

# TRAINING SOLUTIONS



## BCS GROUP TRAINING SOLUTIONS

Wallows Lane, Walsall,  
West Midlands WS1 4AG

01922 726726  
training.enquiries@bcsgroup.co.uk  
**BCSGROUP.CO.UK**

## TRAINING COURSES & VENUE HIRE

Whatever your needs, our hands-on training courses are interactive and practical to provide your workforce with the necessary skills to perform their jobs productively and safely.



# LEAD THEM WITH EDUCATION

**We have a professional and highly skilled team of instructors, all possessing extensive experience in both training and practical application of skills for working safely on-site and in confined space areas.**

Safety does not happen by itself, it takes smart preparation, quality equipment and a well-trained workforce. We are dedicated to helping you build a culture of safety with comprehensive, behaviour based training that leverages best practice and is tailored to the needs of your workforce.

BCS Group provides a modern conference & training centre which has been designed to help host the perfect event, course or meeting. Training is focused on providing employees with the skills and knowledge to work safely in high risk working environments.

Whether you are an operative who has to locate underground apparatus for work on roadways and highways, or you simply require regulatory training such as Confined Space, New Roads and Street Works or other Health & Safety training interventions... BCS Group can develop a suitable training program to meet your needs.

The success of our training has created a demand for us to develop and extend our course portfolio into wider industries and fulfil more of your training needs.

Our own dedicated Confined Space and Streetworks facilities offers a chance for trainees to get real hands-on experience in safe conditions. The outdoor training area is located to the rear of the training centre and has direct access to Stephenson and Brunel Suite on the ground floor which gives a good mix of theory and practical training.

