

COURSE SCHEDULE



1st November 2018 – 31st January 2019

Mechanical Engineering

Electrical Engineering

Fabrication & Welding

First Aid

Health and Safety

Fork Lift Truck

People Management and Professional Development

Bespoke Room Hire packages

Registered Office

OTC

Lees Road

Oldham

OL4 1JP

Contact

Tel: 0161 624 5360

Fax: 0161 627 0560

Email: info@otctraining.co.uk

Web: www.otctraining.co.uk

Contents

	Page Number
Mechanical Engineering	3
Electrical Engineering	4
Fabrication & Welding	5
People Management & Professional Development	6
First Aid	7
Health & Safety	7
Fork Lift Truck	8

Bespoke Room Hire

For further information about our Bespoke Room Hire packages, please contact us on 0161 624 5360.

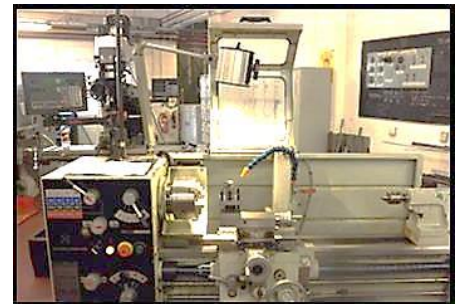
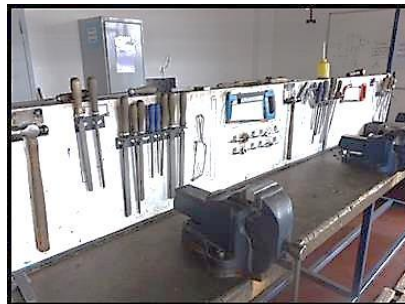


Engineering Courses

Mechanical – Accredited Courses

All Prices are + VAT

Course Title	Duration	Price
CNC Turning (<i>writing and proving programs</i>)	7 week block	£T.B.C (dependant on numbers)
NVQ Level 2 units: <ul style="list-style-type: none"> - Mechanical Maintenance - Mechanical CAD - Fitting - Milling - Turning 	Dependent on experience Day release until completed	£650 each
C&G Technical Certificate Level 2	Day release over 12 months	£3,000 per person
C&G Technical Certificate Level 3	Day release over 15 months	£3,600 per person



Engineering Courses

Electrical – Accredited Courses

All Prices are + VAT

Course Title	Duration	Price
NVQ Level 2 units: - Electrical Maintenance - Electrical CAD - PLC - Wiring & Testing (<i>Electrical</i>) - Assemble and Test (<i>Electronics</i>)	Dependent on experience Day release until completed	£650 each
C&G Technical Certificate Level 2	Day release over 12 months	£3,000 per person
EAL Technical Certificate Level 3	Day release over 15 months	£3,600 per person

Electrical Courses

All Prices are + VAT

Course Title	Duration	Price
Mechanical to Electrical Conversion (Minimum numbers apply)	3 days 09.00-15.30 (on consecutive Fridays)	£596 per person (Members £537)
Soldering	1 day	£125

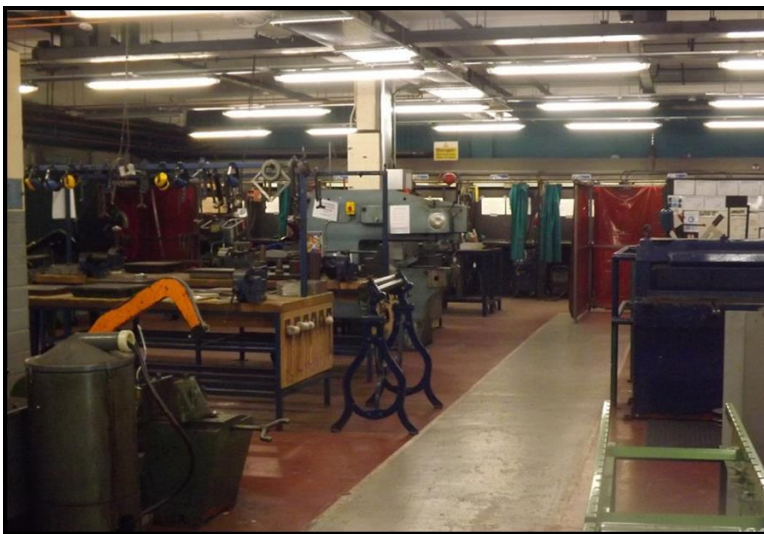


Engineering Courses

Fabrication & Welding – Accredited Courses

All Prices are + VAT

Course Title	Duration	Price
NVQ Level 2 units:		
- MIG	Dependent on experience Day release until completed	£650 each unit
- TIG		
- MMA		
- Sheet Metal		
- Plate Metal		
- Mechanical CAD		
C&G Technical Certificate Level 2	Day release over 12 months	£3,000 per person
C&G Technical Certificate Level 3	Day release over 15 months	£3,600 per person
City & Guilds Level 1:		
- MIG	Dependent on experience	£650 each
- TIG	Day release until completed	
- MMA		



Full Engineering NVQ Qualifications

All Prices are + VAT

Course Title	Duration	Price
Full NVQ Level 2 (EAL)	12 months	£2,400
Full NVQ Ext. Diploma Level 3 (EAL) Including 3x level 2 units	24 months (split between OTC and workplace)	£4,100
Full NVQ Diploma Level 3 (EAL) Without level 2 units	18 months (within the workplace)	£3,600

