



In-House Portable Appliance Testing Training Course

## Further Information

Thank you for your interest in our in-house training courses. This document will give you the information you need to make your course a success - but if there is anything else you need to know, by all means give us a call!

## Programme

This is our standard timetable; it can be altered if you wish - see below.

9:45 - 10:00	Introduction, Welcome, Objectives
10:00 - 11:00	<b>Background</b> The legal requirements - what exactly does the law require? What should be tested? How should it be tested, and how often? Who is responsible for the testing, and who will be blamed if there is an accident?
11:00 - 11:15	BREAK
11:15 - 12:30	<b>Electrical Appliances</b> What types of equipment do we have to test? Class 1 and Class 2 appliances How to carry out a simple examination Checking plugs, cable and fuses
12:30 - 1:30	LUNCH
1:30 - 2:45	<b>Examination, Inspection and Testing</b> Demonstration and hands-on practical work - testing a variety of different appliances. Important notes on safety. Avoiding damage to equipment under test
2:45 - 3:00	BREAK
3:00 - 4:00	<b>Examination, Inspection and Testing</b> More practicals and demonstrations, including testing ICT equipment
4:00 - 4:30	Final discussion and conclusion

## Can We Alter The Timings?

Yes! As long as we don't shorten any of the sessions, you are welcome to amend the timings as you see fit. We could, for example bring everything forward by 1 hour, to start at 8:45 and finish at 3.30. We have in the past run the course over two mornings, and on one occasion started at 10:45 PM and finished at 5:30 AM for a team of night workers in a factory.

Please bear in mind that the trainer will need access to the training room at least 1½ hours before the course starts; so if you want to start at 8:45 the trainer will require access from 7:15.

## **How Much Does It Cost?**

We normally charge £995.00 + VAT for the one day course. This includes course materials and certificates for up to 12 people; if you have 12 people to train this works out at just under £83 per person!

The course is exactly the same as our public courses; except when we come to you it's up to you to provide the coffee! Whether you provide lunch as well is up to you, but if not, let us know so we can bring a pack-up!

## **What About Travel and Accommodation?**

We normally allow for travel and accommodation in our standard fee, but in the event of excessive travelling we may make a surcharge to cover the extra distance. We have previously run courses in the extremes of the UK, and also abroad. The furthest we've been booked to travel so far is Gabon in West Africa (for Shell Oil.) For UK courses the trainer will normally need to drive, due to the amount of equipment required.

## **What Do We Need To Provide?**

We will bring all of the training resources and materials. We use a variety of appliances which have been selected or 'modified' to give relevant results for training purposes. There is a circus of experiments which the participants will work through to give hands on experience. You are of course welcome to introduce your own appliances into the practical session to enable us to show you the best way to test your own equipment.

If you have already purchased a pat tester, please make sure it is available for the course; this means we will be able to show you how to get the best from it. Otherwise we will conduct the training using a series of 'industry standard' testing machines to give the participants relevant experience.

## **Access**

The trainer will need access to the training room approx 1 ½ hours before the course starts - if our standard timings are being used the trainer will arrive around 8AM. The course will always finish on time and the packing up takes about ½ hour. In some cases we may suggest setting up the previous night if this is convenient.

## **Room Size & Layout**

Note this is a practical course so a large room will be required! The best room to use is a dedicated training or meeting room, rather than a laboratory or workshop. The room layout will be Theatre Style with top table for presenter, plus at least 8 tables (10 if possible) around the outside of the room for practical work. Ideally these will be standard 6ft or 4ft rectangular tables (trestle tables are fine.) Please note that these tables are essential to the running of the course; please advise us before hand if you anticipate a lack of tables as we may need to revise the practical session!

If you have a very small group (less than 6 people), you may prefer for the participants to be seated at tables for the theory part (Classroom Style.) These extra tables will be required in addition to the 8 or 10 around the outside of the room. We appreciate this will depend on the group size, the size of the room, and the availability of tables!

If you do not have access to a dedicated training room, please call us for advice - we have run courses in all sorts of venues before, but if don't have time to plan accordingly the quality of the training may be compromised. One possibility is to carry out the morning session (mainly theory) in a classroom, and the afternoon session (mainly practical) in a workshop.

Please also note that the trainer will bring a lot of equipment for the course, so we would appreciate a room which is on the ground floor (unless there is a lift) and not too far from the car!

## **AV Equipment**

We will bring our own projector and laptop, but if you can provide a screen (or a white wall) that would be great! If there is a projector or interactive white board already installed, we carry the presentations on CD and USB memory stick.

## **What About Training Materials?**

We will provide a course pack for all the participants (up to a maximum of 12 people) which contains all of the technical information required to carry out pat testing in most environments. The course packs are professionally printed and are designed to assist the participants during the course and as a reference guide afterwards. Please note we do not provide copies of the IEE code of practice, although the technical information in our course notes is based on the regulations. The IEE code of practice is useful as a reference, but is pretty tough-going for a training course. We think it's a bit much to charge you £35 for a document you probably won't read just because we're too lazy (or not able) to prepare our own training materials!

All of the participants will receive a training certificate at the end of the course. It is perfectly acceptable to ask them to carry out pat testing after they have completed the course - there is no examination during the course, but in the unlikely event that our trainer feels that one or more of the participants has not grasped sufficient information during the day, he will report this to you and withhold the certificate. This is, however, very rare!

## **Other Requirements**

Lunch - Whether you provide lunch and refreshments for the participants is of course up to you; but please consider that the trainer may need to work through some of the lunch break to set up for the afternoon session so may be unable to get off-site if lunch is not provided. Please let us know if you are not intending to arrange food and refreshments so we can make alternative arrangements.

## **Who Will Teach Us?**

All of our courses are delivered by Tim James, the founder and Technical Director of **PAT Testing Expert Ltd**, a company specialising in Portable Appliance Testing.

He has been involved in the field of electrical safety since being trained to inspect and test whilst working as a school science technician in 1985. Since then, electrical safety has been a major part of his working career, especially whilst working as County Technician for Humberside LEA from 1991 to 1996. During this period he oversaw the testing of all of the portable appliances in the County's 500+ schools, as well as training many of the authority's staff to carry out the testing. In the course of these duties he sat on various local and national committees to implement portable appliance testing regimes across the whole of the public sector and devise a system for assessing the competence of those carrying out the work. Some of this work led to the implementation of the City and Guilds 2377 qualification.

Tim spent seven years working for a private training company, where he organised and delivered a variety of training courses in the field of electrical safety. During this time he was involved in training at a wide variety of organisations, including Imperial College in London, and Oxford University.

For the last 5 years he has been Technical Director of a large PAT Testing company, providing training courses for many companies and organisations, and overseeing the testing of over 300,000 appliances per year.

Tim is a member of several professional associations, including the Institute of Occupational Safety and Health (IOSH) and the IET (formerly IEE Institute of Electrical Engineers)

Whilst he is highly qualified, Tim is not a professor of electrical engineering and believes firmly in a common sense and pragmatic approach to Portable Appliance Testing. To this end he delivers the training in a practical, light hearted and down to earth way, delivering from his 20 years experience as much as from a text book. This means that those who attend the course gain useful skills and practical experience as well as an understanding of the actual process involved in Portable Appliance Testing. Testimonials can be provided from past delegates should they be required.

If you have any queries, please speak to us on 0845 459 4295 4661, or mobile 07983 331676 (trainer)