dec

Manual Handling Instructor

Duration: 3 Days

Course Fees: £585 + VAT per delegate

Course overview

A three-day course to enable personnel to provide basic in-house training for employees as required by health and safety legislation

The course covers:

- Common and Statute Law relating to manual handling
- Background to accident statistics
- Background to types of manual handling injuries
- Workplace factors which affect manual handling
- Examination of the Manual Handling Operations Regulations 1992
- Key factors of a good handling technique
- Practical instruction for a good handling technique
- Individual guidance
- Delegates demonstrating practical techniques
- Control measures for ergonomic workplace design
- An example of a manual handling training session

A written and practical test will be taken by the delegates at the conclusion of the course to confirm competency.

Please note: all delegates are required to allow approximately 2 hours study/preparation time on the first two evenings of training.

This course is suitable for personnel who require Manual Handling Instructor training. Delegates must be able to lift light boxes or similar objects from floor to table height.

Courses dates

2015

22-24 Sep, 7-9 Dec

2016

4-6 Apr, 28-30 Nov

Safety Representatives

Duration: 3 Days

Course Fees: £585 + VAT per delegate

Course overview

This course is designed to cover the essential elements of Health and Safety law; workplace hazards and their effect on the body, control methods, accident prevention and safety management techniques.

This training is aimed to raise awareness of Health and Safety issues and to equip delegates to contribute positively on Safety Committees and to enable them to act effectively in their capacity as safety representatives.

The course covers:

- Legal Background
- Hazard Awareness
- Risk Assessment
- Manual Handling
- Fire
- DSE Safety and other topics

This course is suitable for Safety Representatives/Employee Representatives and others who participate on Safety Committees, or as representatives.

Courses dates

2015

6-8 Oct

2016

25-27 Apr, 1-3 Jun, 26-28 Oct

Introduction to ISO45001:2016

Duration: 1 Day

Course Fees: £225 + VAT per delegate

Course overview

- The principles and purpose of Occupational Health and Safety Management Systems
- The structure of ISO45001 documentation
- Clause by clause explanation of ISO45001
- Requirements for procedures and records

- The route to certification
- The myths expelled

Delegates are encouraged to bring examples of their existing OHSMS documentation to the course.

This course is suitable for delegates who require an understanding of ISO45001

Course dates

2016

25 May, 26 Sep, 12 Dec

Management Systems Auditor

Duration: 2 Day

Course Fees: £395 + VAT per delegate

Course overview

This two-day course is designed to provide delegates with the knowledge and skills required to undertake audits of Quality, Environments and Occupational Health and Safety Management systems. The course also covers auditing, a single management system or multiple management system at the same time (Integrated Audits).

The course covers

- Annex SL – Internal Audit Text
- Overview of ISO 19001 Guidelines for Auditing Management Systems
- Audit Principles
- Audit Objective, Criteria and Scope
- Documentation and Implementation Audits
- Audit Programmes and Planning
- Conducting Audits
- Audit Reporting
- Audit Follow up
- Audit Close
- Internal Audits and Audits of Suppliers and Contractors
- Integrated Auditing

This course is suitable for delegates with responsibility for undertaking Quality, Environment and Occupational Health and Safety Management System Audits within their own organisation and for those who undertake audits of external providers such as suppliers and contractors.

Course dates

2016

22-23 Mar, 19-20 May, 27-28 Jul,

29-30 Sep, 24-25 Nov

Safety Systems Management

Duration: 3 Days

Course Fees: £585 + VAT per delegate

Course overview

- The need for Occupational Health and Safety Management Systems
- Principles and purpose of health and safety management
- Clause by clause explanation of BS OHSAS 18001:2007
- Purpose and benefits of OHSMS documentation
- Developing process documents, procedures, safe systems of work and forms
- Overview of BS EN ISO 19011 auditing standard
- Audit programs, audit planning, conducting audits, audit reporting and audit follow up

Delegates are encouraged to bring examples of their existing OHSMS documentation to the course.

This course is suitable for delegates who require an understanding of how to develop, implement and maintain effective Occupational Health and Safety Management Systems..

Course dates

2016

6-8 Apr, 17-19 Oct



HEALTH & SAFETY

Most of our training programmes can be delivered at your premises. We at WATA pride ourselves in tailoring courses to suit your specific needs, creating a vast portfolio of training solutions.

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Other specialist areas we can provide training in are:

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- Dangerous Substances
- Noise
- Vibration
- Risk Assessment
- Permit to Work Systems
- PUWER Management Training
- LOLER Management Training
- Pressure Systems Management
- Electrical Safety General
- Enforcement visit preparation and response
- Safety Report Writing
- Accident Investigation
- Behavioural Safety
- Managing Contractors
- Manual Handling Risk Assessment
- Ladder/Step Ladder Work at Height/ Practical Harness Training
- Coaching and Mentoring

‘Our Managers thought the trainer’s approach and how she presented made the training both exciting and entertaining’

Dave Sherrington
Indesit



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Environmental courses

ENVIRONMENTAL

YOU CAN
BECOME AN
AWARD WINNING
CANDIDATE
WITH WATA

Environmental management in organisations is a

complex and far reaching subject

It covers everything from supplies though to processes, supply routes and all our by-products and waste. This includes the impact from raw material extraction thousands of miles away to the disturbance of neighbours due to fan noise from a local industrial process.

Energy and waste disposal costs continue to climb as do opportunities to save money. Increasingly, clients require proof of competent environmental management from their contractors and customers demand similar standards from their suppliers.

Environmental management is not straightforward as there is a plethora of legislation which requires increasingly complicated data management and reporting. Competent well trained staff are needed to achieve compliance.

Environmental management is essential if we are to achieve sustainable development. It is also a great way to reduce business costs and become increasingly competitive. WATA offers comprehensive programmes of training from basic awareness to diploma level.

ENVIRONMENTAL



NEBOSH Certificate in Environmental Management

Duration: 6 Days

Course Fees: £975 + VAT per delegate

Course overview

This course covers the practical issues of managing environmental risk. The syllabus takes a risk management approach based on the best practice and international industry standards, including:

- Environmental Management Systems and impact assessments
- Sources and use of energy and energy efficiency
- Control of pollution
- Planning for and dealing with environmental emergencies

This course is suitable for Managers, supervisors and employees for managing environment issues, as part of their day to day duties. The qualification focuses on UK law and environmental management systems, and leads to a Level 3 Certificate in Environmental Management. It is an excellent starting point from which to undertake the NEBOSH Diploma in Environmental Management.

Students are assessed by a written examination and a practical Environmental Review of the student's own workplace which must be returned to WATA within 7 days of the examination.

Course Progression

NEBOSH Diploma in Environmental Management.

Course dates 2015: Exam: 28 Sep-2 Oct 5 Oct

Course dates 2016: Exam: 11-15 Jan 18 Jan
4-8 Apr 11 Apr
8-12 Aug 15 Aug
26-30 Sep 3 Oct
10-14 Oct 17 Oct
7-11 Nov 14 Nov
5-9 Dec 12 Dec

NEBOSH National Diploma in Environmental Management

Duration: 15 Days

Course Fees:

Full Course: £2,950 + VAT per delegate - 15 days

Top Up Course:

£1,300 + VAT per delegate (week 3 only) - 5 days

Course overview

This three week course is designed for safety practitioners who wish to extend their role into environmental management. Key concepts in environmental science and legal aspects of the environment are examined and environmental management systems are considered, along with the tools and methodologies used by the environmental manager. The course also provides an overview of environmental control technologies.

The course covers:

- UK Environmental Law
- Environmental Science
- Hazard Assessment and Monitoring
- Risk Assessment and Management Systems
- Assessment of Environmental Effects and Control Methods
- Practical Assignment

Assessment is by written examination and Practical Environmental project, which must be submitted by the end of the month in which the exam is held.

This course is suitable for candidates with some previous experience of health and safety, particularly the legislation.

Course dates 2015

Week 1	Week 2	Week 3	Exam
13-17 Jul	3-7 Aug	23-27 Nov	3 Dec

Course dates 2016

Week 1	Week 2	Week 3	Exam
22-26 Feb	14-18 Mar	18-22 Apr	9 Jun
12-16 Sep	17-21 Oct	21-25 Nov	8 Dec

IEMA Associate Certificate in Environmental Management

Duration: 10 Days

Course Fees: £1970 + VAT per delegate

Course overview

This is a 10-day environmental training course. Delegates who pass the course assessment are awarded Associate Membership of the Institute of Environmental Management and Assessment.

The course covers

- Legislative overview
- The Role of the Regulators
- Water, air and waste issues and controls
- Contaminated land
- EIA & Environmental Audit/Review
- Environmental Management Systems
- Preliminary environmental review/significance assessment including ISO 14001 & EMAS
- EMS elements - implementation and operation plus checking and corrective action
- People skills for the Environmental Manager

There are no formal entry requirements however it is recommended that candidates have completed an environmental awareness course or have an equivalent level of knowledge or experience of environmental issues.

Course dates 2015

Week 1	Week 2
19-23 Oct	2-6 Nov

Course dates 2016

Week 1	Week 2
22-26 Feb	14-18 Mar
12-16 Sep	17-21 Oct

Environmental Awareness at Work



Duration: ½ Day

Course Fees: £99 + VAT per delegate

Course overview

Environmental Awareness at Work provides an introduction to environmental issues within the workplace and is ideal for those who need a basic understanding of those issues, as well as staff in organisations that are looking to introduce an environmental management system, or simply improve their environmental performance.

The course covers:

- Environmental Awareness
- Pollution, Risk and Emergencies

There are no formal entry requirements or examination.

Course dates

2015
21 Sep, 9 Dec

2016
29 Jan, 31 May, 29 Jul, 28 Oct, 29 Nov

Environmental Systems Management

Duration: 1 Day

Course Fees: £585 + VAT per delegate

Course overview

This three-day course is designed to provide delegates with the Knowledge and skills required to develop, implement and maintain, improve and audit an effective Environmental Management System within their organisation to meet the requirements of BS EN ISO 14001:2015. Delegates will gain a detailed understanding of each clause of BS EN ISO 14001:2005 and an understanding of the requirements and preparation of documented information as required by the standard.

Delegates will also acquire the knowledge and skills required to undertake audits of an Environmental Management System and integrated audits with Quality and Occupational Health and Safety Management Systems.

Please note the contents of this three day course is the same as the one day

All Environmental course prices include exam fees (if applicable), lunch, refreshments and course hand-outs.

introduction to BS ISO EN 14001:2015 course and the two day Management System Auditor course providing delegates with a flexible study option. The course covers:

- Changes from the 2004 Standard
- Annex SL Framework
- Life Cycle Thinking and process Approach
- Clause by Clause Explanation of the Standard
- Requirement for, and preparation of Documented Information
- Integration with other Management Systems
- Overview of ISO 19001 Guidelines for Auditing Management Systems
- Audit Principles, Objectives, Criteria and Scope
- Documentation and Implementation Audits
- Audit Programmes
- Audit Planning
- Conducting Audits
- Audit Reporting and Follow up
- Audit Close
- Internal Audits and Audits of Suppliers and Contractors
- Integrated Auditing

This course is suitable for delegates with responsibility for developing, implementing, maintaining and improving an Environmental Management System or those who undertake Management System Audits.

Course dates

2016
7-9 Mar, 20-22 Sep

Introduction to ISO 14001:2015

Duration: 1 Day

Course Fees: £225 + VAT per delegate

Course overview

This one-day course is designed to provide delegates with an understanding of BS EN ISO 14001, the specification for Environmental Management Systems (EMS).

The course covers

- The principles and purpose of Environmental Management Systems
- The structure of BS EN ISO 14001:2015 documentation
- Clause by clause explanation of BS EN ISO 14001:2015
- Requirements for procedures and records
- The route to certification
- The myths expelled

Delegates are encouraged to bring examples of their existing EMS documentation to the course.

