



**London Region Key Contacts Meeting  
Monday 17<sup>th</sup> March 2014, King's College London**

**Dr Katherine Forsey**  
HEaTED Membership & Networks Manager



## Meeting Aims

- To strengthen the London Network.
- To introduce the HEaTED Regional Network Grant, establish future hosts and a programme of events for all levels of technical staff.
- To conduct a needs analysis of training requirements and establish increased training provision in the London Region.
- To share information on how to become a course provider with HEaTED and the benefits it can bring to your Institution.
- To update attendees on HEaTED activities and resources, ensuring each Institution is able to get maximum value out of their membership, and provide information around Professional Registration.



# Agenda



- 12:30pm**      **Arrival, lunch, tea and coffee.**
- 1:00pm**      **Welcome and Introductions.**
- 1:15pm**      **HEaTED Update: Katherine Forsey (HEaTED)**  
- CATTs resource, Professional Registration, member benefits, questions and discussion.
- 2:00pm**      **New Regional Network Grant Scheme**  
Identification of future event hosts in the London Region for Summer, Autumn and Spring events.
- 2:30pm**      **Training Needs Analysis Workshop.**
- 3:15pm**      **Tea and coffee.**
- 3:30pm**      **Becoming a Course Provider with HEaTED:**  
a revenue generating opportunity.
- 4:15pm**      **Questions and group discussion.**
- 4:30pm**      **Close.**



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# HEaTED Update

- 1. How can HEaTED support your development?**
- 2. Our Role - some stats and current activity**
- 3. The coming months**
- 4. Over to you.....**



Working to be the  
lead organisation  
supporting  
professional  
development of the  
technical workforce

# 1. How HEaTED can support your development

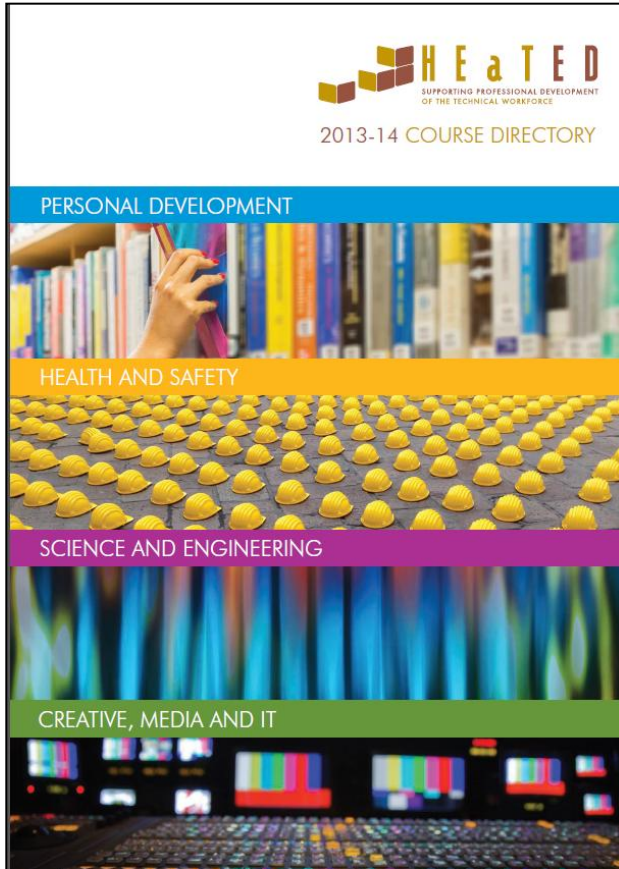
# Arm 1: Training and Development

- Standard [course listings](#)
- On demand / in house courses in your Institution
- Bespoke sessions
- New courses as suggested by members
- Support YOU in delivering training through HEaTED – revenue generating potential



# Course Directory

Have been sent to all University key contacts and are available to [download](#) from the HEaTED website.



