



Training Prospectus 2015



Welcome

For many drivers 2015 marks the early stages of a new five-year period of the Driver CPC with, for most, a deadline of September 2019. As we said back in 2009, the best approach is to plan in one day of training per year: this is still true this year. Thousands of RHA members and customers have already benefited from well-chosen training programmes and are profiting from improved performance, reduced costs and higher levels of compliance in all areas of transport – right across the UK.

In support of these and others, we continue to strive to offer the widest range of Driver CPC training available in the most comprehensive range of locations.

If you need guidance in course selection we will be happy to advise: for many drivers our Professional Driver Update course has proved to be very popular. The content is regularly revised to keep drivers up-to-date with any changes which affect them.

Where you might have specific training requirements for your drivers, we can design and gain approval for bespoke courses. This service has already helped operators address internal issues while still gaining DCPC hours.

For many of you, our in-company training sessions will be the right decision. For others, attendance at one or more of our numerous open courses will suit your needs.

Our range of Driver CPC training services can be found on pages 10 – 17.

Away from the Driver CPC, we continue to lead the field in compliance training through our range of management courses.

The revised road haulage CPC enters its fourth year, having become well established. RHA Training is extremely proud of the hard work from its instructing team and candidates who regularly exceed national average pass rates in both modules. Our aim is to give you the best chance of passing these exams.

For those who already hold a CPC, or newly-promoted traffic office staff, our Managing Your Operator Licence on page 6 or two-day CPC refresher course on page 7 are excellent development opportunities.

We believe that the Prospectus is a very important communication device between ourselves and you, our customer, but recognise that in today's fast-moving business environment it needs to be supplemented by other forms of information.

Don't forget! We have training pages online where you can check the details of services and book online at: www.rhaonline.co.uk

We also offer a weekly e-newsletter and all you need to do to ensure you receive your copy is to send an email to: training@rha.uk.net with your contact details and we will do the rest.

Finally, if you don't see what you want, please contact us to discuss your needs on **01733 261456**. It is impossible to list every variation of what we can offer in the Prospectus.

Please remember that nearly 80% of our work is bespoke for individual customers, so why not call us to discuss your needs today?

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CPC Transport Manager (Road Haulage) 10-day Training Course

Why Do I Need a CPC?

Applicants for a Standard National or International Operators Licence must show that they are professionally competent or that they employ a Transport Manager who meets the requirements. Candidates will be considered professionally competent by passing the examination for the Certificate of Professional Competence (CPC) set by OCR Examinations on behalf of the Department for Transport.

Once you have passed the exam you will be in a position to apply for a Standard National or International Operator Licence.

Timings and Cost

Start: 09.00. **Finish:** 17.00

RHA Members: £1,045.00 + VAT + Exam fee

Non-RHA Members: £1,145.00 + VAT + Exam fee

Cost includes tuition, study materials, JAAPT upload fee, lunch and refreshments.

Course Content

- Introduction / Business and Company Law / Industrial Relations / Health and Safety
- Financial Management / Commercial Conduct / Marketing / Business Taxation
- Vehicle Selection / Operator Licensing / VED / Insurance / Transport Ancillaries and Contracts of Carriage
- Maintenance Planning / Economic Vehicle Usage / Weights and Dimensions of Vehicle Loads
- Drivers' Hours / Working Time Regulations / Driver Records / Traffic Accident Procedure
- Safe Loading and Transit of Goods / Driver Licensing / Periodic Training / Electronic Data / Case Studies
- Insurance and CMR / Plating and Testing / Fleet Inspection / Traffic Regulations
- Customs and Transit Systems / Permits and Methods of Operation
- Frontier Crossings / International Transit Documentation
- Exam Preparation Day (R2)

Driver CPC Approved

This course includes up to 35 hours of approved Driver CPC training modules. See page 26 for Driver CPC I.D. requirements.

Home Study Pack

The CPC personal home study supplied by RHA Training is easy to follow and designed to lead the candidate through the syllabus in a logical, user-friendly way, with staged tests at key points and revision pages.

Cost

£169.00 (VAT exempt)

Examination Dates

6 March, 12 June, 18 September, 4 December

Examination Fees

Exam fees are set by OCR Examinations and subject to change.

Email: training@rha.uk.net for your order form or call 01733 261456.

2015 VENUES & DATES

BRADFORD

Road Haulage Association, Roadway House, Little Wood Drive, West 26 Industrial Estate, Cleckheaton, BD19 4TQ *

FEB/MAR

Feb 9, 10

Feb 16, 17, 18

Feb 23, 24, 25

Mar 2, 3

Exam 6 March

MAY/JUN

May 18, 19, 20

May 26, 27

June 1, 2, 3

June 8, 9

Exam 12 June

AUG/SEPT

Aug 24, 25, 26

Aug 1, 2

Sept 7, 8, 9

Sept 14, 15

Exam 18 September

NOV/DEC

Nov 9, 10

Nov 16, 17, 18

Nov 23, 24, 25

Nov 30, Dec 1

Exam 4 December

* Please note: Training at these venues is conducted in a first floor training room with no lift.

Tel: 01733 261456

Email: training@rha.uk.net

Web: www.rhaonline.co.uk

BRISTOL

FEB/MAR

Feb 9, 10
Feb 16, 17, 18
Feb 23, 24, 25
Mar 2, 3

Exam 6 March

MAY/JUN

May 18, 19
May 26, 27, 28
June 1, 2, 3
June 8, 9

Exam 12 June

AUG/SEPT

Aug 24, 25
Sept 1, 2, 3
Sept 7, 8, 9
Sept 14, 15

Exam 18 September

NOV/DEC

Nov 9, 10
Nov 16, 17, 18
Nov 23, 24, 25
Nov 30, Dec 1

Exam 4 December

PETERBOROUGH

Road Haulage Association, Roadway House, Bretton Way Bretton, Peterborough, PE3 8DD

FEB/MAR

Feb 9, 10
Feb 16, 17, 18
Feb 23, 24, 25
Mar 2, 3

Exam 6 March

MAY/JUN

May 18, 19
May 26, 27, 28
June 1, 2, 3
June 8, 9

Exam 12 June

AUG/SEPT

Aug 24, 25
Sept 1, 2, 3
Sept 7, 8, 9
Sept 14, 15

Exam 18 September

NOV/DEC

Nov 9, 10
Nov 16, 17, 18
Nov 23, 24, 25
Nov 30, Dec 1

Exam 4 December

READING

Pincents Manor Hotel, Pincents Lane, Calcot, Reading, Berkshire, RG31 4UQ (if travelling with Sat Nav use RG31 4UH)

FEB/MAR

Feb 12, 13
Feb 18, 19, 20
Feb 25, 26, 27
Mar 4, 5

Exam 6 March

MAY/JUN

May 21, 22
May 27, 28, 29
June 3, 4, 5
June 10, 11

Exam 12 June

AUG/SEPT

Aug 12, 13
Sept 2, 3, 4
Sept 9, 10, 11
Sept 16, 17

Exam 18 September

NOV/DEC

Nov 12, 13
Nov 18, 19, 20
Nov 25, 26, 27
Dec 2, 3

Exam 4 December

SCOTLAND & NORTHERN IRELAND

For more information call **0131 333 4900** or email: training-sconi@rha.uk.net

GRANGEMOUTH & ANTRIM

FEB/MAR

Feb 10, 11
Feb 17, 18
Feb 24, 25, 26
Mar 3, 4, 5

Exam 6 March

PERTH & ANTRIM

MAY/JUN

May 19, 20
May 26, 27
June 2, 3, 4
June 9, 10, 11

Exam 12 June

PERTH & ANTRIM

AUG/SEPT

Aug 25, 26
Sept 1, 2
Sept, 9, 10
Sept 15, 16, 17

Exam 18 Sept

EDINBURGH & ANTRIM

NOV/DEC

Nov 10, 11
Nov 17, 18, 19
Nov 24, 25, 26
Dec 1, 2, 3

Exam 4 December

WOLVERHAMPTON, WILLENHALL

Aspray Transport, Nationworld House, Noose Lane, Willenhall, West Midlands, WV13 3AP *

FEB/MAR

Feb 12, 13
Feb 18, 19, 20
Feb 25, 26, 27
Mar 2, 3

Exam 6 March

MAY/JUN

May 21, 22
May 27, 28, 29
June 3, 4, 5
June 10, 11

Exam 12 June

AUG/SEPT

Aug 12, 13
Sept 2, 3, 4
Sept 9, 10, 11
Sept 16, 17

Exam 18 September

NOV/DEC

Nov 12, 13
Nov 18, 19, 20
Nov 25, 26, 27
Dec 2, 3

Exam 4 December

* Please note: Training at these venues is conducted in a first floor training room with no lift.