Course dates

2015
11 Nov

2016
31 Mar, 23 May, 19 Sep, 5 Dec



Technical & Vocational Skills courses

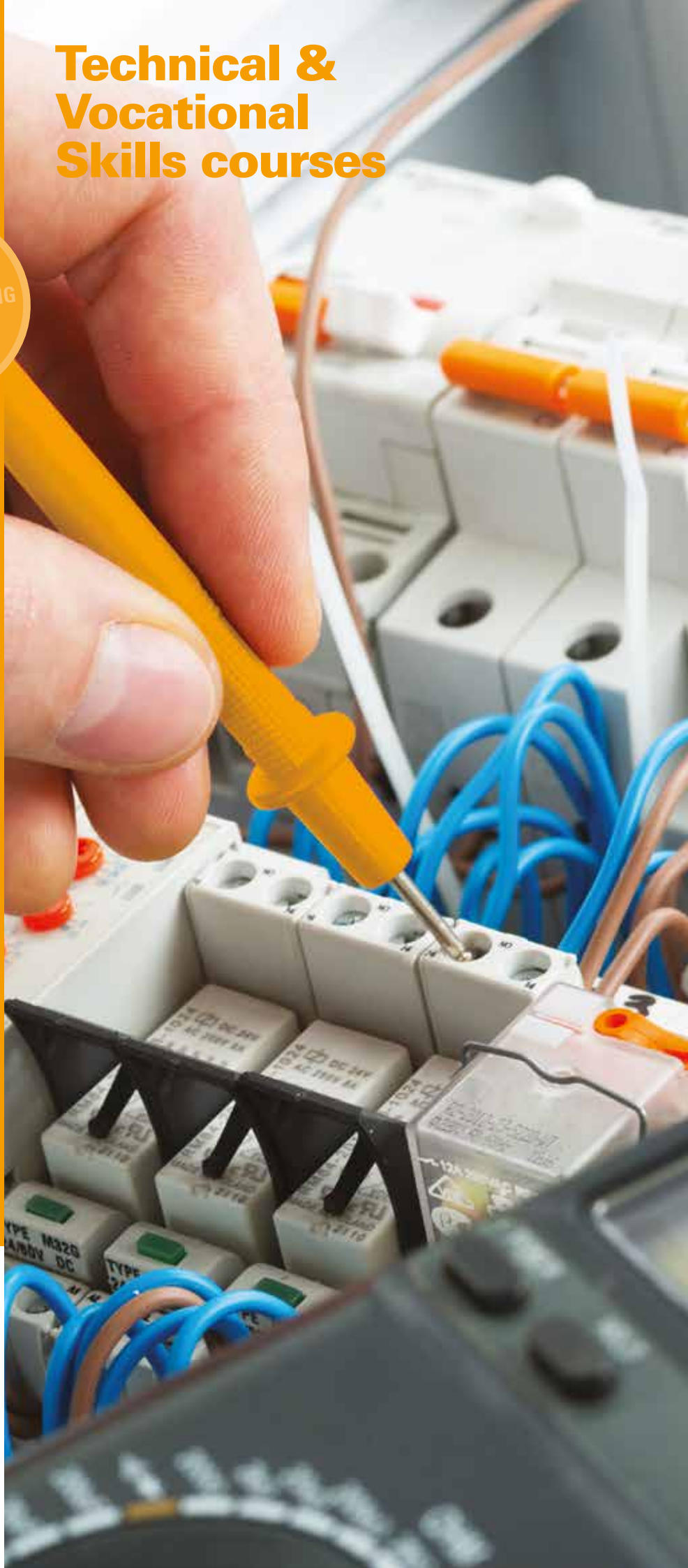
YOU CAN BECOME AN AWARD WINNING CANDIDATE WITH WATA

WATA offer a wide range of Technical and Vocational Skills in Engineering covering Electrical and Mechanical training.

Electrical and Mechanical training

Whether you are looking to enhance the skills of your production workforce, develop your facilities team, stay current with legislation or help your workforce gain vocational qualifications we have a range of suitable programmes and qualifications.

Most training can be delivered either in company or from our new Engineering Skills Centre in Huntingdon.



Electrical Skills

Any course at WATA lasting more than half a day – course fee includes lunch, refreshments and course hand-outs, registration & certification

Half day course fees include refreshments, course hand-outs and certification if applicable

BESPOKE COURSES

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‘Very in depth training provided by a knowledgeable tutor’

Carl Knott
Electrical Engineer
T Clarke

Electrical Skills for First Line Maintenance

Duration: 5 Days

Course Fees

Delegates can book and pay per Unit or book for the full course and pay the discounted fee of £1895 + VAT per delegate.

Unit A £710 + VAT per delegate

Unit B £710 + VAT per delegate

Unit C £710 + VAT per delegate

Course overview

These courses are designed to provide the skills necessary for non-electrical personnel to carry out first line maintenance such as fundamental fault finding, isolation, disconnection and reconnection of motors, sensors, contactors, control units, etc.

The course is broken down into 3 units; Unit A; Unit B and Unit C which are offered as three 5 day courses, and can be taken in any order to suit company requirements.

Unit A

This unit covers the basic fundamentals of electricity and electrical theory. Practical exercises are included to reinforce the learning

Key areas include:

- Ohms Law
- Basic Power Calculations
- Simple Circuits
- Earthing and Bonding
- Lighting and Controls

Unit B

This unit covers industrial electrical power supplies and systems including protection measures and legal requirements. Practical exercises are included to reinforce the learning.

Key areas include:

- Health & Safety at Work Act
- Electricity at Work Regulations
- Distribution
- Safe Isolation
- Protective Devices

Unit C

Basics of the construction, operation and maintenance of motors. Practical exercises are included to reinforce the learning

Key areas include:

- Induction Motors
- Universal motors
- Contactors and relays
- Simple motor control systems

Suggested follow on course

NVQ in Engineering Technical Support or Engineering Maintenance Level 2 or 3 (assessed in-company)

City & Guilds IET 17th Edition wiring Regulations (BS7671) 2008: Amended 2015. Level 3

Course dates 2015

Unit A	Unit B	Unit C
5-9 Oct	9-13 Nov	14-18 Dec

Course dates 2016

Unit A	Unit B	Unit C
18-22 Jan,	22-26 Feb	4-8 Apr
25-29 Apr	23-27 May	20-24 Jun
18-22 Jul	22-26 Aug	26-30 Sep
24-28 Oct	14-18 Nov	12-16 Dec

TECHNICAL SKILLS ELECTRICAL



IET 17th Edition Wiring Regulations BS7671 2008: (2015) City & Guilds 2382-15

Duration: 3 Days

Course Fees: £495 + VAT per delegate

Course overview

The IET Wiring Regulations form the basis of safe working practice throughout the electrical installation industry. To guarantee these safe practices, it is essential that all competent electricians understand and comply with them.

Delegates will be eligible to sit the City & Guilds examination 2382-601, which will offer a nationally recognised qualification.

Pre-requisites

There are no formal entry requirements for this course but it is advisable that you have previous knowledge of electrical installation. Any of the following qualifications are preferred C&G 2360 Parts 1 & 2, C&G 2330, C&G 2365, C&G 2320 Part 2, NVQ L3 Electrical Installation, VRQ Domestic Electrical Installer (Part P) certificate or a statement of competence. Contact WATA for more advice on pre-requisites.

Notes

You will need a copy of the wiring regulations BS 7671 (yellow cover) book. This book is available to buy at our centre, however if you wish to purchase a book please contact us first to ensure we have stock available.

Suggested follow on course(s)

WATA Practical Inspection and Testing, City & Guilds 2394 Initial Verification and or City & Guilds 2395 Periodic Inspection and Testing courses.

Course dates

2015
20-22 Oct, 1-3 Dec

2016
16-18 Feb, 19-21 Apr, 28-30 Jun, 2-4 Aug, 18-20 Oct, 6-8 Dec

IET 17th Edition Wiring Regulations BS7671 2008: (2015) City & Guilds 2382-15 (Amendment Only)

Duration: 1 Day (including evening)

Course Fees:

£260 + VAT per delegate
(Full course including exam)

£225 + VAT per delegate (Course only)

Course overview

The IET Wiring Regulations form the basis of safe working practice throughout the electrical installation industry. To guarantee these safe practices, it is essential that all competent electricians understand and comply with them.

This course is based on the changes made in this update only. Delegates will be eligible to sit the City & Guilds examination 2382-601 (60 question 2-hour), which will offer a nationally recognised qualification. Please note that the examination is on the day of attendance at approximately 16:30, therefore a finish time of approximately 19:00 is expected.

Pre-requisites

This is designed specifically for those who already have the certificate for amendment 2:2013 or at a minimum amendment 1:2011. Contact WATA for more advice on pre-requisites.

Notes

You will need a copy of the wiring regulations BS 7671 (yellow cover) book. This book is available to buy at our centre, however if you wish to purchase a book please contact us first to ensure we have stock available

Suggested follow on course(s)

WATA Practical Inspection and Testing

City & Guilds 2394 Initial Verification and or City & Guilds 2395 Periodic Inspection and Testing courses

Course dates

2015
10 Dec

2016
12 Jan, 29 Mar, 17 May, 12 Jul, 20 Sep, 29 Nov



Completing Electrical Certificates

Duration: 1 Day

Course Fees: £180 + VAT per delegate.

Course overview

This hands-on course is designed to give the candidate a good understanding of how to correctly complete the following BS7671 2008: Amended 2015 documents:

- Electrical Installation Certificate
- Electrical Installation Condition Report
- Minor Electrical Works Certificate
- Schedule of Inspections
- Schedule of test results

This course is suitable for any practicing electrician or maintenance operative. It will help toward the City & Guilds 2394 and 2395 examinations, and provide a good level of knowledge to managers and supervisors.

Pre-requisites

There is no formal entry qualification for this course, however a good knowledge of certification and the general inspection and testing process is preferred.

Notes

Having the IET Guidance Note 3 is highly recommended. This book is available to buy at our centre, however if you wish to purchase a book please contact us first to ensure we have stock available.

Suggested follow on course(s)

WATA Practical Inspection and Testing
City & Guilds 2394 Fundamental Inspection and Testing

City & Guilds 2395 Periodic Inspection and Testing

Course dates

2015
24 Nov

2016
6 May, 9 Sep



WATA Practical Inspection and Testing

Duration: 2 Days

Course Fees: £295 + VAT per delegate

Course overview

This 2-day practical course covers:

- Inspections
- Continuity Testing
- Earth Fault Loop Impedance
- Earth Electrode Testing
- RCD Testing
- PFC Testing
- Ring Circuit Tests
- Single and 3-Phase

Candidates can use their own test equipment (providing it is safe to use) or gain experience on different makes of tester. This practically biased course is designed to give candidates a greater confidence in the different testing procedures for single and three phase and prepare them fully for the City & Guilds 2394 and 2395 practical assessments.

Pre-requisites

There are no formal entry requirements for this course but it is advisable that you have previous knowledge of electrical installation

Suggested follow on course

City & Guilds 2382 IET Wiring Regulations

City & Guilds 2394 Fundamental Inspection and Testing

City & Guilds 2395 Periodic Inspection and Testing

Course dates

2016

14-15 Jan, 11-12 Feb, 31 Mar-1 Apr, 19-20 May, 7-8 Jul, 21-22 Sep, 7-8 Nov

Combined Periodic Inspection, Testing and Initial Verification and Certification of Electrical Installations City & Guilds 2394-01 and 2395-01 Level 3

Duration: 5 Days + 1 day practical assessment

Course Fees: £1075 + VAT per delegate.

Course overview

This covers the theory and practice of both the Periodic Inspection, Testing and Certification and Initial Verification and Certification of electrical installations and provides full preparation for the City & Guilds written, on-line and practical assessments.

This course is suitable for practicing electricians and those with experience of initial/periodic inspection from other engineering disciplines and allied trades who need to up-date their skills since qualifying

Pre-requisites

You must have experience and knowledge of inspection and testing alongside a current 17th Edition Wiring Regulations certificate. If you are new to testing and inspection we recommend you attend the WATA Practical Inspection and Testing course first. Contact WATA for more advice on pre-requisites.

Notes

Please note that the course does not include a practical instruction element.

The course fee includes the IET publication 'Guidance Note 3'

Suggested follow on course(s)

City & Guilds 2396 Electrical Design

Course dates

2015

12-16 Oct, 23-27 Nov

2016

25-29 Jan, 29 Feb-4 Mar, 11-15 Apr, 31 May-6 Jun, 25-29 Jul, 10-14 Oct, 21-25 Nov

City & Guilds 2396 Electrical Design Level 4

Duration: 3 Days Initial Training + 1 Day Project + 1 Day Exam

Course Fees: £965 + VAT per delegate.

Course overview

This course is theory based and is intended for electrical contractors who are responsible for the quality of the design, specification, installation, inspection and testing processes. It covers the implications of the wiring regulations for electrical installations.

This is a Level 4 qualification that can help toward the path of project manager or contract manager.