PERSONAL DEVELOPMENT		HEALTH AND SAFETY			
<p><b>HC344</b> <b>Leading Your Technical Team</b></p> <p>In this current climate of wide institutional change for HEIs this course will provide opportunities for budding users of experience to opportunity or managerial technical staff from both academic and service sectors, as well as examining a range of fundamental management or leadership skills and techniques with a particular emphasis on technical teams.</p> <p><b>Duration:</b> 2 days <b>Location:</b> Various <b>OD</b></p> <p><b>Cost:</b> £750.00 + VAT (non-emb) / £250.00 + VAT (non-member)</p> <p><b>English:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p> <p><b>Key:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p>	<p><b>HC104</b> <b>Teaching and Learning Skills for Technical Staff</b></p> <p>Technical staff are increasingly being on teaching and demonstrating roles. Whether it is one-to-one training on specific techniques, or small group training and demonstrating, this course will equip participants with the tools needed to perform this role and contribute more effectively to the student experience. Topics include: knowing your learner; communicating with learners; structuring their training; and reflecting on participants' own delivery styles and professionally.</p> <p><b>Duration:</b> 1 day <b>Location:</b> UK Wide - On Demand <b>UK OD</b></p> <p><b>Cost:</b> £200.00 + VAT (non-emb) / £50.00 + VAT (non-member)</p> <p><b>English:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p> <p><b>Key:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p>	<p><b>HC104</b> <b>Train the Technical Trainer</b></p> <p>This course will focus on the position of courses, seminars and briefings and will be covered on methods for training in techniques and processes associated with TSMs. The course will be fully focused on the training issues that are relevant to TSMs. Participants' objectives include: initiate and plan a training session relevant to technical and allied specialists and managers; assess appropriate audio-visual materials; develop an atmosphere of co-operation and collaboration between participants; and lead a training session confidently and professionally.</p> <p><b>Duration:</b> 1 day <b>Location:</b> UK Wide - On Demand <b>UK OD</b></p> <p><b>Cost:</b> £150.00 + VAT (non-emb) / £30.00 + VAT (non-member)</p> <p><b>English:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p> <p><b>Key:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p>	<p><b>HC105</b> <b>A Counter Terrorism Awareness Course for Technical Staff</b></p> <p>This course will raise awareness of the terrorist threat to the UK and help participants understand the role that individuals and their employers have in helping to reduce the counter terrorism effort. A large part of the threat involves the use of improvised explosive devices, and many of these contain homemade explosives which are manufactured from common everyday chemicals.</p> <p><b>Duration:</b> 1 day <b>Location:</b> Manchester <b>OD</b></p> <p><b>Cost:</b> No Charge (member) / £25.00 + VAT (non-member)</p> <p><b>English:</b> IE <b>Key:</b> IE</p>	<p><b>HC105</b> <b>Abusive Wheels</b></p> <p>This course involves both classroom and practical sessions and will introduce the employer and the employee duties for the use of work equipment and explain the relevant legislation and the responsibilities under the Health and Safety of Work Act. Participants are tested at the end of the course via a short written test paper and a practical test of fitting and manoeuvring hand held portable disc grinders.</p> <p><b>Duration:</b> 1 day <b>Location:</b> UK Wide - On Demand <b>UK OD</b></p> <p><b>Cost:</b> £150.00 + VAT (non-emb) / £24.00 + VAT (non-member)</p> <p><b>English:</b> IE <b>Key:</b> IE</p>	<p><b>HC105</b> <b>Carriage of Biological Substances, Category B and Dry Ice by Air Certification</b></p> <p>This course is based on the current International Air Transport Association (IATA) regulations. The course is fully approved by the Civil Aviation Authority and covers the following topics: the legislation covering the transport of dangerous goods, classification of dangerous goods, classification of dangerous goods, category A and category B shipments, packing requirements, labelling of packages, and documentation. The course will conclude with an open book test.</p> <p><b>Duration:</b> 1 day <b>Location:</b> UK Wide - On Demand <b>UK OD</b></p> <p><b>Cost:</b> £275.00 + VAT (non-emb) / £12.00 + VAT (non-member)</p> <p><b>English:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p> <p><b>Key:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p>
<p><b>HC170</b> <b>Successful Negotiation Skills</b></p> <p>This course focuses on the skills required for successful negotiations. It gives participants practical advice on how to negotiate with confidence and decisiveness. The focus is very much on tactics and gives extensive tips and advice on what approach to use in negotiation scenarios as well as how to 'sell' tactics when they are used on participants. The day is extremely practical in nature involving exercises, games and case studies to encourage learning by doing and a hands-on approach.</p> <p><b>Duration:</b> 1 day <b>Location:</b> UK Wide - On Demand <b>UK OD</b></p> <p><b>Cost:</b> £250.00 + VAT (non-emb) / £75.00 + VAT (non-member)</p> <p><b>English:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p> <p><b>Key:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p>	<p><b>HC200</b> <b>Teaching and Learning Skills for Technical Staff</b></p> <p>Technical staff are increasingly being on teaching and demonstrating roles. Whether it is one-to-one training on specific techniques, or small group training and demonstrating, this course will equip participants with the tools needed to perform this role and contribute more effectively to the student experience. Topics include: knowing your learner; communicating with learners; structuring their training; and reflecting on participants' own delivery styles and professionally.</p> <p><b>Duration:</b> 1 day <b>Location:</b> UK Wide - On Demand <b>UK OD</b></p> <p><b>Cost:</b> £200.00 + VAT (non-emb) / £50.00 + VAT (non-member)</p> <p><b>English:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p> <p><b>Key:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p>	<p><b>HC200</b> <b>Train the Technical Trainer</b></p> <p>This course will focus on the position of courses, seminars and briefings and will be covered on methods for training in techniques and processes associated with TSMs. The course will be fully focused on the training issues that are relevant to TSMs. Participants' objectives include: initiate and plan a training session relevant to technical and allied specialists and managers; assess appropriate audio-visual materials; develop an atmosphere of co-operation and collaboration between participants; and lead a training session confidently and professionally.</p> <p><b>Duration:</b> 1 day <b>Location:</b> UK Wide - On Demand <b>UK OD</b></p> <p><b>Cost:</b> £150.00 + VAT (non-emb) / £30.00 + VAT (non-member)</p> <p><b>English:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p> <p><b>Key:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p>	<p><b>HC104</b> <b>Carriage of Dangerous Goods by Air Certification</b></p> <p>This course will raise awareness of the terrorist threat to the UK and help participants understand the role that individuals and their employers have in helping to reduce the counter terrorism effort. A large part of the threat involves the use of improvised explosive devices, and many of these contain homemade explosives which are manufactured from common everyday chemicals.</p> <p><b>Duration:</b> 1 day <b>Location:</b> Manchester <b>OD</b></p> <p><b>Cost:</b> No Charge (member) / £25.00 + VAT (non-member)</p> <p><b>English:</b> IE <b>Key:</b> IE</p>	<p><b>HC105</b> <b>Abusive Wheels</b></p> <p>This course involves both classroom and practical sessions and will introduce the employer and the employee duties for the use of work equipment and explain the relevant legislation and the responsibilities under the Health and Safety of Work Act. 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<p><b>HC114</b> <b>Carriage of Dangerous Goods by Air Certification</b></p> <p>This course will raise awareness of the terrorist threat to the UK and help participants understand the role that individuals and their employers have in helping to reduce the counter terrorism effort. A large part of the threat involves the use of improvised explosive devices, and many of these contain homemade explosives which are manufactured from common everyday chemicals.</p> <p><b>Duration:</b> 1 day <b>Location:</b> Manchester <b>OD</b></p> <p><b>Cost:</b> No Charge (member) / £25.00 + VAT (non-member)</p> <p><b>English:</b> IE <b>Key:</b> IE</p>	<p><b>HC105</b> <b>Abusive Wheels</b></p> <p>This course involves both classroom and practical sessions and will introduce the employer and the employee duties for the use of work equipment and explain the relevant legislation and the responsibilities under the Health and Safety of Work Act. Participants are tested at the end of the course via a short written test paper and a practical test of fitting and manoeuvring hand held portable disc grinders.</p> <p><b>Duration:</b> 1 day <b>Location:</b> UK Wide - On Demand <b>UK OD</b></p> <p><b>Cost:</b> £150.00 + VAT (non-emb) / £24.00 + VAT (non-member)</p> <p><b>English:</b> IE <b>Key:</b> IE</p>	<p><b>HC105</b> <b>Carriage of Biological Substances, Category B and Dry Ice by Air Certification</b></p> <p>This course is based on the current International Air Transport Association (IATA) regulations. The course is fully approved by the Civil Aviation Authority and covers the following topics: the legislation covering the transport of dangerous goods, classification of dangerous goods, classification of dangerous goods, category A and category B shipments, packing requirements, labelling of packages, and documentation. The course will conclude with an open book test.</p> <p><b>Duration:</b> 1 day <b>Location:</b> UK Wide - On Demand <b>UK OD</b></p> <p><b>Cost:</b> £275.00 + VAT (non-emb) / £12.00 + VAT (non-member)</p> <p><b>English:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p> <p><b>Key:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p>			



# Useful Guide Library

Access through Resources group  
in [HEaTED Online Groups](#)



*Helping organisations to be confident in their people and their people to be confident in themselves*



## HEaTED Useful Guide Library

### Tips and Tools

When you click on the button below you will have access to the growing number of additional tips and tools that are available from 247freetips.com. Click on the button again to hide the list.

[Tips and Tools](#)

### Useful Guides

Please click on the Useful Guide images below to download the Useful Guides you require.



### Contact Us

Call us on  
**0845 260 2820**  
or click [here](#) if you would prefer to ask us to contact you.

Examples include:

- **Assertiveness**
- **Dealing with Difficult Behaviour**
- **Delegating**
- **Effective Change**
- **Goal Setting**
- **Managing Conduct**
- **Managing Teams**
- **Managing People**
- **Managing Email**
- **Mentoring Essentials**
- **Managing Projects**



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## Arm 2: Regional Networks

- Current series of Regional events is taking place in all UK regions during Spring/Summer 2014
- Over 500 technicians have booked to attend Regional Network Events since 1<sup>st</sup> Sept 2013, more are registering daily
- Over 650 attended across the UK 2012/13



# Regional Networks

- All UK regions
- Meet at least twice a year
- Workshops, discussions, tours, presentations & more!
- Event reports and follow-up discussions
- Online Groups support the networks
- You set the agenda!