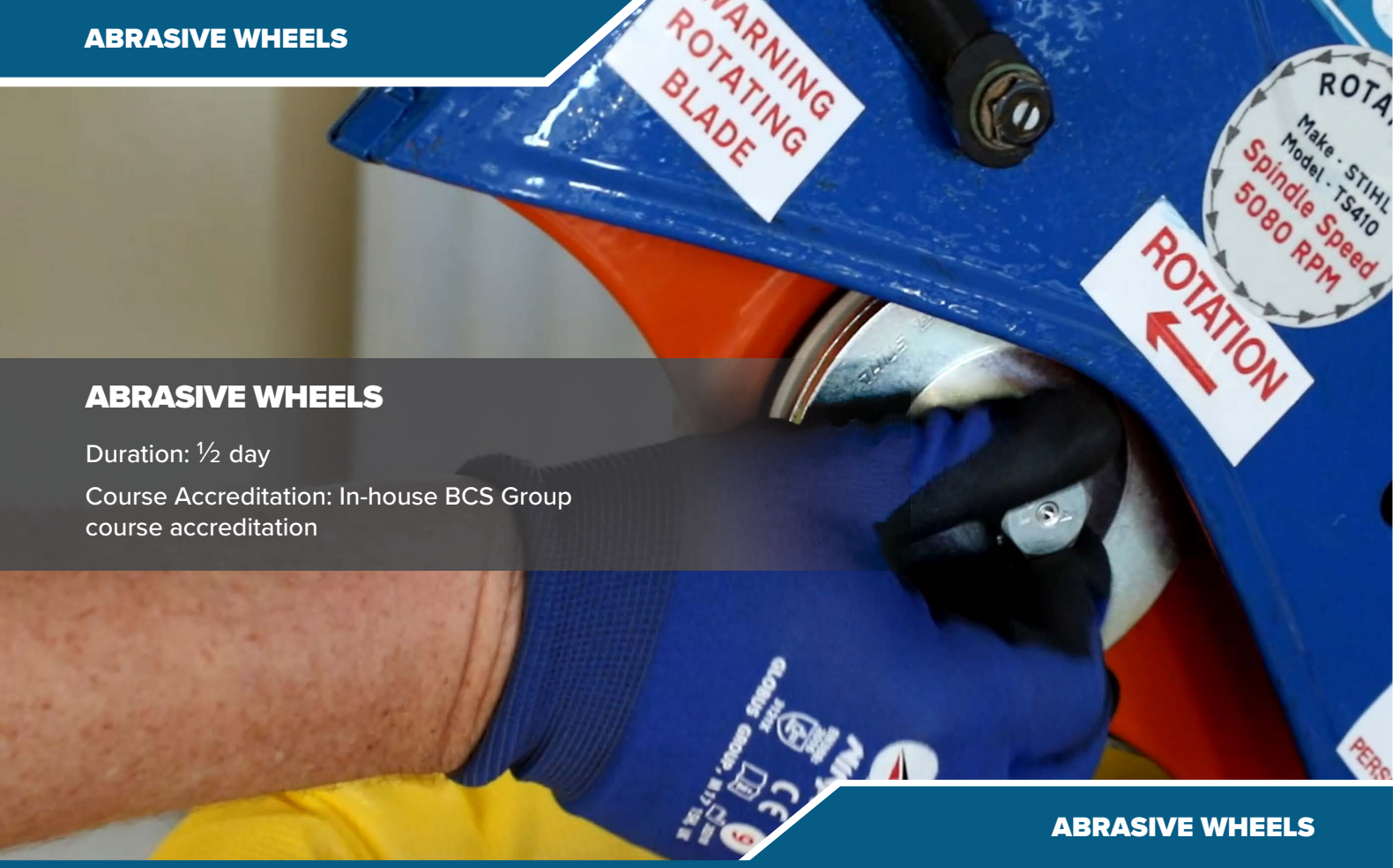
## Fully approved centre

BCS Group are a fully accredited training provider, recognised as specialists in the learning and development of construction safety. The centre offers a wide range of expertly-run training courses associated with accreditations and awarding bodies including City & Guilds, CITB, UKATA and EUSR.



Training Course	Course Certification	Course Duration (Days)	Price	Page
Abrasive Wheels	Attendance Certificate	½	£75	4
Confined Space – Medium Risk	City & Guilds	2	£385	5
Confined Space – Medium Risk Reassessment	City & Guilds	1	£255	6
Confined Space – High Risk Only	City & Guilds	3	£625	7
Confined Space – High Risk & Rescue	City & Guilds	4	£755	8
Confined Space – High Risk & Rescue Reassessment	City & Guilds	3	£625	9
Location and Avoidance of Buried Services	Attendance Certificate	1	£120	10
Manual Handling	Attendance Certificate	½	£75	11
National Water Hygiene	EUSR	1	£200	12
NRSWA Operatives	City & Guilds	5	£680	13
NRSWA Supervisors	City & Guilds	5	£680	14
NRSWA Operatives Reassessment	City & Guilds	2	£350	15
NRSWA Supervisors Reassessment	City & Guilds	2	£350	16
NRSWA Signing, Lighting & Guarding	City & Guilds	1	£175	17

\*All prices subject to VAT



## ABRASIVE WHEELS

Duration: 1/2 day

Course Accreditation: In-house BCS Group course accreditation

## ABRASIVE WHEELS

**Abrasive wheel equipment is commonly used on site and can be dangerous if the correct procedures are not followed. This course introduces workers to those risks and how to operate abrasive wheels in a safe manner.**

### Course Aims:

To ensure that delegates are aware of the risks of the use of Abrasive Wheels and how to use and maintain this type of equipment safely.

### Course Content:

By the end of the course delegates will:

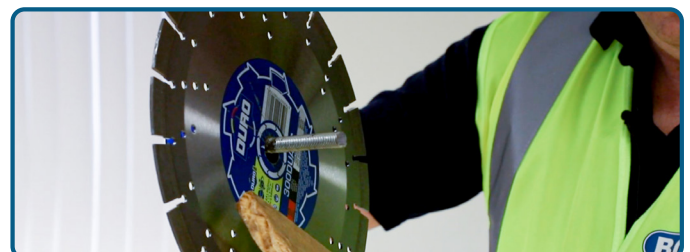
- Be aware of how to operate abrasive wheels in accordance with safe working practices
- Have an awareness of individual responsibilities when operating abrasive wheels
- Have explored PWER, testing, maintenance and suitability of abrasive wheel equipment
- Understand the correct PPE when operating abrasive wheels
- Understand the implications of vibration and noise in relation to abrasive wheel operation
- Be able to explain wheel markings and wheel types and how to mount them safely

### Prerequisites:

There are no pre-requisites for this course

### Who Should Attend?

This course is for anyone undertaking works with abrasive wheels.