Pre-requisites

City & Guilds IET 17th Edition wiring Regulations (BS7671) 2008: Amended 2015. Level 3

City & Guilds 2394/95 – recommended. Contact WATA for more details on pre-requisites

Notes

Additional self-study is required as the course is partly assessed by a large design project.

You will need a copy of the wiring regulations BS 7671 (yellow cover) book. This book is available to buy at our centre, however if you wish to purchase a book please contact us first to ensure we have stock available.

Course dates

2016

15-17 Mar, 8 Apr & 5 May, 1-3 Nov, 30 Nov & 20 Dec

TECHNICAL SKILLS ELECTRICAL



Introduction to Portable Appliance Testing (PAT)

Duration: 1 Day

Course Fees: £130 + VAT per delegate.

Course overview

This course is designed to give delegates who will be undertaking the Inspection and Testing of Electrical Equipment (PAT) City and Guilds 2377-22 Level 3 course a good grounding in the necessary basic electrical theory.

It is particularly useful to delegates with a limited knowledge of electrical theory, an area which many find difficult in the City and Guilds examination

Pre-requisites

There are no formal entry requirements for this course, but it does require some calculations so a basic understanding of mathematics would be beneficial although this will be covered during the course.

Suggested follow on course(s)

Portable Appliance Testing (PAT) (City & Guilds 2377/22)

Course dates

2015
16 Sep, 18 Nov

2016
5 Jan, 8 Mar, 11 May, 13 Jul, 14 Sep,
9 Nov

Portable Appliance Testing (PAT) (City & Guilds 2377/22)

Duration: 2 Days

Course Fees: £385 + VAT per delegate.

Course overview

This two-day course explains the requirements of portable appliance testing and how to conduct the necessary tests to ensure compliance with statutory legislation.

Delegates attending the course will have the opportunity to use a range of portable appliance testers and must demonstrate an ability to inspect and test items of both Classes as well as correctly completing the necessary forms before taking the theory and practical exam.

Pre-requisites

There are no formal entry requirements for this course, but attendance on the Introduction to Portable Appliance Testing (PAT) is highly recommended.

Notes

The course fee includes the IET publication 'Code of practice for In-Service inspection and testing of electrical equipment'

Suggested follow on course(s)

Management of Portable Appliance Testing (PAT) City & Guilds 2377/32

17th Edition Regulations BS7671:2008 Amended 2015

Course dates

2015
17 & 18 Sep
19 & 20 Nov

2016

6-7 Jan, 9-10 Mar, 12-13 May, 14-15 Jul,
15-16 Sep, 10-11 Nov

Electricity at Work Regulations

Duration: 1 Days

Course Fees: £235 + VAT per delegate.

Course overview

This one-day course covers the interpretation and application of the Electricity at Work Regulations and is intended for those who work directly with electricity, as well as, Managers and Supervisors who have responsibility for the health and safety of their employees.

Includes the HSE publication: Memorandum of Guidance on the Electricity at Work Regulations 1989

Course dates

2016
12 Apr, 4 Jul, 6 Sep, 6 Dec





Management of Portable Appliance Testing (PAT) (City & Guilds 2377/32)

Duration: 1 Day

Course Fees: £225 + VAT per delegate.

Course overview

This one-day course is designed to explain the legal requirements of portable appliance testing and how to implement a successful portable appliance testing programme. Portable appliance methods are discussed together with practical application. Candidates will be eligible to sit the City & Guilds examination 2377/32 on completion, which will offer a nationally recognised qualification.

Pre-requisites

Portable Appliance Testing (PAT) (City & Guilds 2377/22)

Notes

Delegates will be required to bring the IET publication: Code of Practice for In-Service Inspection and Testing of Electrical Equipment; a requirement for the examination. This book is available to buy at our centre, however if you wish to purchase a book please contact us first to ensure we have stock available

Course dates

2015

4 Dec (Exam TBC))

2016

4 Feb, 5 Apr, 7 Jun, 5 Aug, 7 Oct, 9 Dec (Exam dates TBC)

Building Regulations for Electrical Installations in Dwellings (City & Guilds 2393) Level 3

Duration: 1 Day

£185 + VAT per delegate



Course overview

This course is ideal if you are a qualified electrician or are working in the building trades and looking to gain a working knowledge of how electrical installations in homes can affect the building construction as well as how to comply with relevant regulations.

It covers the essential Building Regulations that every installation and maintenance electrician or builder needs to be aware of. The building regulations are a legal document and many installers fall foul of this statutory document through ignorance. It also helps to comply with Approved Document P (part P)

Pre-requisites

There are no formal entry requirements for this course, but a working knowledge of the electrical/building industry is helpful

Notes

The course fee includes the 'IET guidance on the Building Regulations for electricians'

Course dates

2016

6 May, 9 Sep

In-company courses

Basic Electrical Awareness for Maintenance Personnel

Duration: 1 Day

£850 + VAT - Maximum of 10 delegates

Course overview

This course covers

- The dangers of electricity and electric shock
- The methods of protection from shock
- The implications of the Electricity at Work Regulations in relation to Company procedures including;
 - Competence
 - Live working
 - Maintenance
 - The defence
 - Isolation of circuits
 - Limits of authorisation
 - Roles and responsibilities
 - Sources of help

This course is open to modification to suit your requirements, details on request.



BESPOKE TRAINING?

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TECHNICAL SKILLS ENGINEERING

Engineering courses

Any course at WATA lasting more than half a day – course fee includes lunch, refreshments and course hand-outs, registration & certification
Half day course fees include refreshments, course hand-outs and certification if applicable

Engineering Workshop Skills Training

Duration: 5 Days

Course Fees: £710 + VAT per delegate

Course overview

This course is designed to provide the skills and training necessary for candidates to acquire essential Workshop Skills, through theory and practical delivery candidates will fabricate a practical project that demonstrates a wide range of skills such as:

- Safe working practices
- Hand tools
- Grinding
- Securing and fixing devices
- Measuring and marking out
- Drills, drilling and screw threads
- Reading Engineering drawings
- Safe use of power tools



Suggested follow on course

Mechanical Isolation
 Mechanical Maintenance Skills
 NVQ in Mechanical Manufacturing Engineering
 Electrical Skills for First Line Maintenance

Courses dates

2016
 11-15 Jan, 9-13 May, 29 Aug-2 Sep

Mechanical Maintenance Skills



Duration: 5 Days

Course Fees: £710 + VAT per delegate.

Course overview

This practical 'hands on' course is designed to provide the skills necessary for non-mechanical personnel working on production or process equipment to carry out first line mechanical maintenance in a safe and logical manner helping you reduce downtime. The course covers:

- Safe working procedures
- Maintenance and fault finding
- Dismantling techniques
- Visual and audio inspections
- Bearings and seals
- Belt & Chain drives
- Gear drives and gearboxes
- Pumps

- Lubrication
- Measurement techniques
- Adjustment and alignment practices
- Basic pneumatic and hydraulic maintenance techniques

Suggested follow on course

NVQ in Engineering Maintenance
 Electrical Skills for First Line Maintenance.

Courses dates

2016
 14-18 March, 11-15 July, 5-9 Dec

Hydraulic Training

Duration: 5 Days

Course Fees: £710 + VAT per delegate.

Course overview

A highly practical five-day course, which deals with the essential maintenance aspects of hydraulic systems. This course is suitable for personnel in the mechanical industry who have no previous knowledge or experience in the maintenance of hydraulic systems. The course covers:

- Fundamentals principles
- Hydraulic fluids, storage and conditioning
- Fluid conductors
- Graphical symbols and circuit diagrams
- Hydraulic pumps
- Pressure, directional and volume control



- Actuators, Seals and Packing
- Hydraulic accumulators, circuits and practical exercises
- Maintenance and fault finding

Suggested follow on course

Pneumatic Training
NVQ in Engineering Maintenance

Course dates

2015
19-23 Oct

2016
11-15 Jan, 7-11 Mar, 16-20 May,
18-22 July, 5-9 Sep, 7-11 Nov



Pneumatic Training

Duration: 5 Days

Course Fees: £710 + VAT per delegate.

Course overview

This course introduces candidates to the maintenance aspects of pneumatic systems and is highly practical in its approach. It is suitable for personnel in the mechanical industry who have no previous knowledge or experience in the maintenance of pneumatic systems. The course covers:

- Fundamental principles
- Compressed air distribution and treatment
- Graphical symbols and circuit diagrams
- System components
- Pneumatic circuits and practical exercises
- Maintenance and fault finding

Suggested follow on course

Hydraulic Training
NVQ in Engineering Maintenance.

Courses dates

2015
14-18 Dec

2016
15-19 Feb, 11-15 Apr, 13-17 Jun,
22-26 Aug, 17-21 Oct, 12-16 Dec

Abrasive Wheels Safety

Duration: 1 Day

Course Fees: £149 + VAT per delegate.

Course overview

This course is designed to meet the requirements for training in line with the Provision and Use of Work Equipment Regulations (PUWER 1998) for safety in the use of abrasive wheels and provides candidates with a thorough understanding of:

- Safe working procedures
- The abrasive wheels regulations and HSE advisory literature
- Methods of marking abrasive wheels
- Correct storing, handling and transportation of abrasive wheels
- Inspection and testing of abrasive wheels
- Determining when wheels need replacing
- Balancing of abrasive wheels
- Methods of dressing wheels
- Correct adjustment of rests.

It is recommended that delegates with an inconsistent use of abrasive wheels take a refresher course after 3 years with a recommendation of consistent use having a 5 year refresher course

Course dates

2015
16 Sep, 19 Nov

2016
18 Jan, 8 Mar, 12 May, 12 Jul, 13 Sep,
15 Nov

Abrasive Wheels Instructor

Duration: 2 Days

Course Fees: £270 + VAT per delegate.

Course overview

This course is designed to enable the company's own nominated trainer to instruct their staff in the correct and safe way of using abrasive wheels.

It is recommended that delegates with an inconsistent use of Instructing Abrasive Wheels take a refresher course after 3 years with a recommendation of consistent instructing having a five year refresher course.

This course covers

- Grinding machines, wheels and processes
- How to correctly and safely select; check and mount; true and dress; balance and store; and handle abrasive wheels.
- The law relating to abrasive wheels
- Effective communication - the barriers and how to overcome them
- Instruction techniques
- Setting up and conducting Abrasive Wheels Training sessions
- Assessment - delegates will be assessed on both the theoretical and practical aspects of the course

Courses dates

2015
28-29 Oct, 2-3 Nov

2016
22-23 Feb, 20-21 Apr, 20-21 Jun,
17-18 Oct, 7-8 Dec

TECHNICAL SKILLS ENGINEERING

City & Guilds Welding Practices



Duration: 4 Days

Course Fees: £495 + VAT per delegate

Course overview

This four day course is designed as an introduction to basic welding techniques. The course is highly practical and would suit beginners or anyone who wishes to improve their welding techniques. Candidates work towards the City and Guilds qualification in Welding Skills (3268) in one of the following disciplines:

- Manual Metal Arc Welding (MMA)
- Tungsten Inert Gas (TIG)
- Metal Inert Gas (MIG)

These courses can be delivered at Level 1 or 2 depending on skill level at entry.

Course dates

2015

27 - 30 Oct

2016

8-11 Feb, 18-21 Apr, 4-7 Jul, 3-6 Oct

In-company courses

Working Safely in the Workshop

Duration: 1 Day

Course Fees: £850 + VAT

This course can be held at WATA by arrangement.

Course overview

This one day course is designed to give delegates a good understanding of safety in a workshop environment. The course can cover such machines as a lathe, milling machine; pedestal drill and grinder, band saw and equivalent machinery along with the safe use of pneumatics.

A practical component can be included depending on content and number of delegates. Details on request.

Power Press Safety Training

Duration: 1 Day

Course Fees: £850 + VAT - Maximum of 10 delegates.

Course overview

This course is designed to give delegates the required training to safely use power presses within the legislation set out by the HSE covering the H.S.E. guidelines, rules and laws governing the use of Power Presses.

This course is suitable for Press operators, setters and maintenance personnel

Power Press – Setter Training

Duration: 1 Day

Course Fees: £850 + VAT - Maximum of 10 delegates.

Course overview

This course is designed to enable operation to safely set power presses and meet legal requirements.

Sufficient practical instruction should be given to individuals on the particular Presses used in their workplace to supplement the course and to ensure adequate experience is gained in their proper use.