Scheduled Courses

People Management and Professional Development

	All Prices are + VAT					
	November	December	January	Duration	Non-Member Price	Member Price
Developing Effective Communication Skills	On request	On request	On request	1 Day	£75	£65
Essential Customer Service Skills	On request	On request	On request	1 Day	£75	£65
Developing yourself as an Effective Team Leader	On request	On request	On request	1 Day	£75	£65
'Nip it in the bud' approach to Managing Performance	On request	On request	On request	1/2 Day (am)	£45	N/A
Effective Appraisal Skills	On request	On request	On request	1 Day	£75	£65
Mentoring in the Workplace	On request	On request	On request	1/2 Day (am)	£45	N/A
Giving Effective Presentations	On request	On request	On request	1 Day	£75	£65
How to Delegate Tasks Effectively	On request	On request	On request	1/2 Day (am)	£45	N/A
An Introduction to Planning and Managing Change	On request	On request	On request	1/2 Day (am)	£45	N/A
Basic Training Skills Workshop	On request	On request	On request	1 Day	£75	£65
Time Management Course	On request	On request	On request	1/2 Day (am)	£45	N/A
Developing Effective Teams	On request	On request	On request	1/2 Day (am)	£45	N/A

Hours for half day course are 9.30am – 1.00pm

Hours for a full day course are 9.30am – 4.00pm / 3.30pm on Fridays

We can offer in house training so if the above dates are not suitable, our certified trainers can deliver the above programmes on a date and at a venue to suit you.

(Minimum numbers required)

We can also offer bespoke HR Courses tailored to suit your requirements.

(Minimum numbers required)

**For all course enquiries &
bookings, contact us on
0161 624 5360**

Scheduled Courses

First Aid – Accredited (valid for 3 years)

First Aid	November	December	January	Duration	All Prices are + VAT	
					Non-Member Price	Member Price
Level 3 Award in Emergency First Aid*	12 th	3 rd		1 Day	£75	£65
Level 3 Award in First Aid at Work*	6 th , 7 th , 13 th		28 th , 29 th , 30 th	3 Days	£200	£175
Level 3 Award First Aid at Work Refresher*		4 th , 5 th		2 Days	£155	£130
Level 3 Award in Paediatric First Aid*	On request	On request	On request	2 Days	£130	
Level 3 Award in Emergency Paediatric First Aid*	On request	On request	On request	1 Day	£75	£65

*Accredited Course, valid for 3 years

Health & Safety	November	December	January	Duration	All Prices are + VAT	
					Non-Member Price	Member Price
IOSH Managing Safely			15 th , 16 th , 22 nd , 23 rd	4 Days	£525	£480
ECITB CCNSG Safety Passport	19 th , 20 th		17 th , 18 th	2 Days	£150	£140
ECITB CCNSG Safety Passport Refresher	5 th		10 th	1 Day	£110	£100
OTC PA Testing Awareness	On request	On request	On request	1/2 Day (am)	£90	£75
OTC Fire Marshal		10 th		1/2 Day (am)	£55	£50
OTC Manual Handling	On request	On request	On request	1/2 Day (am)	£55	£50
OTC Abrasive Wheels	2 nd	7 th		1/2 Day (am)	£90	£75
Highfield– Fire Safety Principles*	On request	On request	On request	1 Day	£99	£75
Highfield– H & S in the Workplace*	On request	On request	On request	1 Day	£99	£75

*Highfield Awarding Body - certificated and valid for 3 years

We can offer bespoke training courses in Risk Assessment and Ladder Safety - full details available on request.

OTC Price Match Guarantee

We are happy to match the price of any course you find that we also offer as part of our commercial course provision. Please note that the following terms and conditions will apply:-

- The course needs to be the same topic, length and duration as the OTC course listed.
- The other training provider will need to be within a 10 mile radius of OTC.
- We will check the other provider's fees before applying the price match promise.

Fork Lift Truck Courses

All Prices are + VAT

Fork Lift Truck	Duration	Non-Member Price	Member Price
Counterbalance (OTC)– Novice*	5 Days	£410	£360
Counterbalance (OTC) – Experienced*	3 Days	£280	£235
Counterbalance (OTC)- Refresher*	1 Day	£150	£130
Reach (On site)– Novice*	5 Days	£410	£360
Reach (On site) – Experienced*	3 Days	£280	£235
Reach (On site) Refresher*	1 Day	£150	£130
Narrow Isle (On site) – Novice*	5 Days	£410	£360
Narrow Isle (On site) – Experienced*	3 Days	£280	£235
Pivot Steer (On site) – Novice*	5 Days	£410	£360
Pallet Truck (On site) – Novice*	1/2 Day	£90	£80

** Based on a 3:1:1 Ratio*

Important Information-

In order to receive OTC certification you are required to score 80% or higher in the theory test.

In order to receive RTITB certification will be required to score 80% or higher in the theory test and must answer 5 mandatory questions correctly (failure to achieve this will result in an OTC certification being issued, provided the pass mark is 80% or higher). If you require RTITB certification there will be an additional charge of £15.00 per person.

We can also offer in house training with OTC Certification, our trainers can deliver the programme on a date and at a venue to suit you. (*Minimum numbers required*)

Please call for dates and availability for all our Fork Lift courses on 0161 624 5360

Why choose OTC for your training needs?

- ✓ 50 years in the training business!
- ✓ Reputation built on trust
- ✓ Accredited Trainers and Subject Specialists
- ✓ Customer focused Team
- ✓ We offer bespoke training solutions
- ✓ Graded 'Good' by Ofsted (January 2016)