



Course Calendar April - June 2020

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About GTG

With locations in Glasgow, Edinburgh and the West Midlands, GTG Training has 40 years' experience of delivering exceptional training, personal development and education in the following fields:

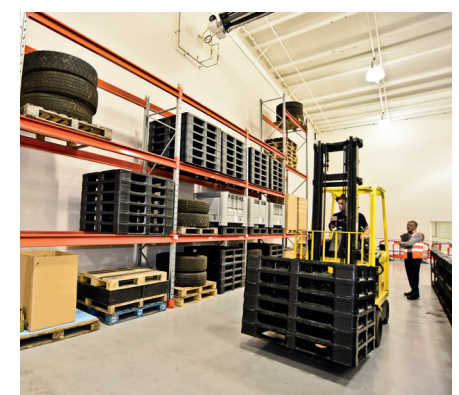
- Automotive
- Transport
- Apprenticeships
- Health and Safety
- Computer and IT
- Business Skills

We also offer exceptional conferencing facilities and hire out our contemporary, well-equipped spaces to businesses for all manner of functions, events and professional gatherings.

At GTG we understand that different organisations have different training needs. So, working with our qualified instructors, we can create tailor-made training solutions to meet your specific business requirements.

Funding (including government funding) may be available for some of the courses and programmes that we offer. Just ask us if you need any more information about this.

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Edinburgh.....	8
West Midlands	13
Kilbirnie Street	16



Automotive	Days	April	May	June
AOM 030 Bonding and Riveting	1	23	25, 26	
Familiarisation: IMI Senior Panel Technician (ATA) Pre-assessment Training	1	28	19	9
IMI Accreditation Light Vehicle (ATA) - Master Technician	1	8, 9		
IMI Accreditation Light Vehicle Inspection Technician (ATA) Pre-assessment	2	14-15, 27-28	11-12	
IMI Accreditation Light Vehicle Inspection Technician (ATA)	1	16, 17, 29, 30	13, 14	
IMI Accreditation Senior MET Technician (ATA)	2	1-2		
IMI Accreditation Senior Paint Technician (ATA)	1	15, 16	13, 14, 15	2
IMI Accreditation Senior Panel Technician (ATA)	3	29-1		10-12
IMI Level 2 Award in MOT Testing (Class 4 and 7)	3	6-8, 20-22	18-21, 18-22	1-4, 1-5, 29-2, 29-3
IMI Level 3 Award in Automotive Refrigerant Handling EC 842-2006 (Air Conditioning)	1	17	12, 13	8
IMI Level 3 Award in MOT Test Centre Management	2		14-15	
Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement (VRQ)	2	2-3	14-15	
Licensed Vehicle Service Technician (LVST)	1	1		
LV Wheels & Tyres	1			4
MOT CPD (AM)	1		7, 8, 28	15, 16
MOT CPD (PM)	1		29	15, 16
Welding AOM009	1	20		

Health and Safety	Days	April	May	June
BSC Level 1: H&S in a Construction Environment	2		25-26	29-30
BSC Level 2 Award: COSHH Risk Assessment	1	10		
BSC Level 2 Award: Fire Risk Assessment	1	21		22
Emergency First Aid	1	6, 27	11, 29	8, 22
Fire Warden - AM	1	17	1, 15	8
Fire Warden - PM	1	17	1, 15	8
First Aid at Work	3	13-15, 27-29	5-7, 18-20	23-25
First Aid at Work Refresher	2	7-8,		1-2
IOSH Managing Safely	3		18-20	5-19
IOSH Managing Safely Refresher	1		18	
IOSH Working Safely	1	6		26
Manual Handling - AM	1		18	
Manual Handling - PM	1		18	
Manual Handling Instructors	2		14-15	
Mental Health Awareness First Aid	2	13-14		
NEBOSH Fire Safety & Risk Management	6			22-29
PASMA Towers	1		29	

Business Skills	Days	April	May	June
Achieving Excellent Customer Service	2			9-10
Building Assertiveness	1		29	
Communication Skills	2			29-30
Conflict Resolution - Dealing with Difficult People	1		25	
Dealing with Challenging Customers	1		18	
ILM L3 Award in Leadership Management				15-22
Leading and Managing People	3			22-24
Minute Taker's Workshop	1	27		
The Performance Appraisal	1		11	
Time Management - Get Organised	1		4	
Train the Trainer	3		4-6	

IT Skills	Days	April	May	June
Microsoft Excel 2016 - Developing Spreadsheets	1		26	
Microsoft Excel 2016 - Introduction	1	14		11
Microsoft Excel 2016 - Managing Data	1	16		
Microsoft Excel 2016 - Presenting Information	1	28		

