



the **key** consultancy limited

Manual Handling Instructors and Assessors

Aims

The course will show delegates how effective training and instruction can be used as part of a programme of manual handling risk management. The course does not require prior experience of instruction or training, advice will be given during the programme.

Delegates will be given a comprehensive reference pack which includes a review of the main legal requirements and guidance on manual handling assessment and control.

Delegates will be required to deliver an assessed presentation at the end of the course and on successful completion they will be added to our Register of Instructors and Assessors for a period of 3 years. After this period they will be required to attend our 1 day refresher/recertification course to remain on our register.



I'm Amy Bowering the Programme Manager for our Manual Handling Instructors and Assessors course. In the first instance speak to a member of our sales and marketing team and should you need any further advice and support they will arrange for me to contact you and discuss the course in

greater depth.

Objectives

At the end of the programme delegates should be able to:

- Describe the main manual handling injuries and how they occur
- Make assessments of manual handling operations
- Identify effective avoidance and reduction measures
- Outline the legal requirements relating to Manual Handling
- Demonstrate and use a sound base movement
- Instruct others effectively in manual handling assessment and lifting techniques

Programme content

Day 1

- Defining manual handling
- Anatomy & physiology
- Causes of injury
- Legal aspects in relation to manual handling
- General risk assessment
- Manual Handling risk assessment (LITE, MAC etc)

Day 2

- Applying principles of control
- Practical session on base movement
- Dual/team lifting
- Presentations (of delegate choice*)

Day 3

- Identifying training needs, training design and delivery
- Evaluation methods
- Presentation skills
- Written assessment
- Practical assessment

*Delegates are expected to carry out pre-course work which requires them to prepare a 5 – 10 minute presentation of their choice. Please contact us for more details.

Fees

£540 + VAT per place (non-residential).

Dates

08 – 10 February 2012
20 – 22 June 2012
17 – 19 October 2012

The venue

This course is delivered at our training centre The Mount School in Bromsgrove, Worcestershire.



Alternatively, if you have a group of people we can deliver this course at your premises. Talk to us about your requirements and our competitive in-company training rates.

To reserve a place

Call us on **01527 575182** to check availability and reserve places on this course.

Why choose key?

....because we care about the products we deliver; we care about our delegates; and we care about our profession and its impact upon our clients' effectiveness.

V1.0 14/11/11

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Registered in England No. 2943873. Registered office as above

The Key Consultancy Limited – Course Booking Form

(Please note our booking conditions and cancellation policy below).

Course and delegate details

Course title:		
Course fee:	Course dates:	
First name:	Surname:	Mr/Mrs/Ms/Dr/Miss
Position in company:		
Company name:		
Address:		
Postcode:	Tel:	Fax:
e-mail:		
I have read and agree to the cancellation policy set out below		
Authorised signature:		
Print name:		

Please let us know if you have any special requirements eg, dietary, access

CONDITIONS OF BOOKING	
An invoice and joining instructions will be sent on receipt of this booking form and a copy of the purchase order (if applicable). Invoices must be settled prior to attendance. Interest may be charged on late payments. Please read our cancellation policy below.	
Name and address to send the invoice	Purchase order number

Cancellation Policy

We will make every effort to accommodate changes to your schedule if for any reason you cannot attend your confirmed programme but please note our cancellation charges.

When **cancellation** is made more than 20 working days before the start of the course, the fees will be refunded in full. If less than 20 working days notice is given fees will be subject to 50% deduction. **Where less than 6 working days notice of cancellation is given fees will not be refunded and transfers cannot be considered.**

Substitutions may be made free of charge up to the last minute.

We will waive your cancellation fee and transfer your registration to a future programme under the following conditions:

- At least 6 working days notice from the start of the course has been given
- You pay your invoice in full

We will hold your account in credit and assign it to the next available programme which you must attend. If you cannot attend at the next opportunity your registration will lapse and your fees will not be refunded.

Fax back this form to 01527 576288, scan and e-mail to key@thekeyconsultancy.co.uk, or post it to: The Key Consultancy Limited, The Mount School, 277 Birmingham Road, Bromsgrove, Worcestershire, B61 0EP. Tel: 01527 575182.