

Learning Directory 2011

High quality tailored training at a reasonable price

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Foreword

SEC was formed in 2005 by a group of Registered Providers in the South East. The Membership focussed on opportunities for large efficiency savings through refurbishment frameworks.

In 2007, SEC ran a few training courses for which there was a common need. These saved members over £42,000 and demonstrated the opportunity to make demonstrable efficiency savings through training.

Now 3 years on the SEC training programme has expanded beyond Asset Management. In 2010 SEC trained over 300 staff and saved Members over £145,000 collectively.

By using SEC's collective buying power we are able to offer Members on average a 50% saving on courses. We promise you high quality training at a reasonable price. Our training providers go through a strict approval process and work with us in partnership to provide tailored courses.

We have a flexible approach to training, and if there is course you think we should be doing - let me know! At SEC we appreciate the importance of feedback and are continuing to improve our services thanks to your valuable input.

This brochure should provide you with all the information you need on the courses we currently offer. If you have any comments or a course suggestions please e-mail me at katie.rayner@southeastconsortium.org.uk

A handwritten signature in black ink that reads 'Katie Rayner'.

Katie Rayner
SEC Performance Officer

Course List ...

- Asbestos Awareness
- Asbestos Inspection Procedures (BOHS P402)
- Building Regulations
- CDM 2007
- Damp & Condensation
- EcoHomes XB
- Equality & Diversity for Small Contractors
- Fire Safety Awareness
- Gas Safety Awareness
- Legionella: Landlord's Roles and Responsibilities
- Management of Asbestos in Buildings (BOHS P405)
- Property and Site Inspection for Non-Technical Staff
- Refurb for Real
- Service Charges Consultation
- Trusted Assessor

Training Summary Sheet



Asbestos Awareness

COURSE CONTENT

- Properties of asbestos and its effects on health
- Types of products or materials likely to contain asbestos
- Operations which could result in asbestos exposure
- Preventive controls to minimise exposure
- Managers' responsibilities
- Role of asbestos surveys
- Safe work practices, control measures and protective equipment
- The purpose, choice, limitations, proper use and maintenance of respiratory protective equipment
- Emergency procedures

There will be a short test at the end of the course.

Duration:	3 hours	Trainer:	Encompassed Ltd	Approximate Cost per Delegate	£45
Qualification	None. Certificate of Attendance provided.				
Aim	To gain an understanding of the Control of Asbestos Regulations 2006.				
Suitable for	All staff. Ideally suited as an annual refresher course for existing and new members of staff.				

Training Summary Sheet



BOHS P402: Asbestos Inspection Procedures

COURSE CONTENT

- Introduction and Legislative Requirements
- Asbestos in Buildings
- Bulk Sampling
- Practical Work

Delegate Feedback

“It was an interesting and enjoyable course and will be useful to enable me to identify asbestos products.”

Delegates will sit a 1 hour 15 minute MCQ BOHS exam consisting of 45 questions.
A practical assessment will also be carried out for each delegate.

Duration	3 full day	Trainer	Encompassed Ltd	Approximate Cost per Delegate	£660
Qualification	Proficiency Certificate in Buildings Surveys and Bulk Sampling for Asbestos				
Awarding Body	British Occupational Hygiene Society				
Aim	To provide background and practical knowledge in the surveying of buildings for asbestos and to provide general guidance on management procedures necessary to minimise exposure to any identified asbestos.				
Suitable for	Asbestos Contract Managers, Project Surveyors and those within the organisation who will be required to carry out Asbestos inspections/testing.				

Training Summary Sheet



Building Regulations

COURSE CONTENT

- The relationship between building control and planning
- The effects Building Regulations have on health and safety
- How to apply Building Regulations
- The implications of other legislation
- The relationship between NHBC Technical Standards and Building Regulations approved documents
- Knowledge of recent regulation changes
- Advanced notice on forthcoming regulations
- Planning, procedures and compliance
- Practical application of the regulations
- Knowledge of approved documents A-N inclusive

Delegate Feedback

“The presentation and handouts were very informative. The whole day was useful.” “The course was useful for my employment and for my personal development.”