Transport	Days	April	May	June
Abrasive Wheels Course	1	17	18	19
Classroom - Glasgow City Council Introduction to the Role of the Professional Taxi and Private Driver	1	2		
Counterbalance Forklift Truck Operator - Experienced	1	20-22	11-13	
Counterbalance Forklift Truck Operator - Novice	4	7-10, 13-16, 27-30, 28-01	4-7, 5-8, 25-28, 26-29	1-4, 2-5, 8-11, 9-12, 15-18, 16-22, 22-25, 23-29, 29-02
Counterbalance Forklift Truck Operator - Refresher	1	10, 16, 27	1, 4, 8, 14, 18, 26	1, 5, 8, 12, 19, 22, 26, 30
DCPC: Digital Tachograph & Drivers Hours Training Course in accordance with JAAPT - CRS0994/383 7hrs	1	6, 20	4, 18	1, 15, 29
DCPC: Fire Fighting & Emergency First Aid in accordance with JAAPT - CRS1909/383 7hrs	1	7, 21	5, 19	3, 17
DCPC: Realities of Transport in accordance with JAAPT - CRS10019/383 7hrs	1	10, 24	7, 21	2, 16, 30
DCPC: Safety in Transport and Manual Handling in accordance with JAAPT - CRS11733/383 7hrs	1	8, 22	8, 22	5, 19
DCPC: The Law and You in accordance with JAAPT - CRS5850/383 7hrs	1	2, 9, 16, 23, 30	6, 20	4, 18
Driving Alternatively Fueled Vehicles (AFVs)	1	13		15
Lorry Loader (HIAB) - Novice	3	15-17	25-27	
Nat/Int P1 - Exam Only (Passenger)	1			12
Nat/Int P2 - Exam Only (Passenger)	1			12
Nat/Int R1 - Exam Only (Freight)	1			12
Nat/Int R2 - Exam Only (Freight)	1			12
National International CPC - Freight	10			1-12
National International CPC - Passenger	10			1-12

Transport	Days	April	May	June
PASMA Towers	1		29	
Reach Forklift Truck Operator - Novice	2	6-9		
RTITB - Forklift Truck Instructor (10 Days)	10	13-24	11-22	
RTITB - Forklift Truck Instructor Re-registration (3 Days)	3	22-24	20-22	
RTITB - Forklift Truck Instructor Re-registration (5 Days)	5	20-24	18-22	

Automotive	Days	April	May	June
AOM 030 Bonding and Riveting	1	17	8, 29	26
IMI Accreditation Autoglazing - Bodyshop Technician (ATA)	1	16	7, 28	30
IMI Accreditation Light Vehicle Inspection Technician (ATA)	1	22	14	10
IMI Accreditation Light Vehicle Inspection Technician (ATA) Pre-assessment Training	2	20-21	12-13	8-9
IMI Accreditation Resistance Spot Welding & MAG Welding AOM 009	1	13, 15, 24	4, 6, 22, 27	22
IMI Accreditation Senior MET Technician (ATA)	2		25-26	
IMI Accreditation Senior Panel Technician (ATA)	2	21-23	19-21	23-25
IMI Level 2 Award in MOT Testing (Class 4 and 7)	3	6-9, 6-10, 27-30, 27-1	25-28, 25-29	8-11, 8-12, 22-25, 22-26
IMI Level 3 Award in Automotive Refrigerant Handling EC 842-2006 (Air Conditioning)	1	13, 23	8, 11, 22	1, 12, 16, 18
IMI Level 3 Award in MOT Test Centre Management	2		4-5,	4-5, 29-30
IMI Re-Accreditation Senior Panel Technician (ATA)	1	14	5	
IRTEC Inspection Technician	1		7	17
Level 1 Award in Electric/Hybrid Vehicle Awareness (VRQ)	1	2, 3		
Level 1 Award in Electric/Hybrid Vehicle Working Practices AOM081	1	17, 24		
Level 2 Award in Electric/Hybrid Vehicle Routine Maintenance & Repair Activities (VRQ)	1		4, 15	15
Level 2 Award in Electric/Hybrid Vehicle System Repair and Replacement	2	2-3, 14-15	6-7	2-3, 18-19
LGV DVSA Inspections	2		5-6	

Edinburgh

Automotive	Days	April	May	June
MIG/MAG Welding	1	20	18	29
MOT CPD (AM)	1	16		11, 17, 19
PCV DVSA Inspections	2			15-16

Health and Safety	Days	April	May	June
Emergency First Aid	1	27		1
Fire Warden - AM	1	10, 20		22
Fire Warden - PM	1	10		
First Aid at Work	3	22-24	11-13	24-26
First Aid at Work Refresher	2		8-15	
IOSH Managing Safely	3			16-18
Manual Handling - PM	1	20		22

Edinburgh

Business Skills	Days	April	May	June
Achieving Excellent Customer Service	2			15-16
Communication Skills	2	6-7		
Conflict Resolution - Dealing with Difficult People	1			19
Time Management - Get Organised	1	13		12

