

Commercial Course Schedule

July 2019 – June 2020



First Aid ✓

Fork Lift Truck ✓

Health and Safety ✓

Professional Development ✓

Management Development ✓

Electrical ✓

Fabrication and Welding ✓

Engineering ✓

Conference & Training Room Hire ✓

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Membership

OTC Members enjoy preferential rates on course fees; quote your membership number and receive discounts on course fees of up to 20%. Membership costs just £100 a month (+ VAT) and comes with a range of additional benefits.

More information is available on our website: <http://www.otctraining.co.uk/membership/become-a-member/>

In-House Training

The majority of our courses can be delivered in-house so, if the dates advertised are not suitable for your business, our trainers can deliver the course on a date and at a venue more suited to you. *Minimum delegate numbers apply.*

E-Learning Courses

We have a range of short e-learning courses available via our website. Contact us for more information.

Bespoke Training

For some of our courses, we may be able to tailor the training course specifically to your business requirements. Please contact us for more information.

OTC Price Match

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

- The course must be the same topic, level 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.

Please Note: All prices quoted are per person plus VAT at 20%.

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First Aid														
Course	Duration	Cost + VAT	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20
Level 3 Emergency First Aid at Work	1 day	£75	8 th	20 th	17 th	21 st	13 th		6 th	4 th	17 th	7 th	6 th	16 th
Level 3 First Aid at Work	3 days	£200	16 th , 17 th , 23 rd		3 rd , 4 th , 10 th		5 th , 6 th , 12 th		13 th , 14 th , 15 th		9 th , 10 th , 11 th		11 th , 12 th , 13 th	
Level 3 First Aid at Work – Refresher	2 days	£155		6 th -7 th		22 nd -23 rd		3 rd -4 th		4 th -5 th		21 st -22 nd		9 th -10 th
CPR and AED Training	1/2 day	£45	Delivered On Request											

Fork Lift Truck*														
Course	Duration	Cost + VAT	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20
Counterbalance Novice	5 days	£410	w/c 8 th	w/c 5 th	w/c 2 nd w/c 16 th	w/c 14 th w/c 28 th	w/c 11 th w/c 25 th	w/c 9 th	w/c 13 th w/c 27 th	w/c 10 th w/c 24 th	w/c 9 th w/c 23 rd	w/c 20 th	w/c 11 th	w/c 1 st w/c 15 th
Counterbalance Refresher	1 day	£150	19 th 26 th	16 th 19 th	9 th 13 th	21 st 25 th	8 th 18 th	6 th 16 th	10 th 24 th	7 th 21 st	6 th 20 th	6 th 17 th	4 th 18 th	12 th 26 th

*Important Information

We offer both OTC and RTITB certification at the centre. If you require RTITB certification there will be an additional charge of £15.00 per person

We can offer in-house training with OTC certification. Our trainers can deliver the programme on a date and at a venue to suit you.

We also offer in house training for Reach Truck, Narrow Isle, Pivot Steer and Pallet Truck. Please contact Joanne on 0161 624 5360 to discuss further

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Health and Safety														
Course	Duration	Cost + VAT	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20
Fire Marshal	1/2 day	£55							22 nd		3 rd			
IOSH Managing Safely	4 days	£525	2 nd , 3 rd , 9 th , 10 th			8 th , 9 th , 15 th , 16 th				4 th , 5 th , 11 th , 12 th				
IOSH Working Safely	1 day	£125			25 th		19 th		28 th		24 th			
CCNSG Safety Passport	2 days	£150	18 th -19 th		11 th -12 th		27 th -28 th		7 th -8 th		18 th -19 th			
CCNSG Refresher	1 day	£110	11 th		19 th		21 st		16 th		25 th			
Manual Handling	1/2 day	£55		27 th		14 th		12 th		6 th				
Control of Contractors & Permit to Work	1 day	£100			16 th		5 th		29 th		26 th			
Ladder Safety / Working at Heights	1/2 day	£55				28 th		9 th		10 th				
Harness Use and Inspection	1/2 day	£55					20 th				17 th			
COSHH Training	1/2 day	£55		28 th		7 th		11 th		17 th				

The above courses can be delivered on customer premises, subject to minimum delegate numbers. Contact Joanne on 0161 624 5360 to discuss your requirements.

We also offer bespoke training courses in Risk Assessment and Asbestos Awareness – full details available on request.