Duration	1 full day	Trainer	NHBC Ltd	Approximate Cost per Delegate	£100
Qualification	None. Certificate of attendance will be provided.				
Aim	Building Regulations are at the heart of all aspects of house building. They can be made easier to manage by understanding how they affect you. This course help's to prepare you to cope with the impact and meet Building Regulations.				
Suitable for	All Asset Management staff, specifically Project Managers and Surveyors.				

Training Summary Sheet



CDM 2007

COURSE CONTENT

- Overview of the CDM regulations
- Key duty holders responsibilities
- Co-operation and co-ordination issues
- Pre-construction information
- Management of the construction phase, including design / build changes
- The Construction Phase Plan
- Any specific issues raised by the course delegates

The course style is open and interactive, encouraging understanding through active participation.

Duration	1 full day	Trainer	NHBC	Approximate Cost per Delegate	£80
Qualification	None. A certificate of course completion will be provided.				
Aim	The CDM Regulations changed in 2007 and affect every aspect of health and safety on site for every role in the industry. This course will help you have an understanding of the key changes in the new regulations.				
Suitable for	This course will help you have an understanding of the regulations				

Training Summary Sheet



Damp and Condensation

COURSE CONTENT

- Forms, diagnosis and rectification of water ingress (including Rising Damp)
- Distribution of water in materials
- Methods of measuring and assessing moisture
- Moisture meters and Carbide meters
- Gravimetric methods
- Environmental moisture
- Contaminant salts
- Condensation compared to other sources of dampness
- Understanding relative humidity, vapour pressure and environmental moisture
- Water vapour in buildings and its origin
- Mould growth, biology of mould and toxic moulds
- Diagnosis and rectification
- Hygrometers, surface temperature thermometers, data loggers

Delegate Feedback

"This is a useful training course with interesting subjects"

Duration:	1 full day	Trainer:	Property Care Association	Approximate Cost per Delegate	£80
Qualification	None. Certificate of attendance will be provided.				
Aim	To provide information and guidance on the problems of condensation and its relationship with toxic mould. Delegates will learn how to recognise the symptoms of condensation, water penetration and damp and identify the causes and remedies.				
Suitable for	Surveyors, tenants, property managers and other social housing professionals.				

Training Summary Sheet



EcoHomes for Existing Buildings

COURSE CONTENT

- Knowledge and expectations exercise
- An overview of climate change and other drivers: why is this important?
- EcoHomes XB – the context and methodology
- Case studies of using EcoHomes XB; cost implications and lessons learnt.
- Workshop 1 - XB Management Section and capturing existing practice
- Workshop 2 – XB Scoring Exercise Initial Assessment
- Workshop 3 – XB Scoring Exercise Repeat Assessment
- A strategy for using EPCs to increase XB scores
- Discussion on future policy direction
- Signposting to further sources of help

Delegate Feedback

“I particularly enjoyed the exercises to ascertain the credit scores for the various types of buildings looked at.”

Duration	1 full day	Trainer	Sustainable Homes	Approximate Cost per Delegate	£140
Qualification	None. CPD certificate issued.				
Aim	By the end of this course delegates will have increased their knowledge and understanding of EcoHomes XB, its application to their organisation and how it relates to EPCs. They will be able to more confidently use the toolkit to support the repositioning of their organisation’s asset management and related corporate strategies.				
Suitable for	Project Managers, Project Surveyors and Facilities Officers.				

Training Summary Sheet



Equality & Diversity for Contractors

COURSE CONTENT

This is a practical, informal and interactive workshop. The exercises encourage discussion and sharing of experiences to increase knowledge and understanding of equality issues.