IT Skills	Days	April	May	June
Microsoft Excel 2016 - Developing Spreadsheets	1			15
Microsoft Excel 2016 - Introduction	1			24

Edinburgh

Transport	Days	April	May	June
Abrasive Wheels and Stihl Saw	1	20		
Counterbalance Forklift Truck Operator - Experienced	1	27-29	20-22	
Counterbalance Forklift Truck Operator - Novice	4	13-16	4-7	1-4, 8-11
Counterbalance Forklift Truck Operator - Refresher	1	3, 17, 30	1, 8, 18, 19	5, 12
DCPC: Digital Tachograph & Drivers Hours Training Course in accordance with JAAPT - CRS0994/383 7hrs	1	6	25	22
DCPC: Fire Fighting & Emergency First Aid in accordance with JAAPT - CRS1909/383 7hrs	1	10	29	25
DCPC: Realities of Transport in accordance with JAAPT - CRS10019/383 7hrs	1	8	27	24
DCPC: Safety in Transport and Manual Handling in accordance with JAAPT - CRS11733/383 7hrs	1	7	26	23
DCPC: The Law and You in accordance with JAAPT - CRS5850/383 7hrs	1	9	28	26
Driving Alternatively Fueled Vehicles (AFVs)	1		8	
GTG - Forklift Truck Instructor Course	5	20-24		
Nat/Int P1 - Exam Only (Passenger)	1			12
Nat/Int P2 - Exam Only (Passenger)	1			12
Nat/Int R1 - Exam Only (Freight)	1			12
Nat/Int R2 - Exam Only (Freight)	1			12
National International CPC - Freight	10			1-12
RTITB - Forklift Truck Instructor (10 Days)	10			15-26
RTITB - Forklift Truck Instructor Re-registration (3 Days)	3			24-26

Edinburgh

Transport	Days	April	May	June
RTITB - Forklift Truck Instructor Re-registration (5 Days)	5			22-26
Transport Manager - Professional Competence Refresher Course	2	20-21		

West Midlands

Automotive	Days	April	May	June
IMI Accreditation Light Vehicle Inspection Technician (ATA)	1	16, 17	7,8	11-12
IMI Accreditation Light Vehicle Inspection Technician (ATA) Pre-assessment Training	1	14, 15	5, 6	9-10
IMI Level 2 Award in MOT Testing (Class 4 and 7)	3	20-23	11-14, 11-15	15-18, 15-19
IMI Level 3 Award in Automotive Refrigerant Handling EC 842-2006 VRQ	1	13, 17	11, 15	8, 12
IMI Level 3 Award in MOT Test Centre Management	2		19-20	
Level 2 Award in Electric/Hybrid Vehicle System Repair and Replacement	2		5-6	
MOT CPD (AM)	1	27		8
LCV DVSA Inspections	2			30-1

West Midlands

Health and Safety	Days	April	May	June
BSC Level 2 Award: COSHH Risk Assessment	1	14		
BSC Level 2 Award: DSE Risk Assessment	1	27		
BSC Level 2 Award: Fire Risk Assessment	1	3		
Emergency First Aid	1		13	
Fire Warden - AM	1	13	4, 25	25
Fire Warden - PM	1		4, 25	
First Aid at Work	3			2-4
IOSH Managing Safely	3			1-3
IOSH Managing Safely Refresher	1	28		
Manual Handling - PM	1	13		26
Mental Health Awareness First Aid	2			23-24

Business Skills	Days	April	May	June
Building Assertiveness	1			16
Leading and Managing People	3			2-4
The Fundamentals of Supervising and Leading People	2		5-6	2-4
Time Management - Get Organised	1	21		

West Midlands

IT Skills	Days	April	May	June
Microsoft Excel 2016 - Introduction	1			24
Microsoft Excel 2016 - Developing Spreadsheets	1			15

Transport	Days	April	May	June
Counterbalance Forklift Truck Operator - Novice	4	4-9		
Counterbalance Forklift Truck Operator - Refresher	1		11	19
DCPC: Realities of Transport in accordance with JAAPT - CRS10019/383 7hrs	1	20		
DCPC: The Law and You in accordance with JAAPT - CRS5850/383 7hrs	1	21		
National CPC Refresher Day	1		25, 26	
National International CPC - Freight	10			1-12
RTITB - Forklift Truck Instructor (10 Days)	10		25-05	
Transport Manager - Professional Competence Refresher Course (2 Days)	2			16-17

Kilbirnie Street

Automotive	Days	April	May	June
BPW Axle and Suspension Maintenance Course	2	16-17	14-15	9-10
IRTEC Inspection Technician	1	1, 29	27, 28	17, 18
LGV DVSA Inspections	2	27-28		15-16
PCV DVSA Inspections	2		25-26	29-30



GTG Glasgow



GTG Edinburgh



GTG West Midlands



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All courses can be tailored to your organisation's specific requirements.