Managing Your Operator Licence (O-Licence Awareness Course)

Including 7 Hours Driver CPC

Group training available from £895.00 + VAT

Course Objectives

Your Operator Licence can be your most valuable asset. By attending our training course, you will receive professional training on Operator Licensing and the responsibilities you must observe. The RHA has provided this course for the benefit of Transport Managers, CPC Holders and Traffic Office staff who require the most up-to-date information.

Course Content

- Principles Underpinning Operator Licensing system
- Legal Undertakings
- Drivers' Hours and Tachograph Regulations
- Tachograph Record Management Control Systems
- Managing the Operator Licence
- Managing Changes – New Vehicles, New Transport Manager, Changes to the Business
- Driver Licencing, Checking Entitlement
- Driver CPC – Operators' Responsibilities
- Safe Loading of Goods Vehicles
- Vehicle Maintenance Requirements
- Operator Compliance Risk Score

- Prioritising Actions
- Follow-up Advice and Guidance

Timings and Cost

Start: 09.00 **Finish:** 17.00

RHA members: £329.00 + VAT

Non-RHA members: £399.00 + VAT

SPECIAL OFFER: Each additional delegate eligible to attend at half price.

Cost of attendance includes course materials, attendance certificates, DVSA upload fee and refreshments. See page 26 for Driver CPC I.D. requirements.

2015 VENUES & DATES

Slough	8 January	Sheffield	21 April	Reading	19 August
Derby	15 January	Bristol	22 April	Manchester	22 September
Peterborough	15 January	Antrim	30 April	Wolverhampton	22 September
Antrim	20 January	Antrim	7 May	Peterborough	23 September
Grangemouth	21 January	Coventry	12 May	Slough	23 September
Gatwick	22 January	Glasgow	12 May	Bristol	1 October
Preston	27 January	Ipswich	12 May	Darlington	1 October
Ipswich	29 January	Slough	13 May	Ipswich	1 October
Newcastle	29 January	Stoke	16 June	Southampton	6 October
Bradford	3 February	Bristol	17 June	Leicester	8 October
Bristol	3 February	Gatwick	17 June	Dartford	15 October
Leicester	4 February	Peterborough	17 June	Slough	16 October
Bristol	11 March	Antrim	25 June	Perth	21 October
Perth	11 March	Rugby	30 June	Antrim	3 November
Peterborough	11 March	York	30 June	Bristol	3 November
Manchester	17 March	Sheffield	7 July	Liverpool	3 November
Slough	18 March	Harlow	8 July	Peterborough	3 November
Antrim	19 March	Slough	16 July	Antrim	17 November
York	19 March	Peterborough	23 July	Bradford	8 December
Wolverhampton	23 March	Glasgow	28 July	Wolverhampton	8 December
Gatwick	14 April	Antrim	29 July	Bristol	9 December
Hull	14 April	Bristol	12 August	Milton Keynes	9 December
Peterborough	14 April	Bradford	13 August	Slough	9 December

Tel: 01733 261456

Email: training@rha.uk.net

Web: www.rhaonline.co.uk

Transport Manager's CPC Refresher Course (Two Days)

Group training available from £1,785 + VAT

NEW FOR 2015!

Includes up to 14 hours Driver CPC

Course Objectives

The aim of the course is to provide an update on recent legislative changes and operator obligations, refresh some of the key CPC subject areas which are vital to effective and compliant road haulage operations. The programme is structured to enable all participants to take an active role and will include scenarios, confirmation of existing knowledge, practical work-related problem solving and compliance-based exercises.

Day One

- Operator Licence System and Operators' Commitments
- EC Drivers' Hours
- Working Time Directive
- Environmental management
- Driver Licensing and Arrangements
- Vehicle Taxation
- Health & Safety in Road Haulage

- Dangerous Goods Movements
- Speed Limits and Traffic Regulations
- International Aspects of Transport
- The Authorities and Public Inquiries

Day Two

- Analogue and Digital Tachographs
- Vehicle Maintenance
- Vehicle Weights & Configurations
- Loading and Unloading Vehicles
- Road Traffic Management and Enforcement (*current DVSA and Police Areas of Responsibility and Activity*)

Timings and Cost

Start: 09.00 **Finish:** 17.00 each day

RHA members: £430.00 + VAT.

Non-RHA members: £530.00 + VAT.

Cost of attendance includes course materials, attendance certificates, DVSA upload fee and refreshments. See page 26 for Driver CPC I.D. requirements.

Special Offer: Each additional delegate on same course goes half price.

2015 VENUES & DATES

Peterborough	8, 9 January	Peterborough	23, 24 April	Bristol	13, 14 August
Bradford	8, 9 January	Slough	23, 24 April	Peterborough	24, 25 September
Edinburgh	13, 14 January	Bristol	27, 28 April	Bradford	24, 25 September
Bristol	15, 16 January	Antrim	5, 6 May	Slough	24, 25 September
Wolverhampton	29, 30 January	Mansfield	7, 8 May	Grangemouth	29, 30 September
Slough	2, 3 February	York	11, 12 May	Antrim	13, 14 October
Antrim	4, 5 February	Glasgow	13, 14 May	Manchester	22, 23 October
Antrim	10, 11 March	Peterborough	18, 19 June	Bristol	22, 23 October
Bristol	12, 13 March	Bristol	18, 19 June	Milton Keynes	22, 23 October
Bradford	12, 13 March	Rugby	18, 19 June	Coventry	2, 3 November
Peterborough	12, 13 March	Edinburgh	23, 24 June	Glasgow	3, 4 November
Slough	19, 20 March	Manchester	26, 26 June	Edinburgh	8, 9 December
Grangemouth	24, 25 March	Slough	26, 26 June	Peterborough	10, 11 December
Gatwick	26, 27 March	Southampton	9, 10 July	York	10, 11 December
York	26, 27 March	Dartford	9, 10 July	Bristol	10, 11 December
Perth	15, 16 April	Stoke	9, 10 July	Slough	10, 11 December
Wolverhampton	16, 17 April	Wolverhampton	6, 7 August		
Manchester	16, 17 April	Leicester	13, 14 August		

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RHA Dangerous Goods Awareness Course

Although many commercial vehicle drivers have to undertake mandatory ADR training and examinations it should be noted that there is also a legal requirement that other staff involved in the dangerous goods supply chain should undergo awareness training. The ADR dangerous goods regulations state that such staff should be made aware of the hazards in the handling, storage and transport of dangerous substances and the safety and security measures required to minimise any risks.

Our 1-day Awareness Course is suitable for all staff who work in the dangerous goods supply chain and is suitable for managers, traffic office, warehouse, loading staff and drivers who only carry certain loads which are not fully subject to all of the ADR regulations.

The course is also a suitable introduction for staff taking their Dangerous Goods Safety Advisor Examinations for the first time and who, to date, have little or no knowledge of dangerous goods regulation.