The course will cover:

- An overview of equality and diversity in the UK construction industry
- Social and demographic changes in the UK, the effects on the world of work and expectations of our customers
- Equality and the law
- What is equality
- What is diversity
- The business benefits of equality and diversity
- Problem solving scenarios
- Sources of practical help and advice

Duration:	1/2 full day	Trainer:	TMS	Approximate Cost per Delegate	£90
Qualification	None. A certificate of attendance will be provided.				
Aim	To enable delegates to understand and meet the needs of a diverse customer base, learn about the practical implications of equality law and identify the business and customer benefits of addressing diversity issues.				
Suitable for	Small sized contractors, typically those who do not have the resources to provide this training.				

Training Summary Sheet



Fire Safety COURSE CONTENT

- Fire legislation history
- Main requirements and enforcement of Regulatory Reform (Fire Safety) Order 2005
- Fire Safety within Housing Association properties
- Chemistry of fire and how it spreads
- Sources of fuel and ignition
- Identification of people at risk
- Fire Risk Assessment process
- Reducing the risks to people if a fire does occur

At the end of the course delegates will be able to:

- identify fire hazards in their premises.
- reduce the risk of those hazards causing harm.
- decide what physical precautions and management arrangements are necessary to ensure the safety of people in their premises if a fire does start.

Delegate Feedback

"I enjoyed the interaction between the tutor and other candidates on general risk types. And finding out how others approach the regulations and resolved issues."

Duration:	1 full day	Trainer:	UK Fire Training	Approximate Cost per Delegate	£65
Qualification	None. Certificate of attendance will be provided.				
Aim	To provide an understanding of the Regulatory Reform Order, the knowledge to be able to interpret government guidance and British Standards in order to support the Fire Risk Assessment process.				
Suitable for	Anyone who supports the Fire Risk Assessment process in their role. i.e. Project Manager, Project Surveyor, Housing Officer or Facilities Officer.				

Training Summary Sheet



Gas Safety Awareness

COURSE CONTENT

- Gas Safety (installation & regulations)
- Carbon Monoxide cause and effects
- Landlords Gas Safety Records and auditing
- Gas escapes procedures and advice to tenants
- Engineers qualifications
- Risk assessments for void and exchange properties
- Meters and pipe-works
- Flue arrangements, ventilation and operation of gas appliances
- Corporate manslaughter

Delegate Feedback

“the practical identification of the type of boiler flue problems was very useful”

Delegates will have access to a purpose built accredited training centre based in Chatham with numerous and different types of gas appliances installed and fully operational.

The course concludes with an open book ten question multiple choice theory paper.

Duration:	1 full day	Trainer:	Gas Train Ltd	Approximate Cost per Delegate	£110
Qualification	None. Certificate of attendance will be provided.				
Aim	To give a basic knowledge of the Gas Safety Regulations 1998. Delegates will gain a greater understanding of basic safety awareness around gas.				
Suitable for	All asset management staff including planned works and responsive repairs team members.				

Training Summary Sheet



Legionella: Landlord's Roles and Responsibilities

COURSE CONTENT

- Background to Legionella and legionnaires' disease
- Statutory requirements, management responsibility and designated staff functions.
- Understanding what information needs to be monitored and recorded
- Who is the Responsible Person and what are their duties?
- The process of systematic risk management
- Current issues and future trends
- Regulations and guidance
- The control of Legionella

Delegate Feedback

"The most useful part for me was the exploding of the myth that the recommendations contained within L8 were minimum requirements that needed to be met."

Duration	1 full day	Trainer	Water Hygiene Centre Ltd	Approximate Cost per Delegate	£100
Qualification	None. Certificate of attendance provided.				
Aim	This course provides delegates with a detailed understanding of the issues surrounding Legionella risk management. The course will be presented as a small seminar, supported by a course manual. This format allows questions and answers throughout the day.				
Suitable for	Project managers, Project Surveyors, Housing Officers and any others within the organisation who visit properties which may require monitoring.				