Additional courses also available in company:

- Power Press Safety Training
- Power Press Setter Training
- Safety in the use of Surface Grinders
- Safety in the use of Cylindrical Grinders
- Safety in the use of Band Saws
- Safety in the use of Circular Saws
- Pipe Brazing to CITB Standard
- Safety in the setting up and use of oxy-acetylene/propane cutting techniques
- Air conditioning Maintenance
- Basic Refrigeration and Maintenance Plus CITB F-Gas Certification
- Welding Training



Management & Personal Development courses

MANAGEMENT &
PERSONAL DEVELOPMENT

YOU CAN
BECOME AN
AWARD WINNING
CANDIDATE
WITH WATA

Staff development is proven to increase productivity, improve customer service, produce higher performing teams and

retain your best staff.

Clients tell us that our training programmes have enabled their staff to lead their teams more effectively, save costs and reduce conflict. It has also built staff confidence in successfully managing performance and the process of change.

At WATA our courses are practical, stretching and designed to make a difference. Action planning forms a central part of the course to ensure the training makes a long term impact.

All our courses can be accredited by the Institute of Leadership & Management (ILM) at level 3. This gives you both a nationally recognised qualification as well as the assurance of great training. Level 5 programmes are also available. Please contact us for details.

Approved
Centre

Management Development Courses

Leadership & Management Essentials

Duration: 2 Days

Course Fees: £395 +VAT per delegate.

Course overview

This very popular course explores three of the most important skills needed by today's managers

Lead & Manage with Confidence

- Identify qualities and characteristics of effective leaders / managers
- Develop a flexible management style to bring out the best in people
- Plan and prioritise
- Develop delegation skills
- Balance the competing needs of the task / team / individual
- Developing confidence as a manager

Communicate Effectively:

- Identify and overcome barriers to communication
- Use words, tone and body language consciously
- Communicate effectively not just efficiently
- Ask the right questions

Motivate your Team:

- Use motivation models to motivate your team
- Identify and use individual motivators
- Give and receive effective feedback

Course dates

2016
26-27 Jan, 26-27 Apr, 27-28 Sept

Managing People

Duration: 2 Days

Course Fees: £395 +VAT per delegate.

Course overview

This lively and comprehensive course covers three essential modules for managing people.

Manage Performance:

- Set clear expectations for performance and behaviour
- Distinguish between attitude and behaviour
- Gather evidence
- Prepare for performance-related conversations
- Manage performance confidently
- Carry out disciplinary meetings

Build an Effective Team:

- Bring out the best in your team
- Work with team strengths and weaknesses
- Develop a high performing team
- Deal confidently with tricky team dynamics
- Identify your own trigger points and how to manage these
- Manage transitions in teams

Manage Change:

- Identify the drivers for change using PESTLE and SWOT analysis
- Manage the team through the process of change
- Supporting staff during change
- Action planning

Course dates

2015
10-11 Nov
2016
8-9 Mar, 22-23 Jun, 8-9 Nov

Developing Yourself & Others

Duration: 2 Days

Course Fees: £395 +VAT per delegate.

Course overview

This 2-day programme extends the range of skills required to develop yourself and others. Practical and informative, it covers 3 vital leadership modules.

Time Management:

- Recognise your current time management style – where you use and lose time
- Identify your goals and objectives – short-term and longer-term
- Prioritise – the important v the urgent
- Delegate and handle interruptions
- Organise your diary, others, desk and PC

Coach and Mentor your Staff:

- Use tried and tested coaching models
- Set goals
- Use effective questioning skills
- Use a range of challenging skills to overcome resistance
- Evaluate progress

Appraisal Interview Skills:

- Prepare for an appraisal and gather a range of information to assess performance over the 'review period'
- Use a range of questioning skills to assess performance
- Set objectives and goals
- Develop your feedback skills
- Manage emotional behaviour

Course dates

2016
7-8 Jan, 24-25 May, 13-14 Sep

Book all four units from the dates listed and receive ILM accreditation at a discounted rate



Professional Development Courses

Strategic Planning & Business Awareness

Duration: 2 Days

Course Fees: £395 +VAT per delegate.

Course overview

A two-day course for those moving into strategic roles within an organisation.

Plan Strategically:

- Use a range of models and analytical tools to determine 'Where are we now?'
- Take a fresh look at what your organisation does and why
- Set strategy for (your part of the) organisation
- Work with stakeholders throughout

Set strategic goals:

- Write strategic goals
- Establish success criteria
- Identify priority areas for action and developing objectives
- Apply SMART strategic thinking skills

Implement and evaluate strategy:

- Understand the key factors involved in implementing strategy
- Communicate your strategic plan
- Use action planning tools
- Use strategic leadership skills throughout
- Measure progress and evaluate strategy

Course dates

2016
23-24 Mar, 15-16 Sep

Customer Service

Duration: 1 Day

Course Fees: £225 + VAT per delegate

Outstanding customer service encourages customer loyalty and helps increase business. This course offers the tools and techniques to help you create and maintain mutually beneficial relationships with your customers..

Attending this course will enable you to:

- Deliver great customer service
- Identify who your customer is (both external and internal)
- Exceed customer expectations
- Present a positive first impression
- Establish rapport and defuse anger
- Use effective telephone techniques
- Deal effectively with difficult customer situations
- Turn complaints into opportunities
- Respond professionally to unreasonable requests
- Demonstrate a positive, confident and professional approach

Course dates

2015
5 Nov

2016
13 Apr, 4 Nov

'WATA are always happy to adapt their training courses to meet our specific requirements'

Maggie Brown
The Cambridge
Crystallographic Data Centre

Conflict Management and Effective Communication at Work

Duration: 1 Day

Course Fees: £225 + VAT per delegate

Conflict reduces productivity. Good working relationships energise a working environment and increase productivity. Learn ways of managing difficult dynamics between individuals, tips to improve communication and strategies to manage conflict between individuals and teams.

Attending this course will enable you to:

- Identify the most common ways that misunderstandings occur within organisations
- Overcome barriers to communication
- Select the most appropriate method of communication for an organisation and individuals
- Identify 5 different communication styles and the effects of each
- Work with tricky dynamics within relationships
- Recognise your own and other people's 'triggers' and 'hot spots' in relation to conflict and ways of managing these
- Identify the causes of conflict at work
- Spot the stages of the development of conflict
- Manage the effects of conflict on team and individual
- Use strategies to manage and resolve conflict
- Support staff experiencing conflict
- Practice these skills in a supportive environment

Course dates

2016
5 Feb, 7 Oct

MANAGEMENT & PERSONAL DEVELOPMENT

Professional Development Courses (continued)

Introduction to HR for non-HR Managers

NEW FOR 2016

Duration: 2 Day

Course Fees: £395 + VAT per delegate

This new course will build your knowledge of good practice in relation to recruitment, performance management, appraisals and employee engagement.

Attending this course will enable you to:

- Understand the key stages of the employee's life-cycle (from pre-recruitment to post termination)
- Understand key employment law issues
- Apply the principles and practices in recruitment and selection and employment law
- Identify the importance of employee engagement and managing the "psychological contract"
- Identify means of establishing employee performance standards and subsequently monitor and review performance
- Select appropriate ways of rewarding staff
- Improving your overall performance and personal effectiveness in handling a range of people issues
- Handle the termination of employment

Course dates

2016
4-5 May, 23-24 Nov

Attending this course will enable you to:

- Understand the key principles of employment law and how it influences decisions in the workplace
- Use employment law before and during employment
- Use good working practices relating to employment law issues with staff
- Address a range of everyday scenarios according to best practice and within the law
- Resolve difficult workplace issues fairly and legally
- Manage the disciplinary, grievance and dismissal processes with the law and with confidence.

Course dates

2016
17 May, 10 Nov

- Manage the questions from your audience
- Use mental strategies to remain calm and focused
- Handle difficult questions and unexpected situations during a presentation
- Design and deliver a presentation in a supportive environment
- This course provides the opportunity to significantly improve your public speaking skills by practicing and delivering speeches and presentations in a safe environment with personalised feedback. In addition, video recording and self-evaluation help you rapidly strengthen your delivery skills.

Course dates

2015
6 Oct

2016

26 Feb, 30 Sep

Presentation Skills

Duration: 1 Day

Course Fees: £225 + VAT per delegate

During this one-day course you will gain confidence to deliver dynamic and engaging presentations. We'll cover the importance of structure, body language, visual aids, question handling and keeping an audience's attention.

Attending this course will enable you to:

- Structure a presentation
- Communicate key messages concisely
- Create a great first impression
- Gain and keep an audience's attention
- Use visual aids that create impact
- Select words that win
- Start a presentation confidently
- Draw mind maps to structure information
- Use stories, metaphors and illustrations
- Be aware of your own body language and how it changes under pressure
- Use your voice effectively – the tone, tempo, resonance and volume to create variety and keep an audience's attention

Time Management

Duration: 1 Day

Course Fees: £225 + VAT per delegate

Too much to do and no time to do it? Boost your productivity with essential skills to juggle multiple tasks. You'll be amazed what you can achieve once you understand how to prioritise your time, gain clarity, handle interruptions and deal with the 'time bandits' that get in the way.

Attending this course will enable you to:

- Recognise your current time management style – where you use and lose time
- Identify your goals and objectives – short-term and longer-term
- Prioritise – the important v the urgent
- Delegate
- Handle interruptions
- Organise your diary in line with your objectives
- Do your own job – not someone else's

Employment Law for Managers

NEW FOR 2016

Duration: 1 Day

Course Fees: £225 + VAT per delegate

Providing an overview of the key areas of employment law, it will equip supervisors and managers with the information and skills required to manage workplace issues confidently and within the law.

- Respond to requests assertively
- Use time management techniques to overcome our time bandits
- Organise yourself, others, desk and PC.

Course dates
2016
29 Apr, 25 Nov

Train the Trainer

Duration: 2 Days

Course Fees: £395 + VAT per delegate

Essential skills for work-based trainers including structuring the session, understanding learning styles, managing a group and maintaining interest and enthusiasm.

Attending this course will enable you to:

- Plan and structure training sessions
- Write learning aims and learning outcomes
- Select appropriate training methods
- Design interesting and effective activities
- Keep the participants interested and learning
- Use visual aids
- Identify different learning styles and how to use each one
- Use a range of accelerated learning techniques to make learning fun!
- Manage the dynamics within a training group
- Practice these skills by designing and delivering a session in a relaxed, safe and supportive environment, with personalised feedback
- Evaluate your own training using video recording of your session to strengthen your skills

Course dates

2015
14-15 Oct

2016
28-29 Jan, 19-20 May, 12-13 Oct

In-company training

If you have a number of staff to train, or particular issues you would like to address, then our in-house courses are a very popular solution. We sit down with you to discuss where your company is at the moment and what your business objectives are. We then agree the support which is required to help you achieve these objectives, including the development of bespoke programmes.

Leadership & Executive Coaching

An increasingly popular option, coaching is the ultimate leadership conversation. It allows individuals to explore and develop their personal performance to deliver business goals, in a safe yet challenging environment. Our leadership coaching programmes can address particular issues as well as developing the leadership abilities and skills of current and future leaders across a business.

Further Development Options

Any of the Management Development Programme or Professional Development courses can be delivered at your premises, with the following additional courses also available

- Team Building Events
- Meetings Management
- Sales – The Key Skills
- Performance Management
- Negotiation Skills
- Stress Management
- Appraisal Interviewing Skills

Please contact us for details of this very popular, flexible and competitively priced option.



Quality Management Systems

YOU CAN
BECOME AN
AWARD WINNING
CANDIDATE
WITH WATA

In today's increasingly competitive business environment it is essential for you to

identify and meet your customer needs

to improve overall business performance. Many organisations develop Quality Management Systems (QMS) as the route to demonstrate this.

WATA has developed a range of courses to assist you in understanding and implementing effective quality management systems to improve your business performance.

As with most of our training solutions WATA can work with you to develop bespoke programs incorporating your own policies, procedures and key messages pertinent to your business.



Introduction to ISO 9001:2015

Duration: 1 Day

Course Fees: £225 + VAT per delegate, including course handouts, lunch and refreshments.

This one-day course is designed to provide delegates with an understanding of BS EN ISO 9001:2008, the specification for Quality Management Systems (QMS).

Delegates are encouraged to bring examples of their existing QMS documentation to the course.

Course dates

2016

11 Jan, 13 Apr, 11 July, 12 Oct, 14 Dec

Quality Systems Management

Duration: 3 Days

Course Fees: £585 + VAT per delegate, including course handouts, lunch and refreshments.