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Professional Development and Management Skills

Course	Duration	Cost + VAT	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20
Developing Effective Communication Skills	1 day	£75			4 th					12 th				3 rd
Essential Customer Service Skills	1 day	£75				16 th					4 th			
Developing yourself as an Effective Team Leader	1 day	£75			12 th					26 th				
“Nip it in the bud” – Managing performance	1/2 day	£45				9 th					25 th			
Effective Appraisal Skills	1 day	£75					6 th					1 st		
Basic Training Skills Workshop	1 day	£75						4 th					13 th	
Giving Effective Presentations	1 day	£75					21 st					22 nd		
Time Management	1/2 day	£45							15 th				20 th	
Developing Effective Teams	1/2 day	£45							29 th					17 th

The above courses can be delivered on customer premises, subject to minimum delegate numbers. Contact Joanne on 0161 624 5360 to discuss your requirements.

We also offer bespoke training courses in Management Skills tailored to suit your requirements – full details available on request.

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Electrical Courses														
Course	Duration	Cost + VAT	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20
18 th Edition Wiring Regulations	3 days	£375	15 th -17 th	19 th -21 st	16 th -18 th	Further dates to be confirmed								
Portable Appliance Testing (PAT)	1 day	£125				31 st				27 th				25 th
Mechanical to Electrical Conversion	3 days	£596	Available on Request											
Soldering	1 day	£125	Available on Request											

Introduction to Welding Course

Duration: 3 days	Cost + VAT: £600
Course Content includes:	
<ul style="list-style-type: none"> • Introduction to Welding Processes • Personal Protective Equipment (PPE) • Hazards and extraction 	<ul style="list-style-type: none"> • Health and Safety in MIG/MAG/TIG/MMA Welding • Equipment, tools and consumables • Intorduction to weld tests

We can also offer bespoke training courses in Welding tailored to suit – contact us to discuss your requirements.

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Accredited Engineering NVQ Level 2 (Single Units)			
Duration:	<i>Dependent on experience</i>	Attendance:	<i>Flexible delivery models available</i>
		Cost + VAT:	<i>£650 per unit</i>
Unit No.	Unit Title	Unit No.	Unit Title
Mechanical Engineering			
QPEO2/005N	Producing components using hand fitting techniques	QPEO2/011N	Preparing and using lathes for turning operations
QPEO2/012N	Preparing and using milling machines	QPEO2/019N	Maintaining mechanical equipment
Fabrication and Welding			
QPEO2/022N	Producing sheet metal components and assemblies	QPEO2/023N	Producing platework components and assemblies
QPEO2/027N	Preparing and using manual metal arc welding equipment	QPEO2/028N	Preparing and using manual TIG or plasma-arc welding equipment
QPEO2/029N	Preparing and using MIG, MAG and other continuous wire welding equipment		
Electrical / Electronic Engineering			
QPEO2/020N	Assembling and testing fluid power systems (Pneumatics)	QPEO2/033N	Wiring and testing electrical equipment and circuits
QPEO2/036N	Assembling and testing electronic circuits	QPEO2/037N	Maintaining Electrical Equipment and Systems
QPEO2/040N	Wiring and testing programmable controller based system (PLC's)		
Computer Aided Design (CAD)			
QPEO2/032N	Producing electrical or electronic engineering drawings using a CAD system	QPEO2/004N	Producing mechanical engineering drawings using a CAD system

Accredited Engineering Technical Certificate Courses

Course	Cost + VAT	Duration and Attendance
City and Guilds Level 3 Diploma in Engineering (2850) – Mechanical / Fabrication & Welding	£3,500	1 day per week over a 15-18 month period
EAL Level 3 Diploma in Engineering Technologies – Electrical / Electrical Maintenance	£3,600	1 day per week over a 15-18 month period

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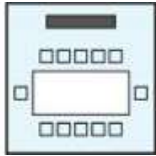
Room Hire Information

Do you require a venue close to Oldham and close to all major motorway networks?

We are based on Lees Road, close to Oldham Mumps Metrolink Station with the benefit of on-site parking (up to 3 spaces can be reserved in advance, subject to availability). There is also ample street parking available. Our newly refurbished conference and training rooms are available to hire both short and long term.