**CONFINED SPACE - MEDIUM RISK**

Duration: 2 days

Course Accreditation: City & Guilds - Medium Risk 6150-02

**MEDIUM RISK**

The Working in Confined Space – Medium Risk course teaches candidates how to competently enter, work in and exit from a variety of confined spaces, using escape breathing apparatus as part of a planned emergency procedure.



**Course Aims:**

To cover the knowledge and skills required to work safely in a medium risk confined space. This training is designed for those who are either new to the industry or looking to further develop their skills and qualifications.

**Course Content:**

- Prepare to work safely in medium risk confined spaces
- Enter and exit medium risk confined spaces safely
- Prepare and use RPE in accordance with manufacturers' specifications
- Use equipment and tools in accordance with manufacturers' specifications
- Follow procedures and work safely
- Deal with emergencies
- Use appropriate behaviours, follow processes and work in a safe way

**Prerequisites:**

- Candidates should ideally be clean shaven for proper fitting of the escape sets. If this is not possible then candidates should inform the Training Centre 2 weeks prior to the course so that hooded escape sets can be provided.
- Delegates are required to provide their own PPE
- Lunch is provided

**Who Should Attend?**

Anybody who will be working in or at a confined space where the risk assessment has classified the confined space as medium risk.





## **CONFINED SPACE - MEDIUM RISK REASSESSMENT**

Duration: 1 day

Course Accreditation: City & Guilds - Medium Risk 6150-02

### **MEDIUM RISK REASSESSMENT**

**This course is for experienced candidates who have completed 15 hours or more of working in medium risk confined spaces. It is a reassessment of an existing medium risk competency. For novices, please see the Working in Confined Space – Medium Risk full 2 day course.**



### **Course Aims:**

To reassess the knowledge and skills required to work safely in a medium risk confined space.

### **Course Content:**

Reassessment will cover the following areas:

- Prepare to work safely in medium risk confined spaces
- Enter and exit medium risk confined spaces safely
- Prepare and use RPE in accordance with manufacturers' specifications
- Use equipment and tools in accordance with manufacturers' specifications
- Follow procedures and work safely
- Deal with emergencies
- Use appropriate behaviours, follow processes and work in a safe way

### **Prerequisites:**

- Candidates should ideally be clean shaven for proper fitting of the escape sets. If this is not possible then candidates should inform the Training Centre 2 weeks prior to the course so that hooded escape sets can be provided.
- Must hold an in-date City & Guilds Confined Space – Medium Risk certificate which has to be provided to the Training Centre prior to the commencement of the course.
- Delegates are required to provide their own PPE
- Lunch is provided

### **Who Should Attend?**

Experienced candidates who have completed 15 hours or more of working in medium risk confined spaces.



**CONFINED SPACE – HIGH RISK ONLY**

Duration: 3 days

Course Accreditation: City & Guilds – 6150-03

**HIGH RISK ONLY**

This course teaches candidates how to determine and work within a confined space where the chance of hazardous atmospheres is high and full working breathing apparatus needs to be worn at all times.



**Course Aims:**

To cover the knowledge and skills required to work safely in a confined space wearing a self-contained open circuit breathing apparatus in which a specified risk and / or other hazard may be present.

**Course Content:**

- Prepare to enter and work safely in high risk confined spaces
- Enter and exit confined spaces safely
- Prepare and use escape breathing apparatus in accordance with manufacturers’ specifications
- Use equipment and tools safely in accordance with manufacturers’ specifications
- Follow procedures and work safely
- Deal with emergencies
- Use appropriate behaviour

**Prerequisites:**

- Candidates must be clean shaven for proper fitting of the breathing apparatus.
- Candidates are required to provide their own PPE.
- Lunch is provided.

**Who Should Attend?**

Those working in high risk confined spaces. A high risk confined space exists when there is a specified hazard that cannot be eliminated or controlled.