This three-day course is designed to provide delegates with the knowledge and skills required to develop, implement and maintain an effective Quality Management System (QMS) for their organisation to meet the requirements of BS EN ISO 9001:2008.

The course provides delegates with an understanding of the needs for Quality Management Systems including their structure and contents. Delegates will also acquire the knowledge and skills to develop and maintain effective process documents, procedures and work instructions.

Delegates will also acquire the knowledge and skills required to undertake effective QMS audits.

Delegates are encouraged to bring examples of their existing QMS documentation to the course.

Course dates

2016

15-17 Feb, 14-16 Sep

Management Systems Update

Duration: 1 Day

Course Fees: £225 + VAT per delegate including course handouts, lunch and refreshments.

This one day course is designed to provide delegates with an update on changes to the ISO management systems.

Course dates

2016

25 Jan



Construction Courses

YOU CAN
BECOME AN
AWARD WINNING
CANDIDATE
WITH WATA

WATA are committed to support you in creating a

safe and highly skilled

professional workforce to enhance business performance and achieve that little bit extra to help you realise your business goals. As such we have a range of programmes from onsite practical courses through to director and senior management options.

WATA training will enable you to upskill your workforce and remain ahead of the game.

Our trainers are highly experienced with a proven track record within the industry coupled with excellent teaching credentials to deliver the very best training. Utilising real life practices WATA bring your training experience to life.

Our superb CISRS accredited Scaffolding training facility is now available to offer you further solutions to support wider constructions project needs





Any course at WATA lasting more than half a day – course fee includes lunch, refreshments and course hand-outs, registration & certification
Half day course fees include refreshments, course hand-outs and certification if applicable.

CITB Site Management Safety Training Scheme (SMSTS)

Duration: 5 Days

Course Fees: £545 + VAT per delegate.

Course overview

The course will enable delegates to ensure that safety issues are managed efficiently, protecting the workforce, other people and the general environment and will ensure that legal compliance is achieved.

The course will cover:

- Site set-up
- CDM Regulations
- Risk Assessment
- Method Statements
- Scaffolding
- Electricity
- Excavations
- Demolition
- Confined Spaces
- Recent changes in accepted working practices

Course dates

2015

26-30 Oct

2016

25 - 29 Jan, 22-26 Feb, 9 - 13 May,

22 - 26 Aug, 14 - 18 Nov

CITB Site Management Safety Training Scheme (SMSTS) Refresher

Duration: 2 Days

Course Fees: £275 + VAT per delegate.

Course overview

This course is designed for those who currently hold the Site Management Safety Training Scheme Certificate and now wish to update their skills and knowledge in line with current legislation and require to renew their CITB 5 day site Management Training Certificate.

The course will cover:

- What the HSE are currently advising on
- CDM Regulations
- RIDDOR
- Working at Height Regulations 2005
- Vibration at Work Regulations 2005
- Noise at Work Regulations 2005
- Waste Management
- Impact of Behavioural Safety
- Occupational Health

Course dates

2015

16 - 17 Nov

2016

15 - 16 Mar, 28 - 29 Jun, 11 - 12 Oct

CITB Site Supervisors Safety Training Scheme (SSSTS)

Duration: 2 Days

Course Fees: £245 + VAT per delegate.

Course overview

This course is for first line managers, those who have or are about to acquire supervisory responsibilities.

The course covers The Health and Safety at Work Act and the regulations relevant to the Construction industry to include:

- Health and Safety Law
- Developing a Health and Safety Management System
- Occupational Health
- Fire Prevention and Control
- Risk Assessment and Method Statements
- Hazardous Substances
- CDM Regulations
- Working at Height
- Personal Protective Equipment
- Manual Handling
- Accidents and First Aid

Course dates

2015

7-8 Sep, 5-6 Oct

2016

19-20 Jan, 8-9 Mar, 17-18 May, 12-13 Jul, 27-28 Sep, 22-23 Nov

CITB Site Supervisors Safety Training Scheme (SSSTS) Refresher

Duration: 1 Day

Course Fees: £160 + VAT per delegate.

Course overview

This course is for first line managers who have previously gained the 2 day certificate as supervisors and need to update their knowledge base.

This course provides supervisors with a refresher in to health and safety, welfare involved with construction work activities. It also identifies the legal responsibilities of construction supervisors.

Successful candidates will gain knowledge and skills in:

- The Health and Safety at Work Act
- Developing a Health and Safety Management System
- Occupational Health
- How to deliver tool boxes talks
- Risk Assessment and Method Statements
- Understanding behavioural Safety
- CDM Regulations
- Working at Height
- Personal Protective Equipment
- Manual Handling
- Accidents and First Aid

Course dates

2015

3 Sep, 7 Oct

2016

14 Mar, 8 Jun 7 Sep

CONSTRUCTION

CITB Health and Safety Awareness (Green Card)

Duration: 1 Day

Course Fees: £115 + VAT per delegate.

Course overview

This course is for those who have or are about to enter the Construction and Civil Engineering Industry as a member of the workforce. The course is designed to help them understand the potential hazards that they face at whilst working on, or visiting construction sites.

Course dates

2015

30 Sep, 11 Nov, 9 Dec

2016

21 Jan, 11 Feb, 10 Mar, 14 Apr, 19 May, 30 Jun, 14 Jul, 18 Aug, 29 Sep, 13 Oct, 24 Nov, 15 Dec

The CITB Health, Safety & Environmental Test (HS&E) CSCS Card

Duration: 3 Hours

Course Fees: £29.50 + VAT per delegate.

Optional Revision Book if required:
£13.00 + VAT

Course overview

This test is designed to raise standards across the construction industry and ensuring workers have a minimum standard of health, safety and environmental awareness. The scheme is for those who wish to apply for or currently hold the CSCS card which is due to expire. Photo id is required.

Course dates:

Contact WATA for available dates or visit www.wata.co.uk

The test is for: Construction Operatives, Specialist Operatives and Managers who work in the construction industry.

New Roads and Street Works Re-assessment for Operatives

Duration: 2 Days

Course Fees: £295 + VAT per delegate.

Course overview

The course will enable delegates to renew their existing street works card under the new scheme rules as stated by NRSWA 1991 and by SCOTVEC.

It is a requirement that you bring 2 current passport size photographs and your existing NRSWA Card.

The course will cover;

Existing qualifications stated on the street works card. Please notify the administrator when booking the units required. The registration date is 6 weeks before the expiry date on the card.

The morning consists of refresher training on specified units, with exams in the afternoon on both days. There is also the option of re-sitting exams if the pass rate has not been achieved, on either day

Courses dates

2015

7-8 Dec

2016

19-20 Apr, 5-6 Jul, 13-14 Sep, 6-7 Dec

New Roads and Street Works Re-Assessment for Supervisors

Duration: 2 Days

Course Fees: £295 + VAT per delegate.

Course overview

The course will enable delegates to renew their existing Supervisors street works card under the scheme rules stated by NRSWA 1991 and SCOTVEC.

It is a requirement that you bring your existing NRSWA card and 2 current passport size photographs.

Upon successful completion of the necessary units, delegates will be awarded a CABWI certificates and be registered with SCOTVEC

The morning consists of refresher training on specified units with exams in the afternoon on both days. There is also the option of re-sitting exams if the pass rate has not been achieved, on either day.

Course dates

2015

1-2 Oct

2016

21-22 Apr, 7-8 Jul, 15-16 Sep, 8-9 Dec



Scaffolding courses



CISRS Operatives Training Scheme (COTS)

Duration: 1 Day

Course Fees: £115 + VAT per delegate.

Course overview

This is a one-day mandatory course to support the application and issue of the Scaffolding Labourer card and is used as on site mandatory evidence prior to attending a Part One CISRS Scaffolding programme.

Please Note: Operatives wishing to apply for the New Entrant Trainee/Scaffolding Labourer card must also pass a CITB Health, Safety and Environment Test (or possess a recognised exemption). Applicants should apply for their card within two years of the test date or they will have to complete another test. We can offer this test on the same day for the additional charge of £29.50 + VAT.

Course dates

2015
10 Sep, 22 Oct, 19 Nov, 21 Dec

2016
25 Jan, 22 Feb, 21 Mar, 11 Apr, 9 May, 13 Jun, 25 Jul, 30 Aug, 3 Oct, 31 Oct, 28 Nov, 16 Dec

Scaffolding Part 1 – Tube and Fitting or System Scaffold

Duration: 10 Days

Course Fees: £925 + VAT per delegate.

Course overview

This course is designed to provide the skills necessary for people to use and work in the scaffolding industry. The course aim is to understand scaffolding, why we use it and the safe erection and alteration of basic scaffolding structures.

Candidates will gain knowledge and skills in:

- Safe methods of constructing independent and putlog scaffolds including returns, towers and birdcage scaffolds with either tube and fittings or specified system scaffolds
- How the regulations govern the safe methods of erection, inspection and dismantling of scaffolds
- Quantifying materials needed for independent and putlog scaffolds including returns, towers and birdcage scaffolds
- Identifying obstacles when erecting scaffold, setting out and laying out materials

- Using and following safe systems of work to ensure correct techniques are used when erecting scaffolds
- Ensuring statutory regulations and Guidance Notes (SG4) are met
- Understanding basic scaffold drawings and tie testing
- How to alter scaffolds or dropping lift heights

Requirements

Applicants must have at least 6 months scaffolding experience since achieving the CISRS Operatives Training Scheme (COTS) programme before attending the course.

Suggested follow on course

On completion of this course candidates must complete 6 months on site experience to enable them to progress to Scaffolding Part 2 Level 2 SVQ/NVQ.

Course dates

2015
1-11 Sep, 5-16 Oct, 2-13 Nov, 23 Nov-4 Dec, 7 Dec-18 Dec

2016
4-15 Jan, 25 Jan-5 Feb, 15-26 Feb, 7-18 Mar, 29 Mar-8 Apr, 18-29 Apr, 9-20 May, 31 May-10 Jun, 20 Jun-1 Jul, 11-22 Jul, 1-12 Aug, 22 Aug-2 Sep, 12-23 Sep, 3-14 Oct, 24 Oct-4 Nov, 14-25 Nov, 5-16 Dec, 12-23 Dec

CONSTRUCTION SCAFFOLDING

Scaffolding Part 2 – Tube and Fitting or System Scaffold

Duration: 10 Days

Course Fees: £960.00 + VAT per delegate.

Course overview

This course is designed for people who want to advance their career in the scaffolding industry. The course aim is to progress from Part 1 and demonstrate the safe erection and alteration of various types of scaffolding structures.

Candidates will gain knowledge and skills in:

- Correct methods of constructing loading bays, splays, protective fans, pavement gantry, truss out scaffolds, roof scaffolds and the use of prefabricated beams
- How the regulations govern the safe methods of erection, inspection and dismantling of scaffolds
- Quantifying materials needed for loading bays, splays, protective fans, pavement gantry, truss outs, roof scaffolds, prefabricated beams in various system scaffolds and traditional scaffold
- Using and following safe systems of work to ensure correct techniques are used when erecting scaffolds
- Ensuring statutory regulations and Guidance Note 4 (SG4) are met
- Understanding and setting out for anchors and tie testing

Requirements

Applicants must have a minimum 6 months scaffolding experience since achieving Part 1.

Follow on course

On completion of this course candidates can then further their career by gaining 6 months on site experience to enable them to achieve Level 2 SVQ/NVQ/CISRS Practical Skills Assessments. If the portfolio cannot be completed in 12 months an Experienced Worker Assessment can be completed.

Course dates:
2015

1-11 Sep, 5-16 Oct, 7-18 Dec,
2-13 Nov

2016

18-29 Jan, 8-19 Feb, 29 Feb-11 Mar,
14-25 Mar, 11 Apr-22 Apr, 3 May-13 May, 23
May-3 Jun, 13-24 Jun, 4-15 Jul, 18-29 Jul,
15-26 Aug, 19-30 Sep, 10-21 Oct, 7-18 Nov,
28 Nov-9 Dec, 12-23 Dec

CISRS Advanced Scaffolding*

Duration: 10 Days

Course Fees: £960 + VAT per delegate.

*Subject to CISRS approval

Course overview

This course is for people who have held the CISRS Scaffolder Card for at least one year while gaining site experience

Working as part of a team, you will learn how to safely erect, alter and dismantle a range of complex scaffolding structures.