# Member organisations in your region

Over 75 HE/FE Institutions have joined HEaTED

Full list on our website [here](#)



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# HEaTED Online Groups



Search **HEaTED** Groups

Search

## About HEaTED



HEaTED supports the professional development of the UK's technical workforce in education and related institutions. HEaTED members can access a range of benefits, including the Regional Networks and associated community groups.



## Other Groups

**Regional groups:** Members can access the Regional Network Meeting reports and associated discussions via the regional community groups.

Click on the relevant link to access your local community group.

**General Notices group:** Members can communicate across other regions when wishing to discuss things such as: shared services, collaboration, best practice, and discussions that they want to raise with colleagues UK-wide.

[HEaTED - General Notices](#)

[HEaTED - Resources](#)

[HEaTED - National Network of Arts Technicians](#)

[HEaTED - Northern Ireland](#)

[HEaTED - Scotland](#)

## Regional Groups

[HEaTED - East Midlands](#)

[HEaTED - East of England](#)

[HEaTED - London](#)

[HEaTED - North East](#)

[HEaTED - North West](#)

[HEaTED - South Coast](#)

[HEaTED - South East](#)

[HEaTED - South West](#)

[HEaTED - West Midlands](#)

[HEaTED - Yorkshire](#)



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# 2. Our Role: Stats and current activity

# Membership

- 75 active Member Institutions (see [Join Us](#) page)
- Over 3000 individual members signed up from those organisations (You can [register as a technician](#) FREE)
- Over 50% of these members signed up across our [Online Groups](#)
- Stanmore College, Harrow, and City of Islington College, London, are the first FE Colleges to sign up to HEaTED



# Courses

- >250 training days booked since 1<sup>st</sup> Sept 2013 (over 450 days in 2012/13)
- >275 individuals benefitting from training since 1<sup>st</sup> August 2013 (over 440 in 2012/13)
- HEaTED Teaching & Learning and Leadership & Management courses will be delivered in every UK region this 2013-14





# News

- [HEaTED goes Platinum with Personal Development Useful Guides](#)
- [THE Best University Workplace Survey](#) – top 5's all HEaTED Member Institutions
- [New Course Directory](#)
- [HEaTED Regional Network Grants](#) – up to £1000 for your event

See HEaTED [news page](#)  
for regular articles



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# HEaTED's Competency Assessment Toolkit for Technical Staff (CATTs)

## Background

- Received many requests for help with organisational and individual performance assessment
- In response to these requests, and a wider UK need, we have developed a new resource exclusively for HEaTED members

## Background

- CATTs has been designed to change the way that the professional technicians in HE (and FE) explore performance
- It provides a benchmark for all professionals (regardless of specialism or discipline) of their current competencies, development areas, and future direction

## What is it?

- Resource pack/Toolkit to help Managers assess current competency and plan for future demands and needs
- It requires a shift in thinking from the traditional annual appraisal process to more of a continuous review process which aims to deliver excellence through an ongoing conversation around performance, capability and capacity

# Using CATTs



- The toolkit addresses 5 key competency areas as modules:
  1. Professional Practice
  2. The Student Experience
  3. Leadership and Management
  4. Planning and organising resources
  5. Governance and compliance (incl.H&S)
- Within each module there are 5 levels of competency for the reviewee to be matched against:
  1. Learner
  2. Experimentalist
  3. Practitioner
  4. Specialist
  5. Expert

# Practical Example



**Module:** The Student Experience

**Competency:** Providing information and advice about procedures for using equipment/ resources

	Level 1 Learner	Level 2 Experimentalist	Level 3 Practitioner	Level 4 Specialist	Level 5 Expert
<b>Information to students/service users independent of learning and teaching activities</b>					
<b>Providing information and advice about procedures for using equipment/ resources</b>	<ul style="list-style-type: none"> <li>Is 'tuned' into the needs of service users and is able to supply appropriately prescribed information when required.</li> </ul>	<ul style="list-style-type: none"> <li>Explains booking/loan procedures clearly and succinctly and checks the understanding of service users to ensure they understand the parameters and timescales.</li> </ul>	<ul style="list-style-type: none"> <li>Considers the needs of service users and makes recommendations about the most appropriate equipment/resources to use and access to achieve required outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>Defines guidance, advice and procedures provided to service users by self or colleagues regarding the availability and use of equipment and resources.</li> </ul>	<ul style="list-style-type: none"> <li>Creates the business case and advises senior staff within the organization about the optimum use of resources to achieve targets for student satisfaction.</li> <li>Provides guidance and advice to team and teams with regard to the implementation of resources and staffing to achieve key business plan objectives and maximize the use and efficiency of</li> </ul>

## Roll out...

- Raising awareness via the regional networks
- Pilot sites are evaluating the toolkit
- For sale from Spring 2014, £250 member organisations and £450 non members



# 3. The coming months...

## The coming months...

- Expand membership to more Universities and FE Colleges
- Continuing support for Science Council, Engineering Council, and associated awarding bodies in promoting and supporting Professional Registration



## The coming months...

- Working with member HEIs to work out action plans ensuring we deliver value for money and benefits to all technical staff
- Expand course provision based on member requirements and delivery of on-demand courses
- Roll out of HEaTED CATTs



# 4. Supporting Professional Registration

# What is it all about?

- Important milestone for all vocational and technical staff
- Response to many calls that technicians do not feel valued or recognised as professionals
- Establishing proven knowledge, expertise and commitment to professional standards
- Evidence-based
- Overseen by Science / Engineering Councils
- Categories: RSciTech, RSci, CSci; EngTech, ICTTech, REng, CEng



# Why should I get involved?

- Recognition as a professional in your field
- Improved self-motivation, career opportunities and salary prospects
- Greater influence within your organisation and industry
- Confirmation that you are highly competent in your field
- Connecting you with innovative, influential and inspirational people
- International recognition of qualifications



# The role of HEaTED



- Think of HEaTED as a vehicle!
- All HEaTED courses are linked to the competencies for Professional Registration – make every CPD instance count!
- Regional Network Events and contribution to the Online Groups demonstrate your commitment to professional development and contribution to the Technical Community
- [Sign posting](#) routes to Registration
- 18% using HEaTED as evidence
- 23% requesting more information
- Joined up thinking







# Who to register with?

- Wide range of Awarding Bodies
- Choose the one specific to your requirements / specialism
- More information via [Science](#) and [Engineering](#) Councils
- No Arts Professional Register yet, NNATs lobbying for an equivalent register. [Registered Practitioner](#) scheme available through the IST



# Calls to action...

- ✓ Come to Free Regional Network [Events](#)
- ✓ Register or update your profile on the [website](#)
- ✓ Register and post in your [Regional Online Group](#)
- ✓ Help to spread the word in your organisation – posters, cascade emails, event report follow up
- ✓ Tweet!!
- ✓ **Bring a friend**



# HEaTED Regional Network Grants Scheme

# HEaTED Regional Network Grants

- Grants of up to **£1,000** are now available to HEaTED Member Institutions wishing to run Regional Network Events for technical and professional service staff in the **South East, South West and London Regions**.
- Administrative support is provided by HEaTED.
- Events must be **inclusive, attractive to staff from all technical levels and disciplines, informative, engaging and facilitate networking**. The grant awarded is subject to the number of attendees and can be used to cover items such as **catering and refreshments, activities, speaker's expenses and off-site visits**.

