

BOOKING FORM

Course Title: **Continuing Competence Training and Assessment Preparation Course - 1 Day**

Company:
 (Block capitals please)

Address:

 **Post Code:**

Contact Name: **Tel. No.**

Number of places: x **£300 + VAT = £**..... **Payment total**
 (Please send a cheque for the above amount – we will send a receipted invoice by return)

Attendee name(s) and the CoTC Award(s) they hold:

Name:..... OCC/CoTC Award:
 Name:..... OCC/CoTC Award:
 Name:..... OCC/CoTC Award:

*Please note: You must prove your competency before 1st March 2011 if you achieved your award before 22nd December 2008.
 If you achieved your award after this date you have until 1st March 2013.*

Please indicate your preference for the training dates/locations in 2010.

10th March Boreham, Chelmsford 6th May Oxford area
 8th June Manchester area 19th August Bedford area

Dietary Requirements: Please tick and let us know if you need any particular food for lunch, i.e. vegetarian, gluten free

Notes:

1. On receipt of the booking form and payment, we will send delegates confirmation of the booking, with details of the training location. The cost of the course is £300 + VAT (total £352.50) per day per delegate.
2. Closing date for booking forms one month prior to the course start date but please always check availability.
3. Cancellations: 14 days notice is required by delegates wishing to cancel their course booking.
4. SERAC reserve the right to cancel or postpone the course if it is not adequately booked, and to cancel delegates places if payment is not received 14 days prior to the commencement of the course.

COURSE DETAILS

This course is to prepare existing CoTC holders for the mandatory continuing competence assessment that they will have to undergo. It will provide much of the knowledge required to be able to take the WAMITAB/CIWM test. As part of the SERAC course, delegates will be able to sit a simulated Competence Assessment.

It does not however guarantee that participants who attend and pass the SERAC assessment will be able to pass the WAMITAB/CIWM assessment test.

ONE - LEGISLATION:	TWO - SAFETY:
<ul style="list-style-type: none"> • Categorisation of landfills • Understanding of WEEE • Recognition of common Hazardous Waste • Duty of Care (general requirements) • Registration of Carriers • ADR • Waste classification and EWC • Records and waste transfer notes • Quality Protocols (general awareness) 	<ul style="list-style-type: none"> • Monitoring of H&S • Risk assessment control procedures • Use of PPE • RISSOR & reporting • Traffic Management • Contractors • Sign and Signals • Permits to Work • Lifting Equipment - PUWER and LOLER • Manual Handling-risk assessments • Musculoskeletal disorders
THREE - TECHNICAL OPERATIONS:	FOUR - ENVIRONMENT PROTECTION:
<ul style="list-style-type: none"> • Plant Maintenance - consequences-spills breakdowns • Monitoring- odour/noise/littering/pests • Record Keeping/Reporting • Waste Acceptance procedures • Non permitted waste 	<ul style="list-style-type: none"> • Environmental Incidents - spillages/prevention/reporting/enforcements/spill kits/house keeping • Environmental Risks - awareness of pathways/receptors • Surface waste/drainage • Emissions which have to be reported • Oil Storage • Containment Storage - impermeable pavements • Sealed drainage • Hard Standing • Bunding