This course is designed for people who want to advance their career further in the scaffolding industry. The course aim is to progress from Part 2 and demonstrate the safe erection and alteration of various types of complex scaffolding structures.

Candidates will gain knowledge and skills both theoretically and practically in:

- Fall Prevention & Rescue Training (SG4)
- Tubular drop scaffold from steelwork
- Cantilever drop scaffold
- 2 and 3 Cord Raking shore
- Dead shore
- Flying shore
- Temporary roof scaffold
- Stairways
- Ramps
- Risk Assessment and Method Statements
- Testing of Ties (TG4)

Requirements

Applicants must have held the CISRS Scaffolder card for at least one year. A good understanding of spoken and written English

Course dates

2016

14-25 Mar, 16-28 May, 15-26 Aug,
28 Nov-9 Dec

Scaffold Inspection Training Scheme (SITS)

Duration: 3 Days

Course Fees: £435 + VAT per delegate.

Course overview

This course is designed for Site Managers and Supervisors who inspect and check scaffolds for safe use and complete reports as detailed in the Work at Height Regulations 2005. The course aim is to give an understanding of the types scaffolding and procedures for inspection of basic scaffolds. Candidates will identify the Code of Practice and Legislation relating to inspection procedures.

Candidates will gain knowledge and skills in:

- Understanding the Codes of Practice and Regulations Scaffolding components, tubes, boards and fittings
- Ladders, gin wheels and ropes
- Scaffold ties
- Regulations and recommendations of basic scaffolds including: Putlog scaffolds and Independent scaffolds, Independent tied scaffolds, Birdcage and static tower scaffolds, Scaffolds with prefabricated beams, Protective fans and pavement gantry, Loading bays, roof saddles and splayed roof edge protection
- Practical Inspections and reports

Candidates will upon successful completion gain the: CISRS Scaffolding Inspection Training Scheme certificate

Requirements

Applicants must have experience and understanding of scaffolding. To attend the CISRS SITS course delegates must provide evidence of one of the following:

- CITB Construction Skills Health, Safety and Environment card (H,S&E test)
- Current CCNSG Passport to Safety
- NEBOSH Construction Certificate*
- Current Offshore Survival Certificate
- FAS Safe Pass
- SMSTS Certificate*
- SSSTS Certificate*

*to be taken within two years of application

Suggested follow on course

On completion candidates can progress into Advanced Scaffold Inspection Training

Course dates

2015

7-9 Sep, 19-21 Oct, 26-28 Oct,
16-18 Nov, 21-23 Dec

2016

26-28 Jan, 29-31 Mar, 14-16 Jun, 12-14
Jul, 27-29 Sep, 8-10 Nov

CISRS Advanced Scaffolding Inspection Training Scheme (Advanced SITS)

***Subject to CISRS approval**

Duration: 2 Days

Course Fees: £345 + VAT per delegate.

Course overview

This course is aimed at persons responsible for inspecting complex tube and fitting scaffolds and completing a report in accordance with Work at Height Regulations 2005

Candidates will gain knowledge and skills in the construction of complex/designed scaffold to include:

- Understanding the Codes of Practice and Regulations
- Scaffolding components, terminology, tubes and ties
- Ramps, gantries and temporary roofs
- Regulations and recommendations of scaffolds including: Slung scaffolds, Cantilever drop scaffolds, shoring and false work
- Practical Inspections and reports

Requirements

You must have held a CISRS Inspection Card (or previous equivalent) or a CISRS Scaffolder Card for at least two years, or hold a CISRS Advanced Scaffolder Card.

You must either be able to provide evidence of passing a CITB Health, safety and environment (HS&E) test within the last two years, or you must hold at least one of the following:

- Current CCNSG Passport to Safety
- NEBOSH Construction Certificate*
- Current Offshore Survival
- Certificate
- FAS Safe Pass
- SMSTS Certificate*
- SSSTS Certificate*

*to be taken within two years of application

You must have a good understanding of written and spoken English

Upon successfully completing the course you will be awarded the CISRS Scaffolding Inspection Training Scheme (Advanced SITS) certificate

Course dates

2016

29-30 Mar, 10-11 May, 5-7 Jul, 29-30 Nov

CILM Level 3 Award in Leadership & Management Skills

Duration: 4 Days

Course Fees: £720 + VAT per delegate.

Course overview

This course is aimed at first line supervisors or managers who have responsibilities on Construction sites, but do not have any qualifications or formal training to enable them to progress further in to the next level of management.

Successful candidates will gain knowledge and skills in:

- Identify how problems impact on work activities
- Recognise correct solutions
- Understand how to plan, implement and communicate decisions
- Styles and similarities of Leadership and Management behaviours
- How to be effective in team Leadership
- Recognise why organisational vision and strategy is important
- Develop team objectives and understand how to support the overall strategy
- Communication skills in conveying the vision strategy
- How to establish good listening skills and reacting to feedback
- Techniques for communicating the vision and objectives

Course dates

2015

1-4 Dec

2016

3-4 and 21-22 March (Split course)

5-6 Oct and 2-3 Nov (Split course)

Highways and Civil Engineering Academy – Coming soon to WATA

WATA's Highways and Civil Engineering Academy project will add another dimension to support the growing demand for specialist construction training from the sector. More than 100 yards of road representing the A14 are being planned at the WATA site to encompass all aspects of the building project. It will be used to train a workforce of highly skilled individuals for future key transport schemes, including upgrading the A14, the new Ely bypass and upgrading Junction 8 of the M11, near Stansted Airport.

See page 47 for more information.

'I found the course both interesting and well presented.'

**Alistair Moffat
Safety Consultant
Gresham Safety Services**



Apprenticeships Traineeships & Employability

YOU CAN
BECOME AN
AWARD WINNING
CANDIDATE
WITH WATA

Are you an Employer interested in taking on an Apprentice?

WATA offers employers a bespoke solution

that makes it easy to recruit and develop apprentices. Our expert apprenticeship co-ordinators handle all administration, recruitment and customised training arrangements as well as mentoring each apprentice. With an Ofsted grade 2 WATA continues to deliver innovative methods of training to support and grow your business as well as your apprentice.

With access to government funding, WATA will guide you through the process, ensuring your company gains the best possible return on your investment with the minimum of fuss.

Most apprenticeship programmes are fully funded. Additional funding is available for many small to medium companies, call WATA to find out if your company is eligible.





Are you looking for an Apprenticeship?

Looking to learn on the job whilst gaining recognised qualifications? Our purpose built training facility offers you the chance to learn the latest up to date skills in your chosen apprenticeship.

WATA is already working with many employers throughout the Engineering and Construction sectors to ensure their workforce has the practical skills and qualifications that they need now and in the future.

If you want to find out which is the right career path for you call our experienced Apprenticeship team on 01480 435544 or email info@wata.co.uk

All Apprenticeships cover the following subject areas:

- A Knowledge Element delivered through a technical certificate or part of a combined competency qualification
- A Competency Element delivered through a NVQ that quantifies an apprentices skill level
- Personal Learning and Thinking Skills
- Employment Rights and Responsibilities
- Functional Skills in Maths, English and ICT

Traineeship in Engineering

Duration: Minimum of 2 months (including 100 hours of work experience)

A Traineeship is a short training programme designed to give you the skills and work experience you need to progress onto an Apprenticeship or paid employment.

It will help you build up your confidence, improve your work skills and give an employer the chance to get to know you before taking you on, without the pressure of a formal recruitment interview.

We will teach you the skills and behaviours that local employers are looking for from their staff covering the areas of:

- Working in an Engineering environment
- Machining Engineering Materials
- Joining Engineering Materials
- Electrical Installation
- Maths and Science used in Engineering
- Maths, English & IT Skills
- Communication
- Career Coaching
- Work Skills

Mechanical Manufacturing Engineering Apprenticeship

**Duration: Level 2: 24 - 30 months
Level 3: 36 - 48 months**

This qualification covers the wide variety of skills and knowledge needed to work competently in some of the following engineering activities:

- Machine Setter Operator
- Skilled Machinist
- Machine Tool Fitter
- Mechanical Fitter
- CNC Operator/Setter
- Toolmaker

The qualification can be bespoke to meet the individual requirements of the business or individual.



Engineering Maintenance (and Installation) Apprenticeship

**Duration: Level 2: 24 - 30 months
Level 3: 36 - 48 months**

This qualification, designed by employers in the sector, allows the Apprentice to gain technical knowledge and real practical experience in areas such as:

- Mechanical Maintenance
- Electrical & Electronic Maintenance
- Plant and Systems Maintenance
- Fluid Power Maintenance

Fabrication and Welding Apprenticeship

**Duration: Level 2: 24 - 30 months
Level 3: 36 - 48 months**

The Apprenticeship is aimed at developing new skills in fabrication and welding. The Apprentice will cut, shape and join sections of metal in a wide range of industries. They will develop the practical skills and technical knowledge required to work in areas such as:

- Sheet Metal
- Plater/Fabricator
- Welder

Engineering Technical Support

**Duration: Level 2: 24 - 30 months
Level 3: 36 - 48 months**

The apprenticeship is designed to help develop skills in areas such as engineering drawing, inspection and testing, design and technical services. It is suitable for those working in roles such as:

- CAD draughter
- Measurement and Control Technician
- Quality Control Inspector
- Technical Support Engineer
- Metrology Inspector

APPRENTICESHIPS TRAINEESHIPS & EMPLOYABILITY



Intermediate Apprenticeship in Scaffolding

Duration: 11 week course over 18 months (2 week block every 3 months)

This Apprenticeship is designed for people who want to become a skilled scaffolder accredited under the Construction Industry Scaffold Record Scheme (CISRS) and capable of pursuing a career in the construction industry. The course reflects the need for apprentices to have a good understanding of the industry as well as practical skills in scaffolding techniques.

Core subjects covered

Apprentices will gain knowledge and skills in understanding and interpreting information, estimating materials and resources, construction and dismantling methods, elements of scaffolding and drawings and design

The course is assessed by classroom based theory and practical site based activities. Individuals will also undertake CISRS, Part 1 and 2 to gain their access to site unsupervised card

Intermediate Apprenticeship in Construction Operations

Duration: 18 week course over 2 years (1 week block every month)

Eligible employers may have access to £6000 of CITB grant funding. Subject to CITB grant changes.

This Apprenticeship is designed for people who want to become skilled workers and pursue a career in the construction industry. The course reflects the need for operatives to have a good understanding of construction and civil engineering techniques. Subject areas include: Setting out, kerb laying, paving, laying and testing drainage systems, testing, laying and finishing of concrete.

Intermediate Apprenticeship in Highway Operations and Maintenance

Duration: Fixed over a period of 2 years with 20 weeks Block release

Eligible employers may have access to £6000 of CITB grant funding. Subject to CITB grant changes

This Apprenticeship is designed to provide people who want to become skilled workers and pursue a career in construction, or civil engineering highways works. The course reflects the need for operatives to have a good understanding and skills in construction and civil engineering highways techniques. Subject areas include: maintenance and repairs of highways, construction of new highways.

Intermediate Business and Administration Apprenticeship

Duration: 12-15 months

Our Apprenticeship integrates competency and knowledge units into a single 'combined' qualification to give learners the practical competencies, technical skills and sector-related knowledge they need to be able to carry out a job effectively. This qualification focuses strongly on those aspects of work which have increased in importance in recent years, such as communication and negotiation, working with others, dealing with change, solving business problems, supporting sustainability and managing risk. This apprenticeship is suitable for those working in roles such as:

- Administrator
- Business Support Officer
- Office Junior
- Receptionist

Advanced Business and Administration Apprenticeship

Duration: 12-18 months

Our Advanced Business and Administration Apprenticeship has been designed for learners' to demonstrate a practiced set of skills when carrying out business administrative operations including the introduction of developing and managing administrative systems, processes and functions. It develops learners' understanding of the principles that underpin working in a business administrative environment including the principles of business, covering the broader, cross-organisational processes that an administrator will need to understand. It is suitable for those working in job roles such as:

- Administration Officer/Executive
- Administration Team Leader
- Office Supervisor
- Personal Assistant
- Secretary

Intermediate Apprenticeship in Team Leading

Duration: 12-15 months

Team Leaders play an integral role in supporting organisational objectives through a wide range of functions, including: monitoring work, giving feedback, supporting team members and delivering and improving Customer Service. Employers that invest in leadership development benefit from a more open, trusting and cohesive team environment.