## CONFINED SPACE - HIGH RISK & RESCUE

Duration: 4 days

Course Accreditation: City & Guilds – 6150-05 & 6150-03

### HIGH RISK & RESCUE

This course teaches candidates how to determine and work within a confined space where the chance of hazardous atmospheres is high and full working breathing apparatus needs to be worn at all times.



### Course Aims:

To cover the knowledge and skills required to work safely in a confined space wearing a self-contained open circuit breathing apparatus in which a specified risk and / or other hazard may be present.

### Course Content:

- Prepare to enter and work safely in high risk confined spaces
- Enter and exit confined spaces safely
- Prepare and use escape breathing apparatus in accordance with manufacturers' specifications
- Use equipment and tools safely in accordance with manufacturers' specifications
- Follow procedures and work safely
- Deal with emergencies
- Use appropriate behaviour
- Rescue of injured casualty and removal from danger

### Prerequisites:

- Candidates must be clean shaven for proper fitting of the breathing apparatus.
- Candidates must have Emergency First Aid or equivalent qualification.
- Candidates are required to provide their own PPE.
- Lunch is provided.

### Who Should Attend?

Those working in high risk confined spaces. A high risk confined space exists when there is a specified hazard that cannot be eliminated or controlled.





## CONFINED SPACE - HIGH RISK & RESCUE REASSESSMENT

Duration: 3 days

Course Accreditation: City & Guilds – 6150-05 & 6150-03

### HIGH RISK & RESCUE REASSESSMENT

This course is for experienced candidates who have completed 15 hours or more of working in high risk confined spaces. It is a reassessment of an existing high risk & rescue competency. For individuals new to this level of confined space training, please see the Working in Confined Space – High Risk & Rescue full course.



#### Course Aims:

To refresh and reassess the knowledge and skills required to work safely in a confined space wearing a self-contained open circuit breathing apparatus in which a specified risk and / or other hazard may be present.

#### Course Content:

Reassessment will cover the following areas:

- Prepare to enter and work safely in high risk confined spaces
- Enter and exit confined spaces safely
- Prepare and use escape breathing apparatus in accordance with manufacturers' specifications
- Use equipment and tools safely in accordance with manufacturers' specifications
- Follow procedures and work safely
- Deal with emergencies

- Use appropriate behaviour
- Rescue of injured casualty and removal from danger

#### Prerequisites:

- Candidates must have in-date Confined Space High Risk & Rescue certification.
- Candidates must be clean shaven for proper fitting of the breathing apparatus.
- Candidates must have Emergency First Aid or equivalent qualification
- Candidates are required to provide their own PPE.
- Lunch is provided.

#### Who Should Attend?

Experienced candidates who have completed 15 hours or more of working in high risk confined spaces.

### SAFE LOCATION & AVOIDANCE OF UNDERGROUND SERVICES

Duration: 1 day

Course Accreditation: City & Guilds



## UNDERGROUND SERVICES

**This training course is to ensure delegates are aware and act in accordance with all current specifications and safe working procedures. Delegates will be shown the correct procedures for locating underground apparatus and be aware of the dangers from damage to underground apparatus.**



#### Course Aims:

- Interpret plans showing location of underground services
- Identify different service apparatus encountered during excavation
- Identify risks and implications of damage to underground apparatus
- Understand and be able to use the cable & pipe locating devices

#### Course Content:

Reassessment will cover the following areas:

- Underground services- identification methods
- Regulations with respect to Detecting and Tracing
- Underground Services
- Reasons for using locators
- Hazards arising from the use of Cable Avoidance Tools and Signal Generators and precautions which should be observed

- Identification of types and limitations of Cable Avoidance Tools and Signal Generators
- Implications of damage, handling and transporting of equipment
- The methods of safe use of pipe and cable location equipment, along with basic locating techniques
- Safe working practices
- Knowledge assessment
- Practical session where each candidate will be assessed on their ability and competence in using the CAT & Genny

#### Prerequisites:

- Candidates are required to provide their own PPE.
- Lunch is provided.

#### Who Should Attend?

Any person who is involved in the use of cable avoidance tools to survey work areas for underground services.