**Full Overview in your packs**



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# HEaTED Regional Network Grants

We want to work with you to maintain the momentum built up through previous successful events.

Our target for today is to identify volunteers to work with HEaTED to host the next three Regional Network Events in the London Region:

- Summer 2014
- Autumn 2014
- Spring 2015



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**What are your  
training and  
development  
needs....?**

# New Courses



- [Basics of light microscopy - hands on alignment and set-up](#)  
University of York, 17 March 2014
- [Introduction to Flow Cytometry](#)  
University of Sheffield, 26 March 2014
- [Developing an Apprenticeship Programme in Higher Education](#)  
The University of Liverpool, 14 May 2014

*By Members, For Members, Through HEaTED*  
**You can become a provider!**

Browse our full Course Directory

<http://www.heated.ac.uk/our-courses/>

# Scheduled Courses coming up in your area



- Practical Electronics – 10-11 April, University College London
- Practical GC Trouble Shooting and Maintenance - 20-21 May, Kings College London
- Practical GC Method Development – 24-25 June, Kings College London
- Teaching & Learning Skills for Technical Staff – 13 & 22 May, University of Essex
- Lab Techniques in Mammalian Cell Biology, 7 July, University College London

**For further courses see the courses page on our website**

**Browse our full Course Directory**

<http://www.heated.ac.uk/our-courses/>



# HEaTED Courses



- [Teaching & Learning Skills for Technical Staff](#)  
New 'Advanced' Module 2 now available
- [Leadership & Management Skills for Technical Staff](#)  
2 Day, 2 Module Course

Can HEaTED bring these popular courses to you.  
What else do you want in your Region?

Browse our full Course Directory

<http://www.heated.ac.uk/our-courses/>

# Example on-demand courses...



Further examples of courses we can bring to you.....

- [Abrasive Wheels](#)
- [Carriage of Dangerous Goods by Air Certification](#)
- [Safe Lifting and Slings Procedures](#)
- [Safe use of Laboratory Gases](#)
- [Laboratory & Cryogenic Gases Safety Training](#)
- [Basic maintenance/repair of electrical equipment](#)
- [PAT Training](#)
- [Use and Maintenance of Pipettors](#)

Browse our full Course Directory

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# Training Needs Analysis

## Training Needs Analysis

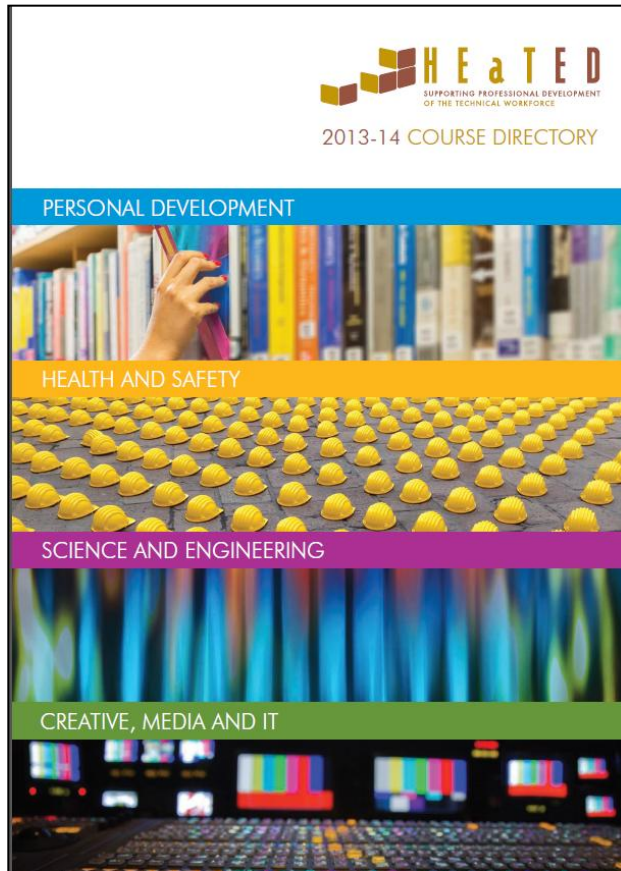
1. What training and development are you interested in undertaking?
2. What can we bring in-house as group bookings?
3. What do you want to see that we do not deliver?
4. What could you provide?

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Has been sent to all University key contacts and are available to [download](#) from the HEaTED website.