Delegates on the 1-day Awareness Course will undertake a multi-choice test and receive an RHA certificate of achievement as well as a dangerous goods handbook.

Timings and Cost

Start: 09.00 **Finish:** 17:15

RHA Members: £180.00 + VAT

Non-Members: £216.00 + VAT

Cost of attendance includes certificates, lunch and refreshments.

Dangerous Goods Safety Advisor

The DGSA rules apply (with certain exemptions) to undertakings involved in the preparation, storage or transport of dangerous substances. There is a legal requirement for one or more DGSAs to be appointed on a full or a part-time basis. The DGSA is responsible for checking that the dangerous goods rules and regulations are being adhered to within their company. The RHA 6-day DGSA training course will lead to candidates taking Core, All Classes and Road Freight Mode papers which are set by the SQA Examinations Board.

The course is intensive. It covers the ADR requirements relating to such matters as classification, packaging and labelling of dangerous substances in UN Classes 1 to 9, Transport Categories, Limited and Excepted quantities, Documentation, Placarding and Marking of Vehicles.

2015 VENUES & DATES

GRANGEMOUTH

21, 22, 28, 29 May, 5, 12 June. **Exam:** 18 June

GRANGEMOUTH

5, 6, 12, 13, 19, 20 November. **Exam:** 26 November

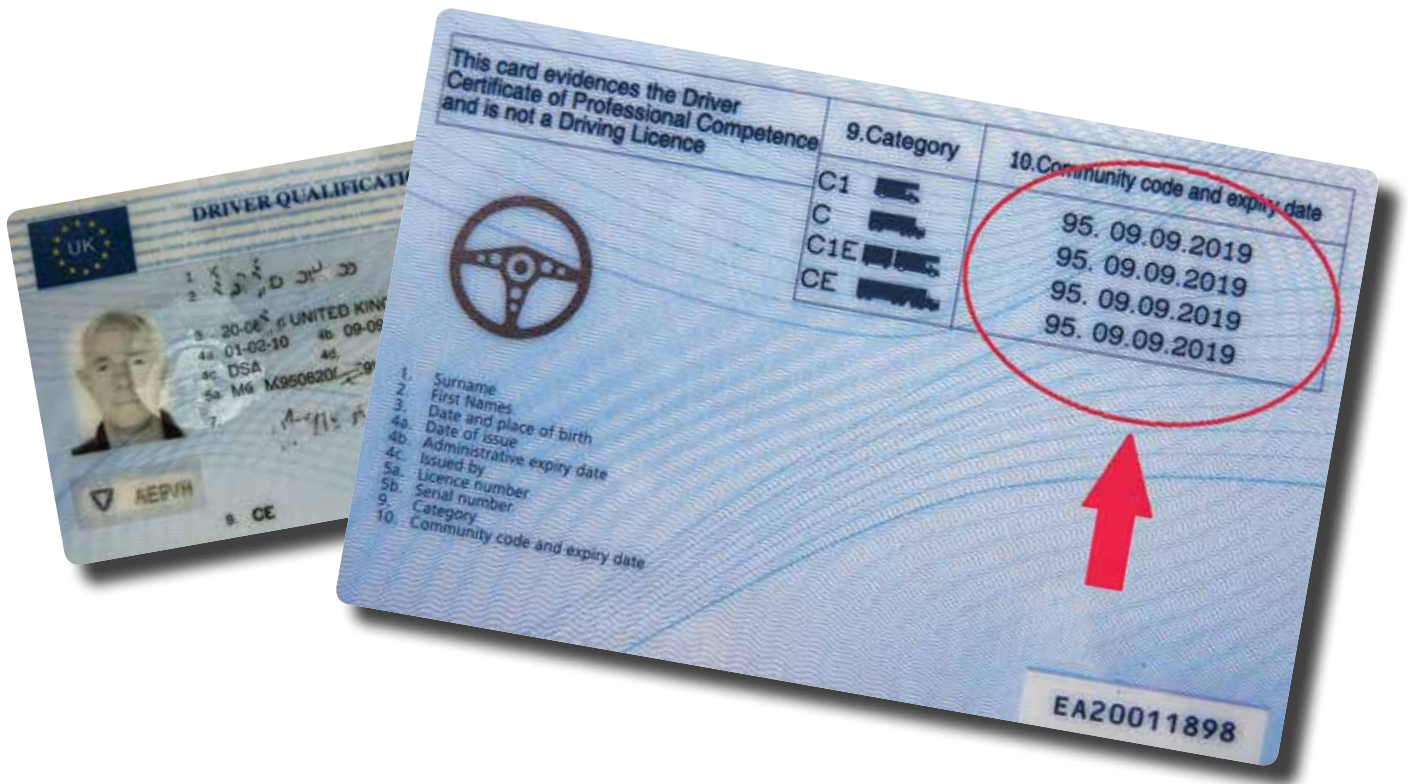
DGSA Refresher Course

This 2-day course is designed for those who have previously sat the DGSA exam and need to renew their qualification, as well as those sitting for the first time who need that little bit of extra tuition. The course is open to all and we aim to give you the best chance of passing.

All materials needed for the course are provided. A list of authorised exam material will be provided at the time of booking. This can be purchased along with the course and includes the latest version of ADR. Exam materials and fees are payable at time of booking and are non-refundable.

Please check www.rhaonline.co.uk for additional dates and venues.

Driver CPC – Check the new deadline!



Don't leave it to the last minute! We recommend that you plan one day of Driver CPC training per year for your drivers.

Check out the course options starting overleaf and pick the courses which are appropriate to your drivers and your operation.

If you are looking for a course specific to your operation or your drivers' needs RHA Training can design bespoke Driver CPC courses. Please call us for more details.

Driver CPC Periodic Training (Seven-hour Course)

In-company training. Select your own subjects from 7 – 35 hours

The RHA now offers more in-company Driver CPC Periodic Training courses to be delivered on-site. We are offering you the opportunity to plan ahead and book now, thereby ensuring that your business does not miss out. Our courses are available for up to 20 delegates (unless specified) and the price includes DVSA uploads, certificates and course notes. Select your own course using the subjects listed below and contact us on **01733 261456**. After discussions to determine your exact requirements, we can tailor-make as many 7-hour courses, based on the subjects relevant to your business, as you need.

HGV Half-Day Subjects (select two)

- 1 Drivers' Hours, Working Time and Tachographs
- 2 Digital Tachographs for Drivers
- 3 Daily Walk-around Vehicle Checks and Defect Reporting
- 4 Safe Loading of Vehicles
- 5 Health & Safety Awareness for Drivers
- 6 Fuel-efficient Driving and Safety on the Road
- 7 Driver and Vehicle Security and Customer Care
- 8 International Driving
- 9 A Driver's Guide to Operator Licensing
- 10 Accident Procedures, Speed Awareness and Driving in Poor Weather
- 11 Fitness to Drive and Cycle Safety Awareness

Cost

Up to 10 drivers

RHA members: £650.00 + VAT

Non-RHA members: £729.00 + VAT

Saturday Premium: £200.00 + VAT

Up to 20 drivers

RHA members: £1,110.00 + VAT

Non-RHA members: £1,365.00 + VAT

Includes certificates, uploads and delegates hand-outs.