## MANUAL HANDLING

Duration: 1/2 day

Course Accreditation: In-house BCS Group course accreditation

## MANUAL HANDLING

**This interactive half day is predominantly aimed at providing back care awareness, enabling employees at all levels to lift and carry in a safe manner.**

### Course Aims:

To understand the impact of poor back health on the individual and the business and provide back care prevention and management awareness.

### Course Content:

- Define the term Musculoskeletal Disorder (MSD)
- List some of the statistics relating to poor back health and the business
- Outline the limitations of everyday activities from individuals with poor back health
- Outline possible preventative measures
- Outline possible management techniques for those with poor back health
- Identify support groups or resources

### Prerequisites:

There are no pre-requisites for this course

### Who Should Attend?

Employees at all levels can attend this course.



## EUSR NATIONAL WATER HYGIENE

Duration: 1 day

Course Accreditation: EUSR Registration and Card valid for 3 years upon completion of training

## NATIONAL WATER HYGIENE

The training course is for any candidate who works with potable water. Completion of this course is now mandated by almost every water company for anyone entering a clean water site. The National Water Hygiene 'blue card' signifies that the candidate is competent in dealing with safe water hygiene practice.

### Course Aims:

To ensure that the candidate understands and is competent with safe water hygiene practices.

### Course Content:

- The importance of water and personal hygiene
- Water as a carrier of disease
- Restricted operations and awareness of potential contamination
- Chlorination and disinfection

### Prerequisites:

Candidates must complete a health screening questionnaire prior to the commencement of the course.

### Who Should Attend?

This course is for managers, supervisors and operatives who work with potable water.





## NRSWA - OPERATIVES

Duration: 5 days

Course Accreditation: City & Guilds – 6167-01

### OPERATIVES

This training course is suitable for experienced operatives who are looking for recognition of their skills and knowledge, or who want to take a step toward acquitting supervisory responsibilities.



#### Course Aims:

Candidates completing the course will automatically be registered with the Streetworks Qualification Register (SWQR) and will receive an identity card proving their NRSWA competency.

#### Course Content:

- Location and avoidance of underground apparatus
- Signing, lighting and guarding
- Excavation in the highway
- Reinstatement and compaction of backfill material
- Reinstatement of sub-base and base (roadbase) in non-bituminous materials
- Reinstatement of cold-lay bituminous materials
- Reinstatement of hot-lay bituminous materials
- Reinstatement of concrete slabs
- Reinstatement of modular surfaces and concrete footways

#### Prerequisites:

- Candidates are required to provide their own PPE.
- Lunch is provided.
- Bring 2 passport photos.

#### Who Should Attend?

Operatives who carry out excavation, backfill and reinstatement of various materials in the Highway.



## NRSWA - SUPERVISORS

Duration: 5 days

Course Accreditation: City & Guilds – 6167-01

**SUPERVISORS**

This training course is suitable for candidates who are currently employed as, or who want to be, a site supervisor.

### Course Aims:

Candidates completing the course will automatically be registered with the Streetworks Qualification Register (SWQR) and will receive an identity card proving their new status.

### Course Content:

- Monitoring Signing, lighting and guarding
- Monitoring excavation in the highway
- Monitoring reinstatement and compaction of backfill material
- Monitoring reinstatement of sub-base and base (roadbase) in non-bituminous materials
- Monitoring reinstatement of bituminous materials
- Monitoring reinstatement of concrete slabs
- Monitoring reinstatement of modular surfaces and concrete footways

### Prerequisites:

- Candidates are required to provide their own PPE.
- Lunch is provided.
- Bring 2 passport photos.

### Who Should Attend?

This course is designed for candidates to perform supervisory duties over operatives who physically carry out the work on the roadways and highways.





## NRSWA - OPERATIVES REASSESSMENT

Duration: 2 days

Course Accreditation: City & Guilds – 6167-02

### OPERATIVES REASSESSMENT

**This course enables candidates to maintain their competence and entitle them to re-register with the Street Works Qualification Register (SWQR), permitting them to work legally on the highway.**

**This level is for candidates who are working as an operative in the highways industry and who are required to re-register their street works card on the SWQR.**



#### Course Aims:

By the end of this course candidates will have refreshed their understanding of the requirements of the NRSW Act 1991 and will have sat reassessment exams for each unit they hold on their SWQR card that they wish to renew.