PERSONAL DEVELOPMENT		HEALTH AND SAFETY	
<p><b>HC344</b> <b>Leading Your Technical Team</b></p> <p>In this current climate of wide institutional change for HEIs this course will provide opportunities for leading teams of technicians to up-skill existing and new staff, as well as examining a range of fundamental management or leadership skills and techniques with a particular emphasis on technical teams.</p> <p><b>Duration:</b> 2 days <b>Location:</b> Various <b>OD</b></p> <p><b>Cost:</b> £750.00 + VAT (member) £750.00 + VAT (non-member)</p> <p><b>English:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p> <p><b>Key:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p>	<p><b>HC345</b> <b>A Counter Terrorism Awareness Course for Technical Staff</b></p> <p>This course will raise awareness of the terrorist threat to the UK and help participants understand the role that individuals and their employers have in helping to reduce the counter terrorism effort. A large part of the threat involves the use of improvised explosive devices, and many of these contain homemade explosives which are manufactured from common everyday chemicals.</p> <p><b>Duration:</b> 1 day <b>Location:</b> Manchester <b>OD</b></p> <p><b>Cost:</b> No Charge (member) £250.00 + VAT (non-member)</p> <p><b>English:</b> TE <b>Key:</b> TE</p>	<p><b>HC110</b> <b>Abrasive Wheels</b></p> <p>This course involves both classroom and practical sessions and will introduce the employer and the employee duties for the use of work equipment and explain the relevant legislation and the responsibilities under the Health and Safety of Work Act. Participants are tested at the end of the course via a short written test paper and a practical test of fitting and manoeuvring hand held portable disc grinders.</p> <p><b>Duration:</b> 1 day <b>Location:</b> UK Wide - On Demand <b>UK OD</b></p> <p><b>Cost:</b> £156.00 + VAT (member) £234.00 + VAT (non-member)</p> <p><b>English:</b> TE <b>Key:</b> TE</p>	<p><b>HC113</b> <b>Carriage of Biological Substances, Category B and Dry Ice by Air Certification</b></p> <p>This course is based on the current International Air Transport Association (IATA) regulations. The course is fully approved by the Civil Aviation Authority and covers the following topics: the legislation covering the transport of dangerous goods, classification focusing on Class 6.2 and Class 9 miscellaneous dangerous goods, category A and category B shipments, packing requirements, labelling of packages, and documentation. The course will conclude with an open book test.</p> <p><b>Duration:</b> 1 day <b>Location:</b> UK Wide - On Demand <b>UK OD</b></p> <p><b>Cost:</b> £275.00 + VAT (member) £412.00 + VAT (non-member)</p> <p><b>English:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p> <p><b>Key:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p>
<p><b>HC170</b> <b>Successful Negotiation Skills</b></p> <p>This course focuses on the skills required for successful negotiations. It gives participants practical advice on how to negotiate with confidence and decisiveness. The focus is very much on tactics and gives extensive tips and advice on what approach to use in negotiation scenarios as well as how to 'sell' tactics when they are used on participants. The day is extremely practical in nature involving exercises, games and case studies to encourage learning by doing and a hands-on approach.</p> <p><b>Duration:</b> 1 day <b>Location:</b> UK Wide - On Demand <b>UK OD</b></p> <p><b>Cost:</b> £250.00 + VAT (member) £275.00 + VAT (non-member)</p> <p><b>English:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p> <p><b>Key:</b> AL, BL, CL, DL, EL, FL, GL, HL, IL, JI, KL, LL, PL, RL, SL, TL, VL, WL, XL, YL, ZL</p>	<p><b>HC003</b> / <b>HC004</b> / <b>HC005</b> / <b>HC006</b> / <b>HC007</b> / <b>HC008</b> / <b>HC009</b> / <b>HC010</b> / <b>HC011</b> / <b>HC012</b> / <b>HC013</b> / <b>HC014</b> / <b>HC015</b> / <b>HC016</b> / <b>HC017</b> / <b>HC018</b> / <b>HC019</b> / <b>HC020</b> / <b>HC021</b> / <b>HC022</b> / <b>HC023</b> / <b>HC024</b> / <b>HC025</b> / <b>HC026</b> / <b>HC027</b> / <b>HC028</b> / <b>HC029</b> / <b>HC030</b> / <b>HC031</b> / <b>HC032</b> / <b>HC033</b> / <b>HC034</b> / <b>HC035</b> / <b>HC036</b> / <b>HC037</b> / <b>HC038</b> / <b>HC039</b> / <b>HC040</b> / <b>HC041</b> / <b>HC042</b> / <b>HC043</b> / <b>HC044</b> / <b>HC045</b> / <b>HC046</b> / <b>HC047</b> / <b>HC048</b> / <b>HC049</b> / <b>HC050</b> / <b>HC051</b> / <b>HC052</b> / <b>HC053</b> / <b>HC054</b> / <b>HC055</b> / <b>HC056</b> / <b>HC057</b> / <b>HC058</b> / <b>HC059</b> / <b>HC060</b> / <b>HC061</b> / <b>HC062</b> / <b>HC063</b> / <b>HC064</b> / <b>HC065</b> / <b>HC066</b> / <b>HC067</b> / <b>HC068</b> / <b>HC069</b> / <b>HC070</b> / <b>HC071</b> / <b>HC072</b> / <b>HC073</b> / <b>HC074</b> / <b>HC075</b> / <b>HC076</b> / <b>HC077</b> / <b>HC078</b> / <b>HC079</b> / <b>HC080</b> / <b>HC081</b> / <b>HC082</b> / <b>HC083</b> / <b>HC084</b> / <b>HC085</b> / <b>HC086</b> / <b>HC087</b> / <b>HC088</b> / <b>HC089</b> / <b>HC090</b> / <b>HC091</b> / <b>HC092</b> / <b>HC093</b> / <b>HC094</b> / <b>HC095</b> / <b>HC096</b> / <b>HC097</b> / <b>HC098</b> / <b>HC099</b> / <b>HC100</b> / <b>HC101</b> / <b>HC102</b> / <b>HC103</b> / <b>HC104</b> / <b>HC105</b> / <b>HC106</b> / <b>HC107</b> / <b>HC108</b> / <b>HC109</b> / <b>HC110</b> / <b>HC111</b> / <b>HC112</b> / <b>HC113</b> / <b>HC114</b> / <b>HC115</b> / <b>HC116</b> / <b>HC117</b> / <b>HC118</b> / <b>HC119</b> / <b>HC120</b> / <b>HC121</b> / <b>HC122</b> / <b>HC123</b> / <b>HC124</b> / <b>HC125</b> / <b>HC126</b> / <b>HC127</b> / <b>HC128</b> / <b>HC129</b> / <b>HC130</b> / <b>HC131</b> / <b>HC132</b> / <b>HC133</b> / <b>HC134</b> / <b>HC135</b> / <b>HC136</b> / <b>HC137</b> / <b>HC138</b> / <b>HC139</b> / <b>HC140</b> / <b>HC141</b> / <b>HC142</b> / <b>HC143</b> / <b>HC144</b> / <b>HC145</b> / <b>HC146</b> / <b>HC147</b> / <b>HC148</b> / <b>HC149</b> / <b>HC150</b> / <b>HC151</b> / <b>HC152</b> / <b>HC153</b> / <b>HC154</b> / <b>HC155</b> / <b>HC156</b> / <b>HC157</b> / <b>HC158</b> / <b>HC159</b> / <b>HC160</b> / <b>HC161</b> / <b>HC162</b> / <b>HC163</b> / <b>HC164</b> / <b>HC165</b> / <b>HC166</b> / <b>HC167</b> / <b>HC168</b> / <b>HC169</b> / <b>HC170</b> / <b>HC171</b> / <b>HC172</b> / <b>HC173</b> / <b>HC174</b> / <b>HC175</b> / <b>HC176</b> / <b>HC177</b> / <b>HC178</b> / <b>HC179</b> / <b>HC180</b> / <b>HC181</b> / <b>HC182</b> / <b>HC183</b> / <b>HC184</b> / <b>HC185</b> / <b>HC186</b> / <b>HC187</b> / <b>HC188</b> / <b>HC189</b> / <b>HC190</b> / <b>HC191</b> / <b>HC192</b> / <b>HC193</b> / <b>HC194</b> / <b>HC195</b> / <b>HC196</b> / <b>HC197</b> / <b>HC198</b> / <b>HC199</b> / <b>HC200</b> / <b>HC201</b> / <b>HC202</b> / <b>HC203</b> / <b>HC204</b> / <b>HC205</b> / <b>HC206</b> / <b>HC207</b> / <b>HC208</b> / <b>HC209</b> / <b>HC210</b> / <b>HC211</b> / <b>HC212</b> / <b>HC213</b> / <b>HC214</b> / <b>HC215</b> / <b>HC216</b> / <b>HC217</b> / <b>HC218</b> / <b>HC219</b> / <b>HC220</b> / <b>HC221</b> / <b>HC222</b> / <b>HC223</b> / <b>HC224</b> / <b>HC225</b> / <b>HC226</b> / <b>HC227</b> / <b>HC228</b> / <b>HC229</b> / <b>HC230</b> / <b>HC231</b> / <b>HC232</b> / <b>HC233</b> / <b>HC234</b> / <b>HC235</b> / <b>HC236</b> / <b>HC237</b> / <b>HC238</b> / <b>HC239</b> / <b>HC240</b> / <b>HC241</b> / <b>HC242</b> / <b>HC243</b> / <b>HC244</b> / <b>HC245</b> / <b>HC246</b> / <b>HC247</b> / <b>HC248</b> / <b>HC249</b> / <b>HC250</b> / <b>HC251</b> / <b>HC252</b> / <b>HC253</b> / <b>HC254</b> / <b>HC255</b> / <b>HC256</b> / <b>HC257</b> / <b>HC258</b> / <b>HC259</b> / <b>HC260</b> / <b>HC261</b> / <b>HC262</b> / <b>HC263</b> / <b>HC264</b> / <b>HC265</b> / <b>HC266</b> / <b>HC267</b> / <b>HC268</b> / <b>HC269</b> / <b>HC270</b> / <b>HC271</b> / <b>HC272</b> / <b>HC273</b> / <b>HC274</b> / <b>HC275</b> / <b>HC276</b> / <b>HC277</b> / <b>HC278</b> / <b>HC279</b> / <b>HC280</b> / <b>HC281</b> / <b>HC282</b> / <b>HC283</b> / <b>HC284</b> / <b>HC285</b> / <b>HC286</b> / <b>HC287</b> / <b>HC288</b> / <b>HC289</b> / <b>HC290</b> / <b>HC291</b> / <b>HC292</b> / <b>HC293</b> / <b>HC294</b> / <b>HC295</b> / <b>HC296</b> / <b>HC297</b> / <b>HC298</b> / <b>HC299</b> / <b>HC300</b> / <b>HC301</b> / <b>HC302</b> / <b>HC303</b> / <b>HC304</b> / <b>HC305</b> / <b>HC306</b> / <b>HC307</b> / <b>HC308</b> / <b>HC309</b> / <b>HC310</b> / <b>HC311</b> / <b>HC312</b> / <b>HC313</b> / <b>HC314</b> / <b>HC315</b> / <b>HC316</b> / <b>HC317</b> / <b>HC318</b> / <b>HC319</b> / <b>HC320</b> / <b>HC321</b> / <b>HC322</b> / <b>HC323</b> / <b>HC324</b> / <b>HC325</b> / <b>HC326</b> / <b>HC327</b> / <b>HC328</b> / <b>HC329</b> / <b>HC330</b> / <b>HC331</b> / <b>HC332</b> / <b>HC333</b> / <b>HC334</b> / <b>HC335</b> / <b>HC336</b> / <b>HC337</b> / <b>HC338</b> / <b>HC339</b> / <b>HC340</b> / <b>HC341</b> / <b>HC342</b> / <b>HC343</b> / <b>HC344</b> / <b>HC345</b> / <b>HC346</b> / <b>HC347</b> / <b>HC348</b> / <b>HC349</b> / <b>HC350</b> / <b>HC351</b> / <b>HC352</b> / <b>HC353</b> / <b>HC354</b> / <b>HC355</b> / <b>HC356</b> / <b>HC357</b> / <b>HC358</b> / <b>HC359</b> / <b>HC360</b> / <b>HC361</b> / <b>HC362</b> / <b>HC363</b> / <b>HC364</b> / <b>HC365</b> / <b>HC366</b> / <b>HC367</b> / <b>HC368</b> / <b>HC369</b> / <b>HC370</b> / <b>HC371</b> / <b>HC372</b> / <b>HC373</b> / <b>HC374</b> / <b>HC375</b> / <b>HC376</b> / <b>HC377</b> / <b>HC378</b> / <b>HC379</b> / <b>HC380</b> / <b>HC381</b> / <b>HC382</b> / <b>HC383</b> / <b>HC384</b> / <b>HC385</b> / <b>HC386</b> / <b>HC387</b> / <b>HC388</b> / <b>HC389</b> / <b>HC390</b> / <b>HC391</b> / <b>HC392</b> / <b>HC393</b> / <b>HC394</b> / <b>HC395</b> / <b>HC396</b> / <b>HC397</b> / <b>HC398</b> / <b>HC399</b> / <b>HC400</b> / <b>HC401</b> / <b>HC402</b> / <b>HC403</b> / <b>HC404</b> / <b>HC405</b> / <b>HC406</b> / <b>HC407</b> / <b>HC408</b> / <b>HC409</b> / <b>HC410</b> / <b>HC411</b> / <b>HC412</b> / <b>HC413</b> / <b>HC414</b> / <b>HC415</b> / <b>HC416</b> / <b>HC417</b> / <b>HC418</b> / <b>HC419</b> / <b>HC420</b> / <b>HC421</b> / <b>HC422</b> / <b>HC423</b> / <b>HC424</b> / <b>HC425</b> / <b>HC426</b> / <b>HC427</b> / <b>HC428</b> / <b>HC429</b> / <b>HC430</b> / <b>HC431</b> / <b>HC432</b> / <b>HC433</b> / <b>HC434</b> / <b>HC435</b> / <b>HC436</b> / <b>HC437</b> / <b>HC438</b> / <b>HC439</b> / <b>HC440</b> / <b>HC441</b> / <b>HC442</b> / <b>HC443</b> / <b>HC444</b> / <b>HC445</b> / <b>HC446</b> / <b>HC447</b> / <b>HC448</b> / <b>HC449</b> / <b>HC450</b> / <b>HC451</b> / <b>HC452</b> / <b>HC453</b> / <b>HC454</b> / <b>HC455</b> / <b>HC456</b> / <b>HC457</b> / <b>HC458</b> / <b>HC459</b> / <b>HC460</b> / <b>HC461</b> / <b>HC462</b> / <b>HC463</b> / <b>HC464</b> / <b>HC465</b> / <b>HC466</b> / <b>HC467</b> / <b>HC468</b> / <b>HC469</b> / <b>HC470</b> / <b>HC471</b> / <b>HC472</b> / <b>HC473</b> / <b>HC474</b> / <b>HC475</b> / <b>HC476</b> / <b>HC477</b> / <b>HC478</b> / <b>HC479</b> / <b>HC480</b> / <b>HC481</b> / <b>HC482</b> / <b>HC483</b> / <b>HC484</b> / <b>HC485</b> / <b>HC486</b> / <b>HC487</b> / <b>HC488</b> / <b>HC489</b> / <b>HC490</b> / <b>HC491</b> / <b>HC492</b> / <b>HC493</b> / <b>HC494</b> / <b>HC495</b> / <b>HC496</b> / <b>HC497</b> / <b>HC498</b> / <b>HC499</b> / <b>HC500</b> / <b>HC501</b> / <b>HC502</b> / <b>HC503</b> / <b>HC504</b> / <b>HC505</b> / <b>HC506</b> / <b>HC507</b> / <b>HC508</b> / <b>HC509</b> / <b>HC510</b> / <b>HC511</b> / <b>HC512</b> / <b>HC513</b> / <b>HC514</b> / <b>HC515</b> / <b>HC516</b> / <b>HC517</b> / <b>HC518</b> / <b>HC519</b> / <b>HC520</b> / <b>HC521</b> / <b>HC522</b> / <b>HC523</b> / <b>HC524</b> / <b>HC525</b> / <b>HC526</b> / <b>HC527</b> / <b>HC528</b> / <b>HC529</b> / <b>HC530</b> / <b>HC531</b> / <b>HC532</b> / <b>HC533</b> / <b>HC534</b> / <b>HC535</b> / <b>HC536</b> / <b>HC537</b> / <b>HC538</b> / <b>HC539</b> / <b>HC540</b> / <b>HC541</b> / <b>HC542</b> / <b>HC543</b> / <b>HC544</b> / <b>HC545</b> / <b>HC546</b> / <b>HC547</b> / <b>HC548</b> / <b>HC549</b> / <b>HC550</b> / <b>HC551</b> / <b>HC552</b> / <b>HC553</b> / <b>HC554</b> / <b>HC555</b> / <b>HC556</b> / <b>HC557</b> / <b>HC558</b> / <b>HC559</b> / <b>HC560</b> / <b>HC561</b> / <