Intermediate Apprenticeship in Customer Service

Duration: 12-15 months

The Intermediate Customer Service Apprenticeship is designed to meet the skills needs of employers by attracting new talent into a career in Customer Service and help to up skill the workforce. Customer Service Skills are transferable across sectors and can be applied to many job roles. The Apprenticeship is aimed at individuals whose job role is dedicated to Customer Service as an occupation.

Advanced Apprenticeship in Customer Service

Duration: 12-18 months

The aim of this Apprenticeship is to provide employers in the public, private and not for profit sectors with a workforce that has high levels of Customer Service skills. By developing the knowledge and competencies required, Customer Service Apprentices will be able to contribute to improved Customer Service delivery and increased customer satisfaction in the

public and not for profit sectors and attract new customers, improve customer loyalty and remain competitive and profitable in the private sectors.

Course Fees for all Apprenticeship Programmes

16-18 year olds - Fully funded

19 + year olds 50% employer contribution which may be reduced based upon numbers greater than 1

If you would like further advice on your career advancement or course choice please contact the Apprenticeship and Employability team on 01480 435544 or email info@wata.co.uk

NEED ADVICE ON TRAINING SOLUTIONS?

We can adapt ANY of our training courses to suit your specific requirements.

Please contact the Customer Services team for information on **01480 435544** or email info@wata.co.uk

Management Development Courses

Commercial Courses.

Government Funding is available for Level 2 and 3 courses if applicants and their employers meet the eligibility criteria – please contact one of the team to find out more on 01480 435544

We also offer the NVQ's for all of our courses as a standalone qualification. NVQ's are nationally recognised qualifications undertaken by a variety of different sectors and delivered in the working environment. A dedicated assessor will support individuals throughout the qualification from induction, registration and allocation of course study materials through to completion at times that are suitable for the employee and your business.

Please contact us for a personalised cost.



High Quality Training with the Best Return on Investment

West Anglia Training Association are committed to delivering training that helps shape Your business, Your staff, Your career and Your development.

MEMBERSHIP PACKAGES

Contact our customer service team on 01480 435544 or email info@wata.co.uk

At the Chamber, we know the benefits

It is a great pleasure to be working in partnership with West Anglia Training Association to provide businesses with this new, combined membership package.

By working jointly we have ensured that we are able to offer local businesses the opportunity to further extend their capabilities while still offering exceptional value for money. Together members will now benefit from the networking opportunities and cost-savings traditionally associated with Chamber membership, combined with the knowledge and expertise provided by WATA's comprehensive training programme.



We look forward to seeing businesses reaping the benefits of this exciting new venture.

John Bridge OBE DL
Chief Executive, Cambridgeshire Chambers of Commerce



WATA Membership Packages

As the government rightly looks to businesses to take on greater ownership of the skills agenda, we at WATA are positioning ourselves at both a Local and National level, to represent your views, look to secure employer focused funding support and address any skills shortages you may face.

Building on nearly 40 years' experience in the delivery of high quality, customer led training we are now pleased to be able to provide a wider offer which focuses on the direct delivery of apprenticeships and employability skills across the Engineering, Manufacturing, Warehousing and Logistics and Construction Sectors, including Scaffolding as well as maintaining our extensive portfolio of Health, Safety, Environment, Technical and Management training.



I am also extremely proud of our association with Cambridgeshire Chambers of Commerce and to be able to also extend to you the significant benefits that joint membership of both WATA and the Chamber brings to your company.

Nigel Donohue
West Anglia Training Association

— OPTION 1 —

The WATA Offer

- **10%** discount on all WATA open courses
- **10%** discount on hire of our superb training centre venue
- **2 FREE** business breakfast meetings per year
- **FREE** Training Needs Analysis to help you identify your training requirements linked to business growth
- The development and delivery of in house bespoke courses at favourable member rates
- **FREE** Health & Safety telephone consultancy Support
- Inclusion in commercial and public sector tender that are bid for on behalf of our member companies
- Promotion of employees and your company on our website and promotional materials through case studies following WATA training

Cost: £250 plus VAT

— OPTION 2 —

The WATA /Cambridgeshire Chambers of Commerce Offer

WATA and Cambridgeshire Chambers of Commerce are working in partnership to provide an inclusive package of benefits which provides employers with a full Service to Business.

- All benefits from Option 1
- Access to over 150 events each year, including business networking, seminars and business exhibitions
- **FREE** 24/7 legal helpline
- **FREE** Legal Expenses Insurance cover
- **FREE** Chamber HR advice line and online document library
- **FREE** news articles in the Chambers' monthly members magazine
- **FREE** promotion of company news and events on the Chamber website
- Discounted export documentation services, in person and online
- Discounted translation services for exporters
- Discounted advertising rates in the Chamber Magazine
- Opportunities to influence regional and national debate through our Policy Forum
- Plus, the latest discounts and special offers from other local member companies

Cost: £600 plus VAT

Highways and Civil Engineering Academy - Coming soon to WATA

WATA's new Highways and Civil Engineering Academy will add another dimension to support the growing demand for specialist construction training from the sector. More than 100 yards of road representing the A14 are being planned at the WATA site to encompass all aspects of the building project. It will be used to train a workforce of highly skilled individuals for future key transport schemes, including upgrading the A14, the new Ely bypass and upgrading Junction 8 of the M11, near Stansted Airport.

Various training and development options will be available for Traineeships, Apprenticeships, Graduates and the existing workforce for remediation, safety and design in a realistic environment representative of major transport

infrastructure projects. Our aim is to provide contextualised learning providing a real life work experience which will help enthuse learners and secure jobs within the Region, supporting identified skills gaps and delivering sector growth

Growth in the area is expected to generate 15,000 new jobs and 10,000 new homes over a five year period. West Anglia Training Association's new Highways and Civil Engineering Academy will prove to be vital in ensuring that there is a steady supply of trained workers to undertake the work.

This exciting new facility will provide flexible options to train your new or existing workforce at all levels. Contact WATA to see how we can help you and your business.



Meeting and Training Room Hire

West Anglia Training Association is a purpose-built training centre situated on the outskirts of Huntingdon. It is the ideal venue for your meeting or training as we offer first class facilities in a quiet yet easily accessible location. We have ample free parking and our friendly Customer Services Team are always on hand to assist.

Our rooms can be used for a variety of events including training*, seminars, meetings, AGMs, exams, public events and open days. A variety of room layouts are also available. Please discuss your requirements with our Customer Services Team.

* Terms & Conditions apply

ROOM HIRE RATES

(Prices ex VAT)

Capacity	Full Day	Half Day
Up to 5	£130	£85
Up to 8	£200	£130
9-16	£290	£190
17-22	£360	£240
Over 22	£550	£360

Full day: 9.30am - 4.30pm

Half Day (morning): 9.30am - 1.00 pm

Half Day (afternoon): 1.00pm - 4.30pm

Included in our room rates:

- OHP & projector screens
- Video/DVD player
- Flipchart and pens
- Tea/coffee and biscuits in our main refreshment area
- Hearing loop facility



TERMS AND CONDITIONS

If you are purchasing or booking a West Anglia Training Association Course, or Meeting Room (as defined below) the following Terms & Conditions will apply:

1. About these Terms and Conditions

- 1.1 These Terms and Conditions (the "Conditions") form the whole of our 'Agreement' with you.
- 1.2 In these Conditions 'we' and 'us' means West Anglia Training Association (Registered Charity Number 273793 and Company Registration Number 1273848) known as West Anglia Training Association; 'you' means the individual or organisation Booking a Course, Product, Service, and/or Meeting Room under these Conditions; 'Meeting Room' means rooms available for hire at our Old Houghton Road premises; 'Booking' means a request by you to book a Course and/or Meeting Room with us; 'Consumer' means any natural person who, in contracts to which the Consumer Protection (Distance Selling) Regulations 2000 apply, is acting for purposes which are outside his business; 'Course' means a West Anglia Training Association course; 'Credit Account' means a pre-arranged credit account with us; 'Delegate' means an individual enrolled on a Course by you; 'Equal Opportunities and Diversity Policy' means our policy to ensure that no individual receives less favourable treatment than any other on the grounds of sex, race, colour, nationality, ethnic origin, religion/belief, age, marital status, sexual orientation, political belief, disability, irrelevant offending background or for any other reason which cannot be objectively justified; 'Reasonable Adjustments' means reasonable adjustments either in accordance with relevant equal opportunities legislation or as part of what we deem to be good practice.
- 1.3 These Conditions replace all other terms and conditions previously applicable and shall apply to any Booking to the exclusion of any other terms and conditions.

2. Booking

- 2.1 Subject to clause 2.2, you may make a Booking on line at www.wata.co.uk, by telephoning our Bookings Staff on 01480 435544 or by completing our Booking form, where applicable, and returning it by either email, fax or post to our Bookings Staff.
- 2.2 A Booking for a Meeting Room can only be made by telephoning our Bookings Staff.
- 2.3 Booking a Course and/or Meeting Room shall be regarded as an offer by you to book a Course and/or Meeting Room under these Conditions.
- 2.4 As soon as reasonably practicable you shall provide us with the name of the Delegate(s) and any special requirements they may have particularly with regard to diet, mobility and access.
- 2.5 Substitution of a Delegate will be allowed up to the commencement of the Course without charge subject to clause 2.4.

3. Confirmation

- 3.1 Acceptance of your offer will take place on sending you written confirmation of your Booking. Our acceptance of your Booking brings into existence a legally binding Agreement between us..

- 3.2 Joining instructions will be forwarded to you prior to the Course start date. If you do not receive the joining instructions within 7 days of the Course start date you must notify us immediately.

4. Meeting Rooms

- 4.1 A Booking for Meeting Rooms under this Agreement shall include the use of rooms for purposes which do not enter into direct competition with the West Anglia Training Association offer, West Anglia Training Association reserves the right to refuse bookings where it deems them to conflict with our trading position.

5. Price

- 5.1 A standard Course price is as listed in our published price list. We reserve the right to change prices listed without notice.
- 5.2 The price of a bespoke Course is as confirmed by us in writing.
- 5.3 Course prices do not include meals (unless we notify you otherwise), travel, accommodation, parking costs or any other cost incurred as a result of or in connection with a Course
- 5.4 Accommodation provider details are available on request however; West Anglia Training Association can take no responsibility for the quality of any such accommodation. Please contact our Bookings Staff by telephone for details.
- 5.5 Value Added Tax will be added to all taxable supplies at the current rate.

6. Payment

- 6.1 All payments must be made in UK sterling (GBP) and reference our invoice number where provided.
- 6.2 Other than where we agree to payment being made through an active Credit Account, payment must be received within 14 days of the date of our pro forma invoice or immediately if the Booking is made less than 21 days prior to the Course start date.
- 6.3 Where payment is to be made through a Credit Account, payment shall be made within 30 days of the date of invoice.
- 6.4 No payment shall be deemed to have been received until we have received cleared funds.
- 6.5 Without prejudice to any other right or remedy available to us if payment is not received when due we shall be entitled to:
- 6.5.1 Cancel the Agreement; and/or
- 6.5.2 Suspend the delivery of any other Course to you; and/or
- 6.5.3 Withhold the issue of any applicable Course certificate; and/or
- 6.5.4 Include interest on the amount outstanding from the date when such payment is due until the date of actual payment (both after as well as before judgment) at a rate per annum of 4 per cent above the base rate from time to time of Lloyds Bank Plc. If we must recover the outstanding payment recovery costs are to be paid by you.
- 6.6 Subject to clause 9 if the price of a Course is £1000 or more a non-refundable deposit of £100 is payable at the time of Booking.

7. Transfer

- 7.1 If you wish to transfer to an alternative date for the same Course your request must: 7.1.1 Be received no less than 14 days before the original Course start date; and 7.1.2 State the date to which you wish to transfer to (which must be within twelve months of the original Course start date).
- 7.2 The transfer option set out in clause 7.1 can only be used once.
- 7.3 If you transfer to an alternative Course date you may not cancel your Booking under clause 8.
- 7.4 Where a delegate is transferred to an alternative date we reserve the right to charge an administration fee of £50 and any reasonable registration, awarding organisation fee charged to us

8. Cancellation by you

- 8.1 In the event you are a Consumer: 8.1.1 You have the right to cancel the Agreement and receive a refund. You must inform us in writing if you wish to cancel within seven working days, starting on the day after the Agreement is concluded (the 'Cooling Off Period'). 8.1.2 If the Course start date occurs within the Cooling Off Period your cancellation rights will end when the Course starts. 8.1.3 Your statutory rights are not affected.
- 8.2 Subject to clause 8.1, if you wish to cancel a Booking and your cancellation is received:
- 8.2.1 More than 14 days before the Course start date we shall refund you the Course price
- 8.2.2 Between 14 and 7 days before the Course start date we shall refund you 50% of the Course price;
- 8.2.3 Less than 7 days before the Course start date no refund shall be made.