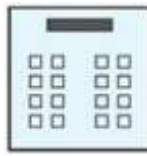
Samuel Lees, Platt Brothers and Annie Kenney Training Rooms

Layout and Capacity



Boardroom

20



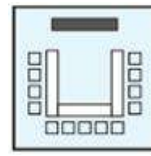
Classroom

16



Theatre

32



U-Shape

16

Price*

£20

Hourly

£60

Half Day

£110

Full Day



Abraham Stott Boardroom

Layout and Capacity

Boardroom

8



£10

Hourly

Price*

£30

Half Day

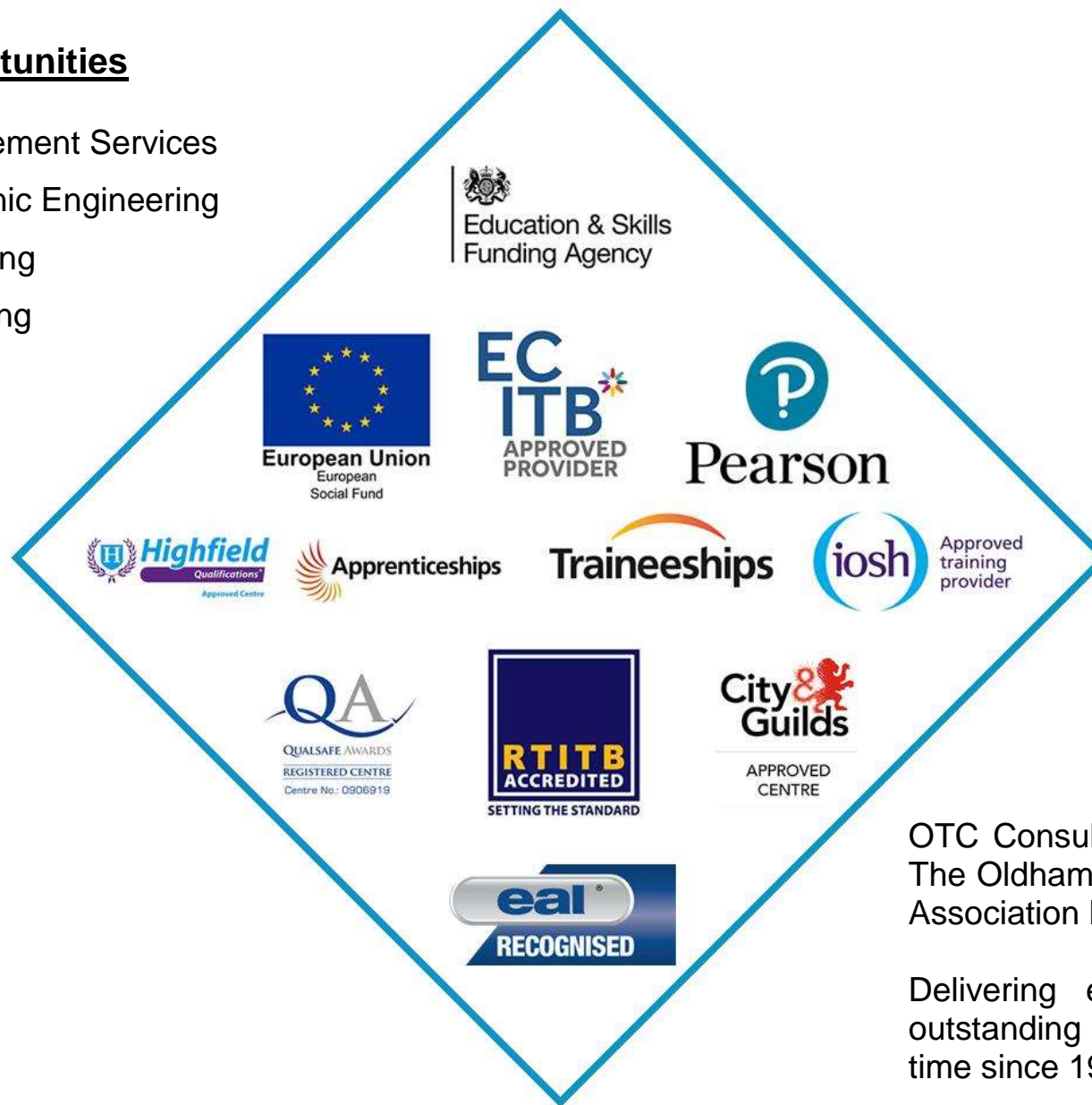
£50

Full Day

*All prices are plus VAT

Apprenticeship Opportunities

- ✓ Business and Management Services
- ✓ Electrical and Electronic Engineering
- ✓ Fabrication and Welding
- ✓ Mechanical Engineering



OTC Consultancy is a subsidiary arm of The Oldham Engineering Group Training Association Limited trading as OTC.

Delivering excellence, innovative and outstanding training experiences every time since 1966.