****Courses are limited to number of drivers.***

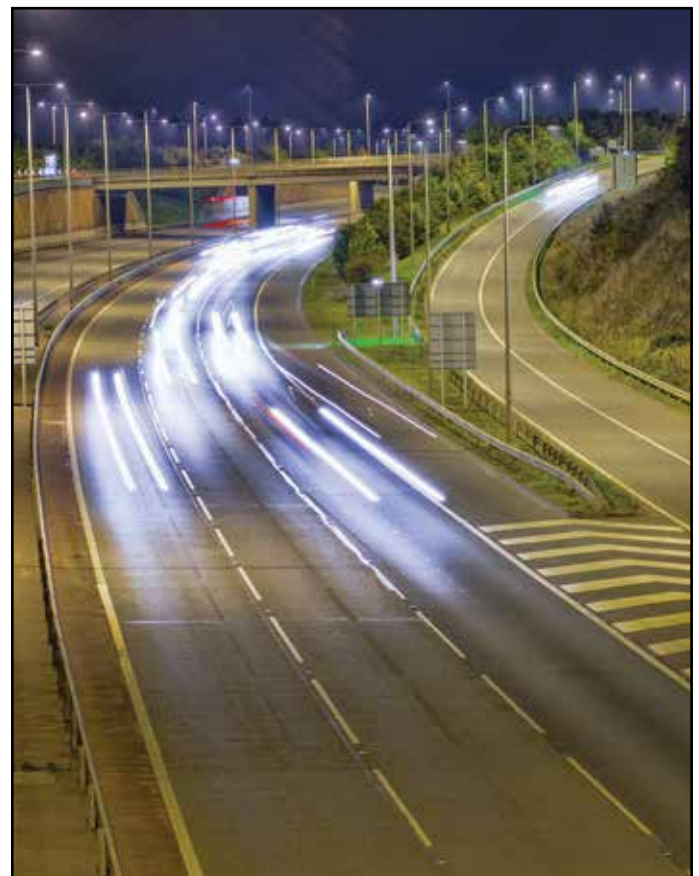
HGV 7-hour Subjects (select one)

- A Professional Driver Update
- B Practical Safe Loading* (limited to a maximum of 10)
- C Emergency First Aid at Work** (limited to a maximum of 12)
- D Greener City Driving (available from March 2015)

Cost

**£835.00 + VAT

See page 26 for Driver CPC I.D. requirements.



Tel: 01733 261456

Email: training@rha.uk.net

Web: www.rhaonline.co.uk

Driver CPC Periodic Training (Seven-hour Course)

Professional Driver Update 2015

This interactive course is designed to keep drivers up-to-date with changes in the regulations which affect them, raise awareness of current road transport issues and review the key subjects which are often misunderstood. Updated every year with new content, this is the ideal course to book each year.

The course will contribute 7 hours towards your total of 35 hours' periodic training. Conducted by your instructor, the course is structured to include all the most important changes to road transport legislation plus provide a genuine and beneficial day's training.

Course Content

Introduction to Professional Driver Update:

- Outline of Driver CPC requirements and course content

Latest on the basics, including:

- Drivers' Hours and Tachograph Regulations
- Breaks, Daily Rest, Weekly Rest, Record Keeping
- Digital Tachograph Updates
- Manual Entries, Leaving Card in Overnight. Requirements for Printing, Caring for Your Card

- Safe Loading of Vehicles – Update

- Driving Licence – Update

Enforcement update:

- Fixed Penalty Scheme and Weight-in-Motion Sensors

● Daily Walk-around checks:

- Video and In-depth Discussion

● Road Safety – Update, including:

- Mobile phone latest, preventing bridge strikes
- Safe Urban Driving and Care for Vulnerable Road Users

Timings and Cost

Starts: 09.00 **Finish:** 17.00

RHA members: £69.00 + VAT

Non-RHA members: £84.00 + VAT

Groups: From £650.00 + VAT

Cost of attendance includes course materials, attendance certificates, DVSA upload fee and refreshments. See page 26 for Driver CPC I.D. requirements.

2015 VENUES & DATES

Peterborough	12 January	Slough	18 June
Slough	12 January	Hatfield	23 June
Derby	13 January	Wolverhampton	24 June
Bradford	13 January	Bristol	29 June
Hatfield	15 January	Peterborough	4 August
Bristol	20 January	Derby	5 August
Gatwick	21 January	Slough	5 August
Wolverhampton	22 January	Peterborough	22 September
Peterborough	16 March	Bradford	23 September
Derby	17 March	Hatfield	23 September
Bradford	18 March	Wolverhampton	24 September
Hatfield	23 March	Bristol	29 September
Slough	26 March	Slough	2 October
Wolverhampton	26 March	Gatwick	6 October
Bristol	27 March	Peterborough	2 November
Gatwick	16 June	Derby	3 November
Peterborough	16 June	Bradford	4 November
Derby	17 June	Bristol	8 December
Bradford	17 June	Hatfield	8 December

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Email: training@rha.uk.net

Web: www.rhaonline.co.uk

Driver CPC Periodic Training (Seven-hour Course)

Drivers' hours, working time and tachographs, digital tachographs for drivers

Aims and Objectives

This RHA Training comprehensive seminar will ensure delegates acquire a full understanding of EC and domestic drivers' hours, working time and competent tachograph record keeping, covering both analogue and digital use.

The JAUPT approved course will contribute towards compulsory training required for all drivers, and is being conducted by your RHA Training Manager who is an experienced instructor with many years of practical experience of the road transport industry, holding the appropriate qualifications.

Course Content

- Daily Driving Limits
- Periods of Availability
- Breaks
- Daily and Weekly Rest
- Reduced / Split Rests
- Weekly and Fortnightly Limits
- Multi Manning
- Ferry Crossings
- Definition of Working Time
- Definition of Night Work
- Night Working Limits
- 'Non-mobile', 'Mobile' and 'Occasional Mobile' Workers
- Analogue Tachograph Operation
- Digital Tachograph Operation – Use of Simulators
 - Manual Entries
 - Update on New Models
- Lost Card Procedures
- Types of Printout and Interpretation
- Responsibilities and Penalties

Timings and Cost

Start: 09.00 **Finish:** 17.00

RHA members: £69.00 + VAT

Non-RHA members: £84.00 + VAT

Groups: From £650.00 + VAT

Cost of attendance includes course materials, attendance certificates, DVSA upload fee and refreshments. See page 26 for Driver CPC I.D. requirements.

2015 VENUES & DATES

Slough	27 January	Antrim	28 July
Armagh	29 January	Bristol	30 July
Peterborough	2 February	Grangemouth	4 August
Bristol	4 February	Antrim	11 August
Perth	4 February	Bristol	24 September
Edinburgh	1 April	Peterborough	5 October
Peterborough	13 April	Slough	8 October
Slough	16 April	Bradford	15 October
Antrim	21 April	Edinburgh	22 October
Bradford	28 April	Bristol	17 December
Bristol	12 May	Peterborough	17 December
Peterborough	8 July	Slough	17 December
Slough	8 July		

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Driver CPC Periodic Training (Seven-hour Course)

Daily walk-around checks, defect reporting and safe loading of vehicles

Aims and Objectives

This RHA Training seminar will provide instruction of how to conduct full pre-use inspections in daily walk-round checks to ensure vehicles are fully operational along with guidance on defect reporting. Vehicle loading will be addressed in depth, with safety awareness at the forefront of this course.

The course will contribute towards compulsory training required for all drivers, is being conducted by your RHA Training Manager who is an experienced instructor with many years of practical experience of the road transport industry, holding the appropriate qualifications.

Course Content

- Legal Obligations
- Operator Licence Commitment
- Guide to Maintaining Roadworthiness
- Inspection Routine
- Record Completion Standards
- Responsibilities and Penalties
- Safe Driving of Loaded Commercial Vehicles
- Vehicle Suitability for Intended Use
- Gross and Axle Weights
- Diminishing Loads
- Positioning
- Stability
- Security
- Selection of Restraining Equipment

Timings and Cost

Start: 09.00 **Finish:** 17.00

RHA members: £69.00 + VAT

Non-RHA members: £84.00 + VAT

Groups: From £650.00 + VAT

Cost of attendance includes course materials, attendance certificates, DVSA upload fee and refreshments. See page 26 for Driver CPC I.D. requirements.



