

# Course Booking Form



## SMSTS Refresher

Duration: 2 days  
**Delegates must attend BOTH days in order to achieve successful certification**

Dates: See below

Time: 8am – 5pm

Venue: Citrus Training  
 16 Bentley Court, Finedon Road Industrial Estate  
 Wellingborough

Cost (per person): £250 + VAT (£300 + VAT for non-members)

Other: Including the GE700 manual (worth £125 + VAT) per person  
 Renewal of the Construction Site Managers Safety Certificate  
 Tea & coffee and a buffet lunch will be provided



### Additional Information

- The grant for this course is **£35 person per day** – and if the candidate supplies their employer’s seven-digit CITB levy number to the training provider, the grant will be paid automatically, without the need to claim. **Do not claim SMSTS days on your training plan**, but do include them for information.
- A further **£100 achievement grant** is available upon successful re-certification.
- Companies who have submitted a levy return, and paid the resulting levy on time will qualify for a supplementary bonus of 25% of the grant (paid automatically every quarter).

### To Book

Please complete the information below and **fax back to Janice Graham-Wilson on 01767 651550.**

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Please reserve the following places on the **SMSTS Refresher** course. I have read and agree to the cancellations policy outlined below.

Course date	Close date	Number of places
<b>16/17 April 2010</b>	02 April 2010	
<b>19/20 November 2010</b>	05 November 2010	

Name: ..... Signed: .....

Company: .....

**TERMS & CONDITIONS**

Cancellations made more than 21 days prior to the course start date – no charge; cancellations made between 14 – 21 days prior to the start date – 50%\*; cancellations made less than 14 days before the course start date –100%\* (\* Unless the place can be filled, in which case there will be no charge). Bookings can be made after the closing date, but the full charge will be made to the company for each place, with no opportunity for cancellation without incurring the full cost. If, for any reason beyond our control, one of the training providers cancels or postpones all or any part of a course, the Group will not be liable for any costs incurred by the client as a result of the cancellation or postponement. Where possible, a mutually agreeable date will be arranged to run or complete the course.

# SMSTS Refresher

## Further information

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### Course Aims

The two-day refresher course aims to:

- Improve awareness of recent developments in construction, legislation and health, safety, welfare and environmental issues
- Identify measures that will assist the practical implementation of responsibilities established by new legislation, and new working practices

At the end of the period of training, delegates will be:

- Aware of, and able to implement all updated health, safety, welfare and environmental legislation which affects them in their role as a manager
- Aware of and able to implement new guidance and industry of best practice
- More aware of their duties and responsibilities with regards to health, safety, welfare and the environment

### Who Should Attend

Any Delegate who has attended the five-day Site Management Safety Training Scheme Course since 01 January 2001, and whose certificate is due to expire (5 years). Candidates must achieve re-accreditation within 6 months of their SMSTS expiry date. Those who fail to do this or completed training prior to Jan 2001 are required to attend the full five day SMSTS course for re-accreditation.

### Course Content

- Legislation, ACOP updates with discussions on impact and practical aspects of compliance
- Overview of proposed/impending legislation
- Accident statistics, costs, causes, management responsibilities/methods in prevention
- HSE's current focus on construction activities
- Safety management systems, policies, plans and performance measuring
- Management of Contractors
- Communication and consultation aspects, effective use of 'toolbox talks' and 'site inductions'
- Behavioural science including awareness of human error, stress and prevention
- Syndicate exercises:
  - Prevention of accidents
  - Motivating safety behaviour
  - Planning for health and safety in relation to fire safety, working at height, manual handling, and movement of people within the context of a project

### Training Methods

A high proportion of discussions, best practice sharing, syndicate exercises and case studies supplemented with video and classroom based tutorials.

Delegates will be continuously assessed during the course in preparation for the final multiple choice examination.

### Additional Information

This is one of the nationally validated Site Safety Plus qualifications. Renewal of the Construction Site Managers Safety certificate (valid 5 years) will be awarded to those persons who successfully complete the course:

- Delegates will be continuously assessed during the course and must pass a final examination (80% pass grade)
- **Delegates must attend both days**

Please note: **Delegates can fail through lack of interaction** during the course and from failing to pass the final examination.

For details of forthcoming courses visit our website at [www.nctg.co.uk](http://www.nctg.co.uk)