#### Course Content:

Reassessments and refresher training cover all existing competencies that the candidates hold, including:

- Location and avoidance of underground apparatus
- Signing, lighting and guarding
- Excavation in the highway
- Reinstatement and compaction of backfill material
- Reinstatement of sub-base and base (roadbase) in non-bituminous materials

- Reinstatement of cold-lay bituminous materials
- Reinstatement of hot-lay bituminous materials
- Reinstatement of concrete slabs
- Reinstatement of modular surfaces and concrete footways

#### Prerequisites:

- Lunch is provided.
- Bring 2 passport photos.

#### Who Should Attend?

This NRSWA re-assessment course is designed for Operatives or Supervisors that are registered with the Street Works Qualification Register and wish to renew their NRSWA qualification but also require exam preparation and refresher training.



## NRSWA - SUPERVISORS REASSESSMENT

Duration: 2 days

Course Accreditation: City & Guilds – 6167-02

## SUPERVISORS REASSESSMENT

**This two day City and Guilds accredited course enables candidates to maintain their competence and entitle them to re-register with the Street Works Qualification Register (SWQR), permitting them to work legally on the highway. This level is for candidates who are working as a supervisor in the highways industry and who are required to re-register their street works card on the SWQR.**



### Course Aims:

By the end of this course candidates will have refreshed their understanding of the requirements of the NRSW Act 1991 and will have sat reassessment exams for each unit they hold on their SWQR card that they wish to renew.

### Course Content:

Reassessments and refresher training cover all existing competencies that the candidates hold, including:

- Monitoring Signing, Lighting and Guarding
- Monitoring excavation in the highway
- Monitoring reinstatement and compaction of backfill material
- Monitoring reinstatement of sub-base and base (roadbase) in non-bituminous materials

- Monitoring reinstatement of bituminous materials
- Monitoring reinstatement of concrete slabs
- Monitoring reinstatement of modular surfaces and concrete footways

### Prerequisites:

- Lunch is provided.
- Bring 2 passport photos.

### Who Should Attend?

This NRSWA re-assessment course is designed for Operatives or Supervisors that are registered with the Street Works Qualification Register and wish to renew their NRSWA qualification but also require exam preparation and refresher training.





## NRSWA - SIGNING, LIGHTING & GUARDING

Duration: 1 day

Course Accreditation: City & Guilds

### SIGNING, LIGHTING & GUARDING

This one day City and Guilds accredited course is designed for all operatives employed by local authorities, utilities and their contractors to sign, light and guard any road works in the highway.



### Course Aims:

To provide Operatives and Supervisors with the skills and knowledge to perform their respective duties when signing, lighting and guarding to the standards prescribed by City & Guilds and in-line with the NRSWA, in order to safeguard themselves and others.

### Course Content:

- Understand the basic principles of the NRSW Act 1991 and standards prescribed by City & Guilds
- Identify and use correct traffic control measures
- Erect and dismantle signing, guarding and lighting safely and in accordance with the supporting Code of Practice
- Correctly and confidently operate the equipment used

### Prerequisites:

- Candidates are required to provide their own PPE.
- Lunch is provided.

### Who Should Attend?

This Signing, Lighting and Guarding training course is designed for Operatives and Supervisors who have to erect or monitor the erection of signing, lighting and guarding for work on the roadways and highways.



# NOTES

Lined area for taking notes, featuring a vertical red margin line on the left and horizontal grey lines.