2015 VENUES & DATES

Grangemouth	27 January	Slough	3 July
Peterborough	10 March	Peterborough	7 July
Slough	10 March	Grangemouth	11 August
Antrim	12 March	Antrim	12 August
Bristol	14 April	Armagh	24 September
Antrim	22 April	Peterborough	6 October
Bradford	29 April	Bristol	15 October
Slough	29 April	Bradford	16 October
Peterborough	11 May	Slough	19 October
Edinburgh	28 May	Glasgow	28 October

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Driver CPC Periodic Training (Seven-hour Course)

Health and safety awareness for goods vehicle drivers, fuel-efficient driving and safety on the road

Aims and Objectives

This RHA Training seminar will raise your awareness of your role in creating and maintaining a safe working environment for both yourself and others in line with current policies and legislation. Safe working principles involved in a variety of activities will also be discussed. The ever-increasing cost of fuel and the actions a driver can take to reduce fuel consumption is an essential part of this course.

This course will contribute towards 7 hours of compulsory training required for all drivers, is being conducted by your RHA Training Manager who is an experienced instructor with many years of practical experience of the road transport industry, holding the appropriate qualifications.

Course Content

- Course Introduction
- Health & Safety at Work: The Basics
- Safety on Site, Safe Manoeuvring
- Workplace Transport
- Working at Height, Slips, Trips and Falls
- Manual Handling: The Basics – Personal Protective Equipment
- Fuel-Efficient Driving In-depth
- Daily Vehicle Checks
- Fuel Usage, Use of Gearbox
- Rules of the Road, Speed Limits
- Road Markings Specific to Goods Vehicles
- Use of Mobile Phones, Sat Nav
- Driver Fatigue and Fitness to Drive
- Severe Weather Driving
- Traffic Accident Procedures

Timings and Cost

Start: 09.00 **Finish:** 17.00

RHA members: £69.00 + VAT

Non-RHA members: £84.00 + VAT

Groups: From £650.00 + VAT

Cost of attendance includes course materials, attendance certificates, DVSA upload fee and refreshments. See page 26 for Driver CPC I.D. requirements.

2015 VENUES & DATES

Peterborough	27 January
Perth	10 March
Bristol	18 March
Edinburgh	26 March
Bradford	17 April
Iverness	21 April
Glasgow	10 June
Peterborough	15 July
Antrim	13 August
Grangemouth	18 August
Perth	23 September
Slough	20 October

Check www.rhaonline.co.uk for more dates



Driver CPC Periodic Training (Seven-hour Course)

Accident procedures, speed awareness and poor weather driving, fitness to drive and cycle safety awareness

Aims and Objectives

This RHA Training seminar will remind you of the action to be taken at the scene of an accident which complies with the law but also ensures that the correct information is collected for the accident report. All drivers benefit from some awareness of the effects of speed on road safety and the action to be taken in poor weather. With an increasing number of cyclists taking to the road in the urban environment the drivers' role in reducing the risk to vulnerable road users will form part of the seminar.

This course will contribute towards 7 hours of compulsory training required for all drivers, is being conducted by your RHA Training Manager who is an experienced instructor with many years of practical experience of the road transport industry, holding the appropriate qualifications.

Course Content

- Accident Statistics, Vulnerable Road Users and Accident Locations
- Road Traffic Accident, Vehicles, People, Property and Animals
- Drivers' Actions at a Scene of Accident
- Accident Reports and Insurance Requirements
- The Effect of Speed with Accidents
- Speed Awareness and Stopping Distances for Large Commercial Vehicles
- Speed Limits for all Classes of Vehicles
- Penalties and Enforcement
- Speed Limiters on Goods Vehicles
- Speed Cameras
- Bad Weather Driving and Effects Under Different Conditions
- Driver Fatigue
- Effects of Alcohol and Drugs
- Sleep Apnoea
- Cyclists on the road
 - Driver awareness
 - Giving space
 - Blind spots
- Safe Urban Driving

Timings and Cost

Start: 09.00 **Finish:** 17.00

RHA members: £69.00 + VAT

Non-RHA members: £84.00 + VAT

Groups: From £650.00 + VAT

Cost of attendance includes course materials, attendance certificates, DVSA upload fee and refreshments. See page 26 for Driver CPC I.D. requirements.



2015 VENUES & DATES

Peterborough	2 July
Bristol	2 July
Bradford	28 September
Slough	9 October

Check www.rhaonline.co.uk for more dates

Tel: 01733 261456

Email: training@rha.uk.net

Web: www.rhaonline.co.uk

Driver CPC Periodic Training (Seven-hour Course)

A driver's guide to operator licensing, driver and vehicle security and customer care

Aims and Objectives

The Operator Licence is essential to the running of the business, how the actions of the driver can affect the licence forms part of this seminar. The responsibilities of the company and the driver are covered to emphasise how important compliance is to the licence holder. An outline of the importance of driver-related customer care is covered along with the security issues affecting the driver and transport companies.

This course will contribute towards 7 hours of compulsory training required for all drivers, is being conducted by your RHA Training Manager who is an experienced instructor with many years of practical experience of the road transport industry, holding the appropriate qualifications.

Course Content

- Commitments and Undertakings
- Licence Requirements and Types
- Traffic Boundaries, Staff Issues and Levels of Finance
- Vehicle Maintenance, Driver Licensing
- Licence Checks
- Authorities' Powers, Penalties and Infringements
- Customer Care, the Driver's Role, Good Service / Bad Service
- Influences on Customer Choice
- Communication, Personal Image and How to Handle Complaints
- Vehicle Security and Crime Prevention
- Security Issues with Social Media
- Types of Truck Crime, Protecting Drivers, Security Equipment and Vulnerable Loads



Timings and Cost

Start: 09.00 **Finish:** 17.00

RHA members: £69.00 + VAT

Non-RHA members: £84.00 + VAT

Groups: From £650.00 + VAT

Cost of attendance includes course materials, attendance certificates, DVSA upload fee and refreshments. See page 26 for Driver CPC I.D. requirements.

2015 VENUES & DATES

Hatfield	28 January
Wolverhampton	11 March
Peterborough	28 April
Derby	14 July

Check www.rhaonline.co.uk for more dates

Tel: 01733 261456

Email: training@rha.uk.net

Web: www.rhaonline.co.uk

RHA Approved Driver CPC Train the Trainer (Five-day Course)

If you want to be a Driver CPC trainer/instructor then take your first steps today

Course Content

- Introduction to Driver CPC
- Driver CPC Syllabus, Subject Selection and Training Needs Analysis
- Instructional Techniques, Qualities of the Instructor, Basic Principles of Instruction, Subject Analysis, Preparation and Planning, Motivation, Confirmation and Evaluation Question Technique
- JAUPT approved 'LGV Driver Essentials' Part 1
- JAUPT approved 'LGV Driver Essentials' Part 2
- **Theory Test – Instructional Techniques**
- Individual 'Lesson' Assignment, Guided Preparation and Planning, Familiarisation with Training Aids and Explanation of Marking Criteria
- Delegates to Deliver Own Training Session and Receive Feedback and Scoring
- **Theory Test – Driver Essentials Knowledge**
- JAUPT Centre Approval Process
- JAUPT Course and Instructor Approval
- Evaluation and Feedback Record Keeping
- Planning Other Courses
- **Theory Test – DCPC procedures**
- Course Review Question and Answer Session

Timings and Cost

Start: 09.00 **Finish:** 17.00

RHA members: £1,150.00 + VAT

Non-RHA members: £1,350.00 + VAT

Please be aware that other costs are payable to register for DVSA approval.