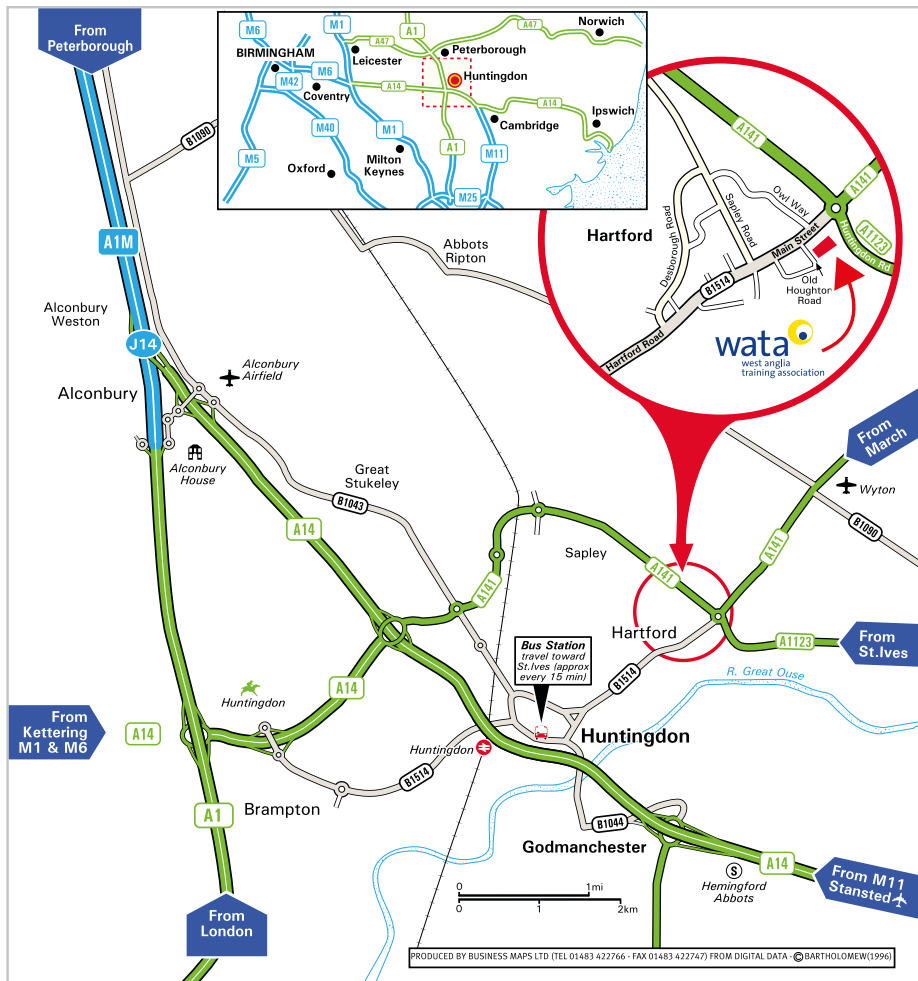
9. Cancellation by us

- 9.1 All Courses are subject to availability and demand and it is your responsibility to confirm the status of a Course with our Bookings Staff prior to the Course start date.
- 9.2 We reserve the right at any time: 9.2.1 To cancel Courses and refund in full. No further liability will be accepted. 9.2.2 To vary Course dates, programmes, speakers and venues.
- 9.3 We shall endeavour to inform you as soon as possible of any Course cancellation or variation.
- 9.4 Although every effort has been made to ensure the accuracy of information contained within our literature and materials, including any Course description, we do not accept responsibility for any errors or omissions. We reserve the right to cancel any Booking for a Course and/or Meeting Room where any such error or omission has occurred, even after we have accepted such a Booking.

10. Delegates

- 10.1 Prior to a Delegate attending a Course it is your responsibility to bring these Conditions to their attention.
- 10.2 You agree to indemnify us in respect of any loss, damage or injury caused to the property of us, our employees or any third party by the conduct, act or omission of a Delegate.

- 10.3 Delegates shall be required to comply with all the rules, procedures, policies and guidelines in place at the Course venue and/or our premises, including but not limited to health and safety and security procedures and our 'Dignity and Respect' guidelines.
- 10.4 Delegates are not allowed to bring the following on to our premises.
- 10.4.1 Illegal Substances, Alcohol; or 10.4.2 Any object that could be used to threaten or injure another person (including any knife or other type of sharply bladed or pointed object or gun or other firearm).
- 10.5 If we consider that a Delegate is not adhering to our Equal Opportunities and Diversity Policy and/or our 'Dignity and Respect' guidelines such Delegate may, at our sole discretion, be required to leave the Course and our premises (if applicable) immediately. We shall not be liable for any refund or compensation in such circumstances.
- 10.6 If we consider that: 10.6.1 A Delegate is under the influence of drink or illegal substances, in possession of illegal substances, misusing legal substances, unsuitably dressed or behaving in a threatening, abusive or otherwise unacceptable manner; (summary of Alcohol, Drug and Substance Misuse and Weapons Policy) and/or 10.6.2 A Delegate is a risk to the health and well-being of themselves and/or others; and/or 10.6.3 A Delegate's Course attendance times are unacceptable; such Delegate shall be required to leave the Course and our premises (if applicable) immediately. Other than where a Delegate is required to leave for a reason outside their reasonable control, we shall not be liable for any refund or compensation in such circumstances.
- 10.7 If a delegate is believed to be under the influence of drink or illegal substances we reserve the right to administer a drugs, sobriety or alcohol test, failure to take a test or present a clear result in accordance with the organisations drugs and alcohol policy will result in the delegate being asked to leave the course/premises.
- 10.8 Prior to making a Booking it is your responsibility to ensure that a Delegate has the: 10.8.1 Physical ability; and/or 10.8.2 Communication skills; and/or 10.8.3 Literacy and/or numeracy skills; that is/are required for a Delegate to attend and complete the Course on which they have been enrolled and for which we are not able to make Reasonable Adjustments.
- 10.9 If a Delegate does not possess the physical ability and/or the skills set out in clause 10.8 either 10.9.1 In our reasonable opinion; and/or 10.9.2 The Delegate's opinion and we have not been able to make Reasonable Adjustments such Delegate shall be required to leave the Course and our premises (if applicable) immediately. We shall not be liable for any refund or compensation in such circumstances.
- 10.10 If you and/or a Delegate have any doubts relating to the physical ability of a Delegate, reference should be made to a medical doctor. The onus is entirely with you and/or the Delegate to ensure that the Delegate has the physical ability required to attend a Course.
- 10.11 Subject to clause 6.5.3, for those Courses where a Course certificate is ordinarily issued, a Course certificate shall be issued to a Delegate who has, in our opinion, successfully completed and attended any such Course and, if relevant, attained a sufficient level of competence.
- 10.12 You shall forward on any issued Course certificate to the applicable Delegate
- 11. Intellectual Property**
- 11.1 The names, images and logos identifying West Anglia Training Association are proprietary marks of West Anglia Training Association (WATA).
- 11.2 All other trade marks, brand names, product names and titles and copyright used in our prospectus or the training material are trademarks, brand names, product names or copyrights of their respective holders. No permission is given by West Anglia Training Association in respect of the use of any of them and such use may constitute an infringement of the holder's rights.
- 11.3 Copyright subsists in our literature (including our Course catalogue and training material) and no part of our literature may be reproduced in any form without our prior written consent.
- 12. Liability**
- 12.1 Nothing in this Agreement is intended to limit liability for death or personal injury caused by our negligence.
- 12.2 Subject to clause 12.1 we shall not be liable to you:
- 12.2.1 For any indirect, special or consequential loss of any nature whatsoever; or 12.2.2 For any loss of profits, business, contracts, revenue, goodwill, contracts or anticipated savings or for any administrative inconvenience or disappointment.
- 12.3 Subject to clause 12.1, our liability to you in contract, tort or otherwise is limited to the Course and/or Meeting Room price.
- 12.4 We accept no liability for any reliance placed upon the contents of any Course literature supplied. The said material is intended for reference purposes only and is not intended, nor should it be used, as a substitute for professional advice and judgement or to provide legal advice with respect to particular circumstances.
- 12.5 We shall not be liable for any loss or damage caused to a Delegate's vehicle on our premises unless caused by our wilful misconduct.
- 12.6 We shall not be liable to you and/or a Delegate for any loss or damage to property caused by an event outside our reasonable control (including the misconduct or negligence of another delegate) or where the Delegate remains in exclusive charge of the property concerned. Delegates are recommended to have insurance in place to cover loss, damage or theft of their personal effects and money.
- 12.7 We shall not be liable to you for any delay or for the consequences of any delay in performing our obligations under this Agreement if such delay is due to any cause or circumstance beyond our reasonable control (including without limitation strikes and other industrial disputes, breakdown of systems or network access, flood, fire, explosion or accident) and we shall be entitled to a reasonable extension of time for performing such obligations.
- 13. Data Protection**
- 13.1 By booking a Course and/or Accommodation you consent to our processing the personal data you provide for the purposes set out in clause 13.3.
- 13.2 Where you provide us with an individual's personal data you warrant and represent that you do so with their consent and that you have informed them of our identity and the purposes set out in clause 13.3 for which their personal data will be processed.
- 13.3 We may use the personal data you provide for the purposes of administration (including Delegate registration and recording of qualifications); statistical analysis; customer services and keeping you and/or a Delegate informed of our products and services and those of third parties which we think may be of interest to you (if you and/or a Delegate do not wish to be contacted in this way you and/or a Delegate can contact us at any time). We may need to share such personal data with associated bodies and service providers for these purposes.
- 13.4 We may disclose personal data in order to comply with a legal obligation.
- 14. General**
- 14.1 Without waiver or limitation of any rights or remedies we shall be entitled to set-off any and all monies owed by us to you against any and all monies owed by you to us under this or any other contract.
- 14.2 A person who is not a party to this Agreement has no right under the UK Contracts (Rights of Third Parties) Act 1999 to enforce any term of this contract but this does not affect any right or remedy of a third party that exists or is available apart from that Act.
- 14.3 The headings in this Agreement shall not affect its interpretation.
- 14.4 If any part of this Agreement is held to be illegal or unenforceable (including any provision in which we exclude our liability to you) the validity and enforceability of any other part of the Agreement will not be affected.
- 14.5 The Agreement between us shall be governed by and interpreted in accordance with English law and the English courts shall have exclusive jurisdiction to resolve any disputes between us.
- 15 How to contact us**
- 15.1 You can contact our Bookings Staff by telephone on 01480 435544, by email on info@wata.co.uk or fax on 01480 413000 or by post to : Bookings, West Anglia Training Association, Old Houghton Road, Hartford, Huntingdon, PE29 1YB . Our office hours are 0830 – 1715 Monday to Thursday and 0830 – 1700 Friday excluding public holidays (in England and Wales).



Directions

From A1

Leave A1(M) at junction 14 (signposted A14, (M11), London East, Huntingdon, Cambridge, Stansted) and join the A14.

Continue for 2 miles and get in lane for A141, exit roundabout onto the A141, signposted March.

Continue on the A141 over three roundabouts. At the fourth roundabout take the third exit signposted Huntingdon.

Old Houghton Road is then the first left turn.

From A14

Leave the A14 at the A141 exit, near Huntingdon and take the A141 signposted March.

Continue on the A141 over three roundabouts. At the fourth roundabout take the third exit signposted Huntingdon.

Old Houghton Road is then the first left turn.

By Train

Huntingdon station is on the Peterborough/London main line (King's Cross/Moorgate) via Stevenage.

National Rail Enquiry Line: 0845 748 49 50

www.thetrainline.com

How to find us

Location

West Anglia Training Association
 Old Houghton Road
 Hartford
 Huntingdon
 Cambs
 PE29 1YB

Contact

Tel: **01480 435544**
 Fax: **01480 430000**
 Email: info@wata.co.uk
www.wata.co.uk

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WATA (West Anglia Training Association)

Old Houghton Road, Hartford, Huntingdon, Cambridgeshire PE29 1YB

Tel: 01480 435544 Fax: 01480 413000 Email: info@wata.co.uk



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