b>HC562</b> / <b>HC563</b> / <b>HC564</b> / <b>HC565</b> / <b>HC566</b> / <b>HC567</b> / <b>HC568</b> / <b>HC569</b> / <b>HC570</b> / <b>HC571</b> / <b>HC572</b> / <b>HC573</b> / <b>HC574</b> / <b>HC575</b> / <b>HC576</b> / <b>HC577</b> / <b>HC578</b> / <b>HC579</b> / <b>HC580</b> / <b>HC581</b> / <b>HC582</b> / <b>HC583</b> / <b>HC584</b> / <b>HC585</b> / <b>HC586</b> / <b>HC587</b> / <b>HC588</b> / <b>HC589</b> / <b>HC590</b> / <b>HC591</b> / <b>HC592</b> / <b>HC593</b> / <b>HC594</b> / <b>HC595</b> / <b>HC596</b> / <b>HC597</b> / <b>HC598</b> / <b>HC599</b> / <b>HC600</b> / <b>HC601</b> / <b>HC602</b> / <b>HC603</b> / <b>HC604</b> / <b>HC605</b> / <b>HC606</b> / <b>HC607</b> / <b>HC608</b> / <b>HC609</b> / <b>HC610</b> / <b>HC611</b> / <b>HC612</b> / <b>HC613</b> / <b>HC614</b> / <b>HC615</b> / <b>HC616</b> / <b>HC617</b> / <b>HC618</b> / <b>HC619</b> / <b>HC620</b> / <b>HC621</b> / <b>HC622</b> / <b>HC623</b> / <b>HC624</b> / <b>HC625</b> / <b>HC626</b> / <b>HC627</b> / <b>HC628</b> / <b>HC629</b> / <b>HC630</b> / <b>HC631</b> / <b>HC632</b> / <b>HC633</b> / <b>HC634</b> / <b>HC635</b> / <b>HC636</b> / <b>HC637</b> / <b>HC638</b> / <b>HC639</b> / <b>HC640</b> / <b>HC641</b> / <b>HC642</b> / <b>HC643</b> / <b>HC644</b> / <b>HC645</b> / <b>HC646</b> / <b>HC647</b> / <b>HC648</b> / <b>HC649</b> / <b>HC650</b> / <b>HC651</b> / <b>HC652</b> / <b>HC653</b> / <b>HC654</b> / <b>HC655</b> / <b>HC656</b> / <b>HC657</b> / <b>HC658</b> / <b>HC659</b> / <b>HC660</b> / <b>HC661</b> / <b>HC662</b> / <b>HC663</b> / <b>HC664</b> / <b>HC665</b> / <b>HC666</b> / <b>HC667</b> / <b>HC668</b> / <b>HC669</b> / <b>HC670</b> / <b>HC671</b> / <b>HC672</b> / <b>HC673</b> / <b>HC674</b> / <b>HC675</b> / <b>HC676</b> / <b>HC677</b> / <b>HC678</b> / <b>HC679</b> / <b>HC680</b> / <b>HC681</b> / <b>HC682</b> / <b>HC683</b> / <b>HC684</b> / <b>HC685</b> / <b>HC686</b> / <b>HC687</b> / <b>HC688</b> / <b>HC689</b> / <b>HC690</b> / <b>HC691</b> / <b>HC692</b> / <b>HC693</b> / <b>HC694</b> / <b>HC695</b> / <b>HC696</b> / <b>HC697</b> / <b>HC698</b> / <b>HC699</b> / <b>HC700</b> / <b>HC701</b> / <b>HC702</b> / <b>HC703</b> / <b>HC704</b> / <b>HC705</b> / <b>HC706</b> / <b>HC707</b> / <b>HC708</b> / <b>HC709</b> / <b>HC710</b> / <b>HC711</b> / <b>HC712</b> / <b>HC713</b> / <b>HC714</b> / <b>HC715</b> / <b>HC716</b> / <b>HC717</b> / <b>HC718</b> / <b>HC719</b> / <b>HC720</b> / <b>HC721</b> / <b>HC722</b> / <b>HC723</b> / <b>HC724</b> / <b>HC725</b> / <b>HC726</b> / <b>HC727</b> / <b>HC728</b> / <b>HC729</b> / <b>HC730</b> / <b>HC731</b> / <b>HC732</b> / <b>HC733</b> / <b>HC734</b> / <b>HC735</b> / <b>HC736</b> / <b>HC737</b> / <b>HC738</b> / <b>HC739</b> / <b>HC740</b> / <b>HC741</b> / <b>HC742</b> / <b>HC743</b> / <b>HC744</b> / <b>HC745</b> / <b>HC746</b> / <b>HC747</b> / <b>HC748</b> / <b>HC749</b> / <b>HC750</b> / <b>HC751</b> / <b>HC752</b> / <b>HC753</b> / <b>HC754</b> / <b>HC755</b> / <b>HC756</b> / <b>HC757</b> / <b>HC758</b> / <b>HC759</b> / <b>HC760</b> / <b>HC761</b> / <b>HC762</b> / <b>HC763</b> / <b>HC764</b> / <b>HC765</b> / <b>HC766</b> / <b>HC767</b> / <b>HC768</b> / <b>HC769</b> / <b>HC770</b> / <b>HC771</b> / <b>HC772</b> / <b>HC773</b> / <b>HC774</b> / <b>HC775</b> / <b>HC776</b> / <b>HC777</b> / <b>HC778</b> / <b>HC779</b> / <b>HC780</b> / <b>HC781</b> / <b>HC782</b> / <b>HC783</b> / <b>HC784</b> / <b>HC785</b> / <b>HC786</b> / <b>HC787</b> / <b>HC788</b> / <b>HC789</b> / <b>HC790</b> / <b>HC791</b> / <b>HC792</b> / <b>HC793</b> / <b>HC794</b> / <b>HC795</b> / <b>HC796</b> / <b>HC797</b> / <b>HC798</b> / <b>HC799</b> / <b>HC800</b> / <b>HC801</b> / <b>HC802</b> / <b>HC803</b> / <b>HC804</b> / <b>HC805</b> / <b>HC806</b> / <b>HC807</b> / <b>HC808</b> / <b>HC809</b> / <b>HC810</b> / <b>HC811</b> / <b>HC812</b> / <b>HC813</b> / <b>HC814</b> / <b>HC815</b> / <b>HC816</b> / <b>HC817</b> / <b>HC818</b> / <b>HC819</b> / <b>HC820</b> / <b>HC821</b> / <b>HC822</b> / <b>HC823</b> / <b>HC824</b> / <b>HC825</b> / <b>HC826</b> / <b>HC827</b> / <b>HC828</b> / <b>HC829</b> / <b>HC830</b> / <b>HC831</b> / <b>HC832</b> / <b>HC833</b> / <b>HC834</b> / <b>HC835</b> / <b>HC836</b> / <b>HC837</b> / <b>HC838</b> / <b>HC839</b> / <b>HC840</b> / <b>HC841</b> / <b>HC842</b> / <b>HC843</b> / <b>HC844</b> / <b>HC845</b> / <b>HC846</b> / <b>HC847</b> / <b>HC848</b> / <b>HC849</b> / <b>HC850</b> / <b>HC851</b> / <b>HC852</b> / <b>HC853</b> / <b>HC854</b> / <b>HC855</b> / <b>HC856</b> / <b>HC857</b> / <b>HC858</b> / <b>HC859</b> / <b>HC860</b> / <b>HC861</b> / <b>HC862</b> / <b>HC863</b> / <b>HC864</b> / <b>HC865</b> / <b>HC866</b> / <b>HC867</b> / <b>HC868</b> / <b>HC869</b> / <b>HC870</b> / <b>HC871</b> / <b>HC872</b> / <b>HC873</b> / <b>HC874</b> / <b>HC875</b> / <b>HC876</b> / <b>HC877</b> / <b>HC878</b> / <b>HC879</b> / <b>HC880</b> / <b>HC881</b> / <b>HC882</b> / <b>HC883</b> / <b>HC884</b> / <b>HC885</b> / <b>HC886</b> / <b>HC887</b> / <b>HC888</b> / <b>HC889</b> / <b>HC890</b> / <b>HC891</b> / <b>HC892</b> / <b>HC893</b> / <b>HC894</b> / <b>HC895</b> / <b>HC896</b> / <b>HC897</b> / <b>HC898</b> / <b>HC899</b> / <b>HC900</b> / <b>HC901</b> / <b>HC902</b> / <b>HC903</b> / <b>HC904</b> / <b>HC905</b> / <b>HC906</b> / <b>HC907</b> / <b>HC908</b> / <b>HC909</b> / <b>HC910</b> / <b>HC911</b> / <b>HC912</b> / <b>HC913</b> / <b>HC914</b> / <b>HC915</b> / <b>HC916</b> / <b>HC917</b> / <b>HC918</b> / <b>HC919</b> / <b>HC920</b> / <b>HC921</b> / <b>HC922</b> / <b>HC923</b> / <b>HC924</b> / <b>HC925</b> / <b>HC926</b> / <b>HC927</b> / <b>HC928</b> / <b>HC929</b> / <b>HC930</b> / <b>HC931</b> / <b>HC932</b> / <b>HC933</b> / <b>HC934</b> / <b>HC935</b> / <b>HC936</b> / <b>HC937</b> / <b>HC938</b> / <b>HC939</b> / <b>HC940</b> / <b>HC941</b> / <b>HC942</b> / <b>HC943</b> / <b>HC944</b> / <b>HC945</b> / <b>HC946</b> / <b>HC947</b> / <b>HC948</b> / <b>HC949</b> / <b>HC950</b> / <b>HC951</b> / <b>HC952</b> / <b>HC953</b> / <b>HC954</b> / <b>HC955</b> / <b>HC956</b> / <b>HC957</b> / <b>HC958</b> / <b>HC959</b> / <b>HC960</b> / <b>HC961</b> / <b>HC962</b> / <b>HC963</b> / <b>HC964</b> / <b>HC965</b></p>		

