

COURSE SCHEDULE



1st October 2017 – 31st December 2017

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

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Bespoke Room Hire

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

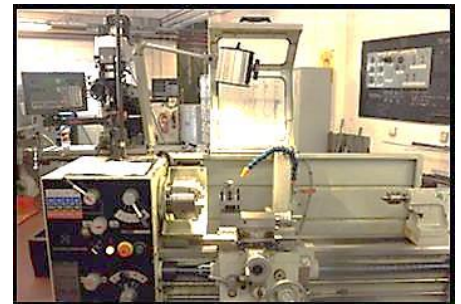
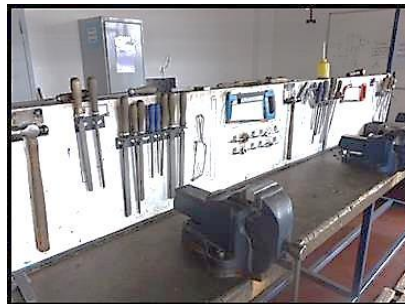


Engineering Courses

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

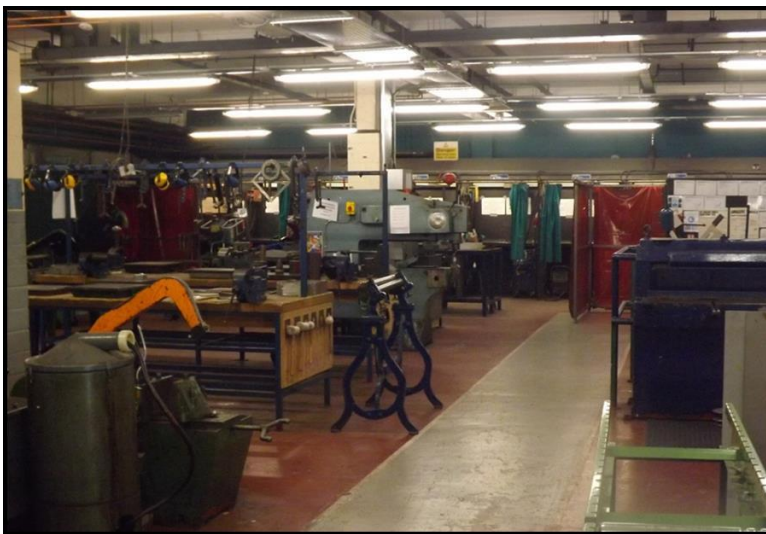


Engineering Courses

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		
	October	November	December	Duration	Non-Member Price	Member Price
Developing Effective Communication Skills		2 nd		1 Day	£75	£65
Essential Customer Service Skills		21 st		1 Day	£75	£65
Developing yourself as an Effective Team Leader	9 th			1 Day	£75	£65
'Nip it in the bud' approach to Managing Performance		24 th		1/2 Day (am)	£45	N/A
Effective Appraisal Skills	24 th			1 Day	£75	£65
Mentoring in the Workplace			8 th	1/2 Day (am)	£45	N/A
Giving Effective Presentations			14 th	1 Day	£75	£65
How to Delegate Tasks Effectively	31 st			1/2 Day (am)	£45	N/A
An Introduction to Planning and Managing Change		9 th		1/2 Day (am)	£45	N/A
Basic Training Skills Workshop		30 th		1 Day	£75	£65
Time Management Course	On request	On request	On request	1/2 Day (am)	£45	N/A
Developing Effective Teams	26 th			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 – Highfield Accredited (valid for 3 years)

						All Prices are + VAT	
First Aid	October	November	December	Duration	Non-Member Price	Member Price	
Level 2 Award in Emergency First Aid*	10 th		4 th	1 Day	£75	£65	
Level 3 Award in First Aid at Work*		7 th , 8 th , 14 th		3 Days	£200	£185	
Level 3 Award First Aid at Work Refresher*	3 rd , 4 th		5 th , 6 th	2 Days	£155	£130	
Level 3 Award in Emergency Paediatric First Aid*		15 th		1 Day	£60	N/A	
OTC Certification – 3 hour parent/carer Paediatric First Aid Workshop	On request	On request	On request	3 hr session	£30	N/A	

*Highfield Accredited, valid for 3 years

						All Prices are + VAT	
Health & Safety	October	November	December	Duration	Non-Member Price	Member Price	
IOSH Managing Safely			12 th , 13 th , 19 th , 20 th	4 Days	£525	£480	
ECITB CCNSG Safety Passport		16 th , 17 th		2 Days	£150	£140	
ECITB CCNSG Safety Passport Refresher		10 th		1 Day	£110	£100	
OTC PA Testing Awareness		3 rd		1/2 Day (am)	£55	£50	
OTC Fire Marshal	11 th		11 th	1/2 Day (am)	£55	£50	
OTC Abrasive Wheels	On request	On request	On request	1/2 Day (am)	£55	£50	
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 certificated and valid for 3 years

We can also offer Manual Handling courses, subject to minimum numbers – full details available on request.

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

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 fee 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)