2015 VENUES & DATES

Glasgow	16 – 20 March
Peterborough	16 – 20 March
Antrim	23 – 27 March
Bradford	20 – 24 April
Bradford	22 – 26 June
Antrim	28 Sept – 2 Oct
Peterborough	28 Sept – 2 Oct
Grangemouth	5 – 9 October
Bradford	19 – 23 October
Peterborough	7 – 11 December

Check www.rhaonline.co.uk for more dates

RHA Driver CPC Trainers & Instructors (Course Material for Sale)

Course

Each 7-hour course (listed below) contains a comprehensive CD pack with presentation, full tutor notes, application forms, course template and documents to support the course. A guide to additional reference material is also included.

Already JAUPT approved*, the courses provide a complete solution to your presentation needs with the reassurance of RHA's quality in planning, preparation and delivering what you need, when you need it.

Course Titles

1. Drivers Hours WTD & Tachograph Regulations
2. Digital Tachographs for Drivers
3. Daily Vehicle Checks & Defect reporting
4. Safe Loading of Vehicles
5. Health & Safety Awareness for Goods Vehicle Drivers

6. Fuel-efficient Driving & Safety on the Road

7. Customer Care and Driver Security

8. International Driving

9. A Driver's Guide to Operator Licensing

Select 2 topics for one 7-hour course purchase.

Includes one-day instructor training on-site at your chosen venue.

*** You are required to pay direct to JAUPT £252.00 for each 7-hour course to be approved for your own use per year.**

Additional experience towards each subject may be required for JAUPT approval.

Cost

£955.00 + VAT per 7-hour module

Tel: 01733 261456

Email: training@rha.uk.net

Web: www.rhaonline.co.uk

RHA In-cab Defensive & Fuel-efficient Driving (Theory & Practice)

RE-DESIGNED FOR 2015 – Train up to 3 drivers over 2 days

Aims and Objectives

The course is designed to help improve fuel efficiency and improve defensive driving techniques. The first part is training room based with up to 3 drivers the second part is in cab on a one to one basis. With the flexibility allowed for Driver CPC courses it is possible to carry out the in cab training for the other two drivers on day two.

Course Content

- Principles of Fuel Efficient Driving
- Use of In-Cab Instrumentation
- Benefits of Defensive Driving Techniques
- Observation and Hazard Perception
- Vehicle Set Up
- Walk-around Checks
- Practical Driving Assessment and Instruction
- Practical Fuel-efficient and Defensive Driving Techniques

Important requirements

- The training will be carried out on your site using the company's own vehicle
- It is recommended that a loaded vehicle is used (unless an ADR carrier)
- Normal commercial driving activities will interfere with the programme and are therefore not possible during the training sessions

Timings and Cost

Start: 09.00 **Finish:** 17.00

RHA Members: £679.00 + VAT per day

Non-RHA members: £760.00 + VAT per day

Cost includes course materials, attendance certificates and DVSA upload fees.

RHA In-cab Driver Assessments

A practical one-to-one 2-hour assessment designed to assess driving skills. All candidates will be graded and a written report is provided with recommendations for further training, as appropriate.

The Assessment Will Include:

- Pre-driving Preparation, including Walk-around Check
- Correct Use of Vehicle Controls
- Use of Mirrors
- Moving Off / Stopping
- Correct Sequence of Actions
- Positioning and Cornering
- Signalling
- Driving to Road Conditions
- Approach to Roundabouts and Junctions
- Reaction to Traffic Lights and Other Hazards
- Department at the Wheel
- Use of Speed and Judgement of Distances
- Overtaking
- Reversing
- Observation and Concentration
- Consideration of Other Road-users
- Fuel-efficient Driving
- Drivers' Hours and Tachograph Knowledge

Assessment Conditions

- Drivers will be assessed in their normal vehicle
- It is recommended that a loaded vehicle is provided in order to replicate normal working conditions
- If the assessment is to be undertaken as part of a normal working day, it must be possible to be achieved in no more than 2 hours and should not include lengthy delays
- The assessor reserves the right to deviate from the route if a realistic assessment would not be feasible, or terminate the assessment if, in the opinion of the assessor, to continue would constitute a danger
- Any hours in excess of 8½ per day will be chargeable at the rate of £65.00 + VAT per hour, or part thereof

Cost

£679.00 + VAT per day (2 hours each person)

Maximum 4 drivers per day

RHA Driver Assessor Course (Two days)

Economy and safety in vehicle operations

1:1 Tuition

- Are your drivers getting the most from your vehicle's fuel efficiency?
- Are they driving defensively?
- Has one of your drivers had a prolonged period of absence and are they still safe to drive?
- Is one of your drivers having too many minor accidents?
- Do you want to assess new drivers?

To answer these questions an assessment of their driving skills is called for.

The RHA Driver Assessor course is designed to provide the necessary tools for one of your staff to carry out driving assessments on your drivers.

The course commences in the training room where the assessment process, driving licence checking and assessment reports are discussed.

The main part of the course is carried out in the vehicle. An assessment of the candidate's own driving is carried out and, where necessary, some corrective training is offered. Our trainer then acts as the driver for the candidate to assess. Our trainers are very experienced and are able to safely incorporate common errors into their driving for the new assessor to identify.

Course Content

- Driving licence Checks
- LGV Driving Standards
- Vehicle Familiarisation
- Personal Driving Assessment
- Demonstration Drive and Commentary
- Observation and Planning
- Highway Code
- System of Vehicle Control
- Assessment of Routes and Directions
- Report Writing
- On-the-job Driving Assessments



Candidate Selection

The person selected for assessor training should be an experienced goods vehicle driver, have good verbal and written communication skills and have the authority to carry out assessments.

Conditions

Training is carried out using the company's vehicle which will be required for the duration of the course. To ensure that maximum benefit is derived from the training it must be carried out away from commercial activities.

Timings and Cost

RHA members: £647.50 + VAT per day

Non-RHA members: £697.50 + VAT per day

Duration of training is normally 2 days for 1 driver who meets the candidate selection criteria, where the company is able to provide vehicles with 3 correctly fitted seats it is possible to train 2 similarly experienced assessors over 3 days.

Driver CPC In-cab Instructor Course (Driver Development)

Driver CPC Periodic Training (Approved)

Who Should Attend

A company's own internal trainer / assessor, or a staff member whose main employment role is as a driver / trainer. The chosen candidate must have a minimum of 5 years' driving experience and hold the appropriate licence.

Appropriate authority levels along with excellent communication skills are prerequisites for this course.

Aims, Objectives and Course Content

To enable the delegate to become proficient in developing and supervising drivers and encouraging them to reach the company's required performance levels and standards.

The course will be delivered over 2 days, including both in-cab tuition along with classroom briefings.

The JAUPT 7-hour element of this course will provide the skills necessary for the assessor to help:

- Improve Fuel Economy
- Reduce Accident Damage
- Create Initial and Ongoing Training Programmes
- Assess the Causes of Accidents
- Write Effective Management Reports

Important Requirements

- The training will be undertaken in the company's own vehicle
- It is recommended that a loaded vehicle is used (unless an ADR carrier)
- Normal commercial driving activities will interfere with the programme and are therefore not possible during the training period

Who Will Run The Course?

Your RHA Training Manager is an experienced instructor with many years' experience of the road transport industry and holds the appropriate qualifications.

Timings and Cost

Courses will be held over a 2-day period from 09.00 – 17.00 each day.

RHA members: £1,675.00 + VAT

Non-RHA members: £1,785.00 +VAT

Cost of course includes presentation materials, application form and course layout along with support documents for the company to use in-house. The company will need to submit the course for approval with JAUPT prior to delivering in-house.

An attendance certificate will be issued.

Managing Digital Tachographs (Half-day course for transport staff)

Who Should Attend

Transport managers, supervisors and operational staff who have responsibility for the control of vehicles fitted with digital recording equipment.