# Serious About Safety

# Customer Account Application Form

## YOUR BUSINESS DETAILS - (If you wish to open a BCS Group account, please complete and return with a sample of your official company letter headed paper)

Full Company Name:				Company Reg No:														
Invoice/Statement Address:						VAT Registration No:												
Town:						Trading Style: (please tick or state other)												
County:			Post Code:			Limited Company		PLC										
Website:						Partnership		Sole Trader										
Nature of business:						Government Dept/Institution/Professional Body												
How long have you been established?		Years		Months		Credit Limit Required: £				Other: (please tick box and state below)								
Credit Terms: <b>30 DAYS FROM INVOICE</b>																		
Trading Address: (if different to Invoice Address)						Delivery or Site Address:												
Town:						Town:												
County:						County:												
Post Code:						Post Code:												

## CONTACT DETAILS

Account Payable Contact Name:			Tel No:			Fax No:		
Job Title:			Email:					
Buying Contact Name:			Tel No:			Mobile:		
Job Title:			Email:					

## TRADE REFERENCES

Name:			Name:			Name:		
Address			Address			Address		
Post Code:			Post Code:			Post Code:		
Tel No:			Tel No:			Tel No:		

## YOUR BANK DETAILS - PLEASE GIVE FULL DETAILS OF YOUR MAIN ACCOUNT

Bank Name:				Account Number:											
Account Name:				Sort Code:						-			-		
Bank Address:				Post Code:											

## DECLARATION To be completed by a director(s) of a limited company/members of LLP

This is a legal document. Do not sign this form unless you wish to be bound by our terms & conditions. The full version of our trading terms & conditions can be viewed at <http://www.bcsgroup.co.uk>. I / We hereby make application for a trade account with BCS Group. I / We agree to make payments in accordance with the terms & conditions offered. I / We authorise you to take up any trade references or make use of a credit reference agency in accordance with the Data Protection Act 1988.

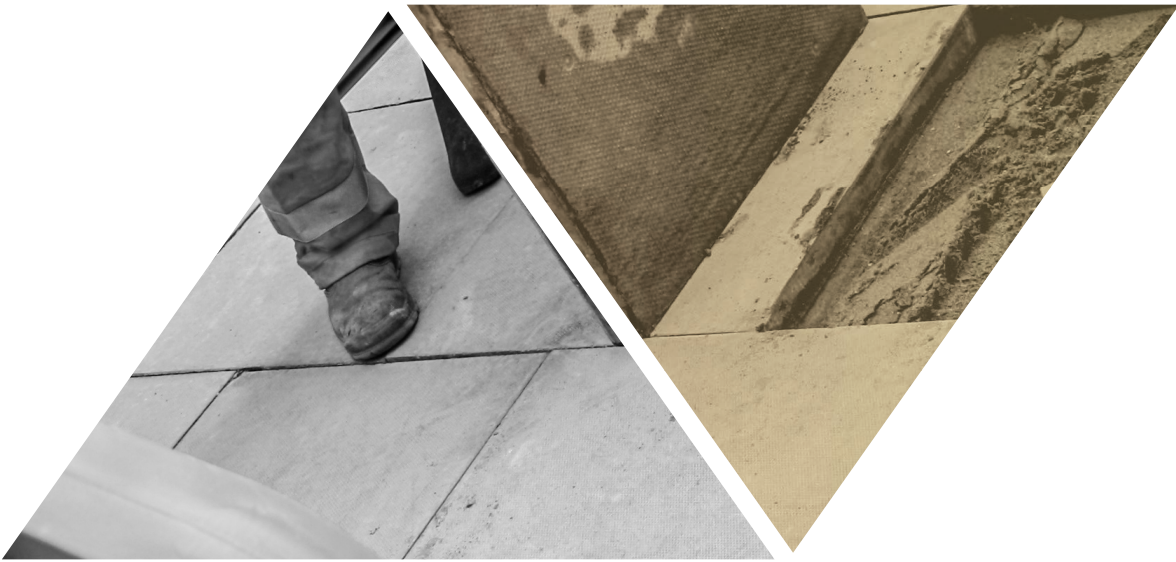
Signature:							
Print Name:							
Position:							
Date:				/	/	/	/

## FOR OFFICE USE ONLY

Account Number:			Credit Limit Approved: £			Date Approved: / /		
Approved By:			Account Manager:					

**Please forward this form when completed, either by post or email including a copy of your company letterhead**  
 BCS Group: Registered in England and Wales, Company No 01808140. **Tel.** 01922 726726 **Email.** sales@bcsgroup.co.uk  
 Registered Address: Barhale Construction Services Ltd, Bescot Crescent, Walsall WS1 4NN.

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