## On-demand courses

UK Wide – On Demand courses are identified in this brochure by this icon  
Other HEaTED courses are also available



On Demand but can only be run in the advertised location due to the nature of the course and equipment involved.  
These courses are identified in this brochure by this icon.



Browse our full Course Directory

# Activity:



**Using the Course Directory, identify courses that meet your training needs**

## **PINK POST-IT NOTES.**

**Fixed location courses.** Use the course directory to identify courses that meet your training needs.

**NOTE DOWN THE COURSE CODE & TITLE**

## **BLUE POST-IT NOTES.**



**UK wide, on-demand** courses you would like to see running in your Region.

**NOTE DOWN THE COURSE CODE & TITLE**

Browse our full Course Directory

<http://www.heated.ac.uk/our-courses/>

# Activity:



**What's missing? What could you deliver?  
Revenue Generation for your team.**

## **GREEN POST-IT NOTES.**

**New course suggestions. Can't find it? Request it!** e.g. wood bending and steaming; laser cutting, spill response, glass blowing!  
Include major content areas

## **YELLOW POST-IT NOTES.**

**What courses could you deliver through HEaTED?**

[Our Teaching & Learning Skills for Technical Staff](#) course

Module 2 will equip you.

**Include YOUR NAME/EMAIL**

Browse our full Course Directory

<http://www.heated.ac.uk/our-courses/>



## Summary:

- We will use the information you have provided to guide future provision in the region where there is sufficient demand.
- Can you help each other?
- Apply via HEaTED website.

Browse our full Course Directory

<http://www.heated.ac.uk/our-courses/>

# Becoming a course provider through HEaTED

# New Courses Needed



Training Needs Analysis carried out at Events and with member institutions has resulted in a range of new course requests

## To Be Sourced lists in your delegate pack

- Creative, Media & IT
- Science & Engineering
- Health & Safety

Individual Member Institutions have generated over £8000 in revenue  
**Information in your pack on becoming a provider.**

*By Members, For Members, Through HEaTED*  
**You can become a provider!**

Browse our full Course Directory

<http://www.heated.ac.uk/our-courses/>

# New Providers Needed



**Questions about becoming a course provider with HEaTED?**

**Are there any courses your Institution could deliver?**

Teaching & Learning Skills for Technical Staff Module 2 designed to 'Train the Trainer' and equip Technical Staff to develop into a training role.

- **Profile Raising**
- **Confidence Building**
- **Career Progressing**
- **Revenue Generating**

*By Members, For Members, Through HEaTED*

**You can become a provider!**

**Browse our full Course Directory**

<http://www.heated.ac.uk/our-courses/>

# Questions and Group Discussion....

# Contact us

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[@HEaTEDtechs](https://twitter.com/HEaTEDtechs)