Course Content

- The Types of Tachograph Card and Operating Modes
- Duties of Operators, Supervisors and Drivers
- The Various Functions of the Display
- Using the Printer, Evaluating Printouts and Printout Types

- Manually Recording Activities Directly into the Vehicle Unit
- Obligations in the Carrying of Documents
- Roadside Checks, Procedures and Potential Penalties
- Analysis of Products and Equipment Used for Digital Downloads
- Update on New Model Vehicle Units and Future Developments

Cost

RHA members: £550.00 + VAT for up to 10 delegates

Non-RHA members: £625.00 + VAT for up to 10 delegates

Managing Drivers' Hours Regs (Half-day course for transport staff)

Who Should Attend

- Office staff or supervisors who control drivers' or plan drivers' daily run schedules and who check drivers' tachographs for infringements
- Staff who want to improve their own understanding of the regulations

Course Content

- EU Regulations and Exemptions
- Daily Driving Limits

- Breaks
- Daily Rest / Weekly Rest / Reduced Rests
- (Road Transport) Working Time Regulations Overview
- Understanding Most Common Infringements
- Drivers' Responsibilities
- Employers' Responsibilities
- Tachograph Record Management

Cost

RHA members: £550.00 + VAT for up to 15 delegates

Non-RHA members: £625.00 + VAT for up to 15 delegates

Reversing Assistant Training (Up to 4 hours. Up to 8 delegates)

Nearly a quarter of all deaths involving vehicles at work occur while the vehicle is reversing. Many more accidents do not result in injury but cause costly damage to vehicles, equipment and premises. Most of these accidents happen at low speeds and could be prevented by taking some simple safety precautions.

The Health and Safety at Work, etc Act 1974 requires employers to provide and maintain systems of work which are, so far as is reasonably practicable, safe. The Act also requires employers to take all reasonably practicable precautions to ensure the safety of their workers and members of the public.

The Workplace (Health, Safety and Welfare) Regulations 1992 require the organisation of traffic routes to ensure safety and their maintenance in an adequate condition.

This means that you should look critically at how people can be put at risk and consider how reversing can be done safely and then take any reasonably practicable measures to reduce the risk of injury. To comply with these regulations it is essential that any business which has vehicles reversing within premises or property, whether they be your own or a third party, must have a competent Reversing Assistant.

The RHA Reversing Assistant course encompasses both practical and theory tuition which ensures that delegates have a thorough understanding of what procedures must be adhered to when reversing vehicles in a working environment.

There is not a set formula to follow that will create a safe system of work. However, delegates on this course will be shown how to work through and answer questions such as:

- What vehicle manoeuvres are necessary?
- Can the need to reverse vehicles be avoided?
- If vehicles must reverse, can people be removed from the area?
- Is there adequate space for reversing?
- Have you considered all possible ways of dealing with the dangers of reversing vehicles?
- Could the workplace be modified to make operations safer, where it is reasonably practicable to do so?
- Delegates will be shown practical demonstrations of controlling the safe reverse movement of an appropriate vehicle in a confined space.
- Reversing Assistant training is carried out on customer's premises.
- Use of an appropriate vehicle will be required for the duration of the training.
- All delegates must have the appropriate workwear, including hi-viz waistcoat, safety helmet and safety shoes or boots.

Cost: £550.00 + VAT. **Up to 8 delegates.**

Safe Loading of Vehicles (In-house Half-day Course)

A "hands-on" training course tailored to your company's individual needs

Objective

The RHA Safe Loading of Vehicles Training Course is designed to ensure that delegates understand the basic principles of correct loading of vehicles and trailers, as well as the serious consequences of not adhering to regulations laid down in the Road Vehicles (Construction and Use) Regulations.

Our experienced instructors will spend time with delegates explaining the basics of safe loading and then ascertain what types of loads are most likely to be handled and transported by the customer company. This ensures that the delegate's tuition is, as far as possible, tailored to his / her individual requirements.

The course is then broken down into the following modules:

The Principles of:

- Safe Driving of a Loaded Commercial Vehicle
- Operating in a Legal and Safe Environment

The Vehicle

- Suitability for the Intended Use
- Inspection and Acceptable Condition
- Gross and Axle Weights

The Load

- Positioning
- Stability
- Security – including:

Forces acting on the load / anchorage points and how to identify them / overhanging loads / weight, position and distribution

The Course

- A large percentage of the training will be carried out in a "hands-on" situation, with the instructor giving practical demonstrations followed by the trainee(s) putting into practice the methods and procedures they have been taught
- This training course is normally carried out at customers' premises, with a suitable vehicle and load available
- It is essential that trainees are equipped with appropriate safety equipment, which must include:
 - Hi-visibility waistcoat, conforming to EN471
 - Safety boots or shoes compliant to EN345
 - Suitable working gloves

Once the training is booked and a date confirmed the instructor will contact the customer to ensure that suitable load-securing equipment is going to be made available.

Cost

RHA members: £550.00 + VAT

Maximum of 10 trainees per course

NB: A suitable vehicle and load will be required for the duration of the training.

Manual Handling

Course Content

- Manual Handling Regulations 1992 Overview
- Effects of Poor Technique
- Costs of Accidents and Injuries
- Mechanics of Lifting
- Risk Assessment Principles
- Risk Assessment Exercises
- Kinetic Lifting Techniques
- Understanding Anatomy – Contributory Factors to Musculo-skeletal Problems

Cost

£550.00 + VAT

This training is only offered on your premises for up to 10 delegates.

This course is classroom-based therefore no specialised equipment or materials are required. An information booklet, handouts and a certificate of attendance will be issued for generic use.

This course can be adapted to meet the specific requirements of company employees – phone to discuss your requirements.

Tel: 01733 261456

Email: training@rha.uk.net

Web: www.rhaonline.co.uk

In-house Training Options

Daily walk-around checks and defect reporting

It is a requirement of the operator licensing system that vehicles are fit and serviceable. This means at all times, and fundamental to this is a meaningful and full pre-use inspection.

Course Content

- Legal Obligations
- Effect on the 'O' Licence
- Items to be Inspected
- Inspection Routine
- Penalties for not Adhering to this Requirement
- Practical Demonstration

Cost

RHA members: £550 + VAT

Non-RHA members: £750 + VAT*

***Maximum of 10 delegates per course**

Train the Trainer version: £750.00 + VAT – £850.00 + VAT**

****Maximum 3 delegates**



Escorting Abnormal Loads and Vehicles

Half-day course suitable for up to 12 delegates

This RHA course is designed to assist you in following the guidelines of the Code of Practice "The Self Escorting of Abnormal Loads and Abnormal Vehicles".

Course Content

There is not a set formula to follow that will create a safe system of work. However, delegates on this course will be shown how to work through content such as:

- The Requirements for an Escort Vehicle
- Vehicle Appearance, Markings, Warning Beacons and Equipment Required
- Personal Specification for Self-escorting
- Roles and Responsibilities
- General Operating Practices
- Thresholds for Self-escorting
- Documentation Required



Escorting training is normally carried out on customers' premises.

Cost

RHA members: £550.00 + VAT for up to 12 delegates

Non-RHA members: £625.00 + VAT for up to 12 delegates

Emergency First Aid at Work (Level 2 Award)

Including, 7 Hours Periodic Training and the EFAW Certificate. Specifically designed for individuals who have responsibility for First Aid within the organisation as well as drivers wishing to qualify as part of the DCPC process.

Aims and Objectives

Employers have to risk assess their workplace which will identify the first aid requirements expected.

EFAW is recognised as a qualification in first aid, delivered over 7 hours by an accredited and approved training provider. This is one of the courses which satisfies the HSE's requirements for training in first aid for the workplace.

The course is also JAUPT approved and provides delegates with 7 hours of approved DCPC training at the same time.

Course Content

- Understand the Role of the First Aider Including Reference to the Use of Available Equipment and the Need for Recording Incidents and Actions
- Be able to Assess an Incident in Order to Act Safely, Promptly and Effectively in an Emergency
- Be able to Manage an Unresponsive Casualty who is Breathing Normally, and an Unresponsive Casualty who is Not Breathing Normally
- Be able to Recognise and Assist a Casualty who is Choking
- Be able to Manage a Casualty with External Bleeding
- Be able to Manage a Casualty that is in Shock
- Be able to Manage a Casualty with a Minor Injury
- Driver CPC Overview

Timings and Cost

Start: 09.00 **Finish:** 17.00

RHA members: £93.00 + VAT

Non-RHA members: £109.00 + VAT

Group In-house Option

This course is now available for group training throughout the UK Monday – Saturday on your premises.

RHA members: £835.00 + VAT for up to 12 delegates

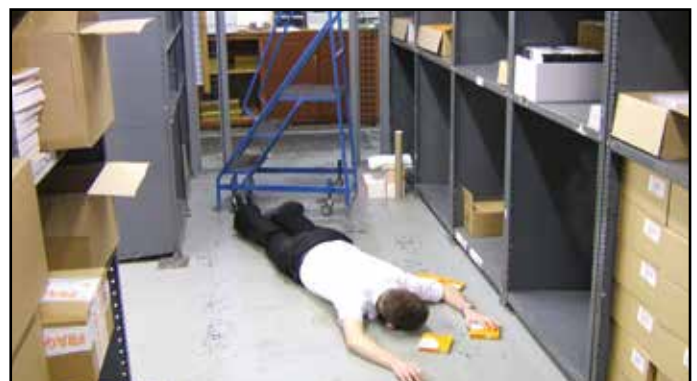
Non-RHA members: £895.00 + VAT for up to 12 delegates

Light refreshments and certificate included.

2015 VENUES & DATES

Edinburgh	3 February
Peterborough	9 March
Bradford	16 March
Inverness	28 April
Glasgow	25 June
Bradford	2 October
Peterborough	16 October
Armagh	27 October

Check www.rhaonline.co.uk for more dates



Tel: 01733 261456

Email: training@rha.uk.net

Web: www.rhaonline.co.uk

RHA Safety Audit Services



RHA Safety Audit

This service will guide you through the process of setting up your safety management system, getting your policy written and provide you with a full audit report on areas you need to take action on and provide guidance on how.

Included in this service is our risk assessment training course to help you carry out risk assessments in the workplace.

Risk Assessment Training

This interactive seminar reviews various legislative requirements and helps delegates understand the risk assessment process.

A practical risk assessment forms part of the course and successful delegates will be issued with sample risk assessment documentation and course certificates.

RHA Smart Safety

Smart Safety is a web-based safety management system designed to allow multiple users access to safety information and advice quickly.

The system also allows the electronic input of individual task risk assessments, keeping all of your safety information in one place. As with our safety audit service, your RHA Safety consultant will visit your site and carry out the initial audit process and report back on the findings. Follow-up visits throughout the year are available to help ensure that the action plan is progressing.

More details:

Call: 01733 261456

Email: training@rha.uk.net

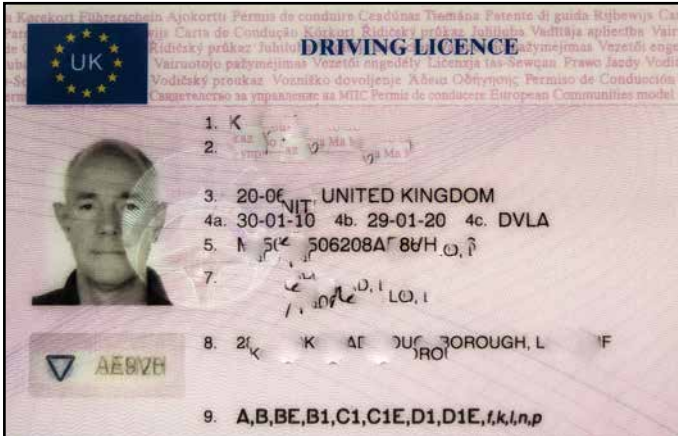


2015: Driver CPC Course Identification Requirement

You must bring **ONE** of these for the start of each course.

Email training@rha.uk.net if you can't bring any of these or call **01733 261 456**

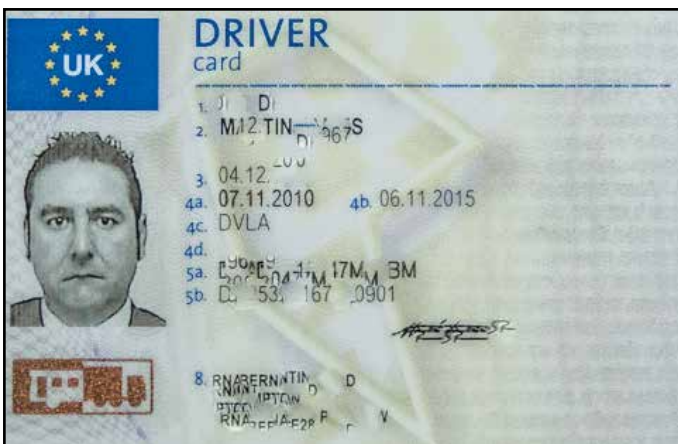
Photo-Card Driving Licence



Driver Qualification Card (DQC)



Digital Tachograph Driver Card



Valid UK Passport + Driver Number



RHA Training Conditions of Business

Payment

Payment is required at the time of booking or in no circumstances later than 14 days before the training or risk assessment takes place. Confirmation will be dispatched on receipt of payment. In the event of non-payment RHA Training reserves the right to cancel the booking.

Cheques should be made payable to Road Haulage Association Ltd.

Cancellation and Postponement

If you wish to cancel it is imperative that you obtain a cancellation number from the Training Department. Tel: 01733 261 456.

Cancellation of a booking 14 days or more prior to the commencement of the course or risk assessment will incur an administration charge of 25% of the total fee excluding VAT.

For cancellations within 14 days of the event by a customer 100% of the fee excluding VAT will be payable.

Postponement of an in-company event, within 14 working days of the date of that event, an administration fee of 25% of the fee excluding VAT will be payable.

Substitution of course delegates will be accepted upon reasonable notice being given, and the original confirmation and fee will be deemed to be accepted.

General

Any variations to the joining instructions, course dates, time of attendance etc, made by RHA will be notified to the customer. RHA will make every effort to ensure the original instructions are complied with. In the event of cancellation by RHA every endeavour will be made to offer a suitable alternative. All incidents and actions, including any money refunds, are dealt with promptly and fairly within the RHA Quality Management System.

Every effort is made to ensure that the instructions, hand-outs, course notes or reports given are true and correct at the time, but RHA does not accept responsibility for any errors or omissions.

Any delegates attending RHA's premises or those of a sub-contractor, including vehicles, are required to adhere to any notices or instructions given to them by RHA, or sub-contractor's staff. RHA does not accept responsibility for personal belongings or vehicles left on the premises.

Unless specific arrangements are made for course refreshments by RHA, refreshments during the course will be the delegate's responsibility.

Where external examinations are involved and details have been supplied by the delegate for enrolment, RHA cannot accept any responsibility for the accuracy if a dispute should arise with the examinations body.

It is important that adequate provision is made to ensure that drivers attending courses are able to comply with the rest requirements laid down in Drivers' Hours Regulations and, in the case of Driver CPC Courses, appropriate identification is provided.

For bookings made more than 12 months in advance, a maximum increase of 5% may be added to each date booked.

The above terms and conditions are binding on accepting the confirmation of the event and no variation may be made without a specific agreement with the management of RHA Training.

Road Haulage Association Ltd

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Peterborough PE3 8DD
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www.rhaonline.co.uk