BOHS P405: Management of Asbestos in Buildings

COURSE CONTENT

- Historical background of asbestos
- Adverse health effects of asbestos
- General UK Health and Safety legislation applicable to building survey work
- Specific asbestos related Health and Safety legislation
- Different types of Asbestos Containing Materials (ACM) utilised within buildings
- Potential risks from asbestos within buildings
- Collection of samples of ACM
- Recording survey and risk assessment findings

Course examination/assessment

Delegates will sit a 1 hour 15 minute MCQ BOHS exam consisting of 45 questions.

A practical assessment will also be carried out for each delegate.

Delegate Feedback

“A very informative and useful course, it was really enjoyable. Thank you very much to SEC for arranging it.”

Duration:	4 full intensive days	Trainer:	RPS Group	Approximate Cost per Delegate	£490
Qualification	British Occupational Hygiene Society's Proficiency Certificate in Management of Asbestos in Buildings				
Aim	To provide background and practical knowledge for delegates to effectively manage asbestos in buildings and audit asbestos removal projects.				
Suitable for	Those who need a detailed awareness of problems presented by the presence of asbestos containing materials within buildings and those who will need to manage asbestos, such as Facility Managers and Safety Officers.				

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Property & Site Inspection for Non-Technical Staff

COURSE CONTENT

- Preparing for a property inspection
- Identify health and safety risks/issues
- Effectively document findings using standardised forms
- Diagnose defects, problems and potential problems
- Working with service users to drive up void standards
- Develop and apply re-let standards
- Effective monitoring
- Tackling an estate/area walk-about inspection
- Recognise minor and potentially serious problems

Duration:	1 full day	Trainer:	Housing Quality Network	Approximate Cost per Delegate	£90
Qualification	None. Certificate of attendance will be provided.				
Aim	To provide guidance to non-technical staff on undertaking inspections of void and tenanted properties with a focus on the customer perspective.				
Suitable for	Non-technical staff with a responsibility of managing and inspecting estates and properties and anyone wishing to improve their understanding of void and estate management.				

Training Summary Sheet



Refurb for Real: Sustainable Retrofitting of Existing Stock

COURSE CONTENT

ECD Architects, Construction and Property Consultants Keegans and Sustainable Homes provide an interactive one-day workshop on refurbishing existing stock.. Hear from those that have made significant improvements to a variety of homes and learn from their experiences.

Topics covered:

- Standards and policies
- Running a successful refurbishment project
- Products and research
- Water efficiency
- A variety of case studies

Delegate Feedback

“The course was very informative, particularly the case studies.”

Duration:	1 full day	Trainer:	Sustainable Homes	Approximate Cost per Delegate	£130
Qualification	None. Certificate of attendance will be provided.				
Aim	To gain an understanding of practical changes that can be made and designing a way forward for your stock.				
Suitable for	Members of the stock investment, planned maintenance and development teams.				

Leaseholder Consultation and Services Charges

COURSE CONTENT

- Background to the Regulations
- Landlord's roles and responsibilities
- When consultation is required and exclusions
- Introduction to the consultation process
- Operating a Section 20 consultation process
- Schedules and Notices
- Tenants'/Leaseholders' observations
- Section 20 consultation and term contracts
- Section 20 consultation and frameworks
- Seeking dispensation from the requirement to consult tenants/leaseholders
- Leasehold Valuation Tribunal/Lands Tribunal
- Qualifying Long Term Agreements and qualifying works
- Tenants/Leaseholders and variable services charges
- Pricing information required for consultation processes
- Reconciling Section 20 consultation with EU Regulations

Delegate Feedback

"The trainers both had excellent knowledge and experience of the subject. The handouts are good references, particularly the templates."

Duration:	1 full day	Trainer:	Trowers & Hamblins LLP	Approximate Cost per Delegate	£110
Qualification	None. Certificate of attendance provided.				
Aim	The training course gives attendees an understanding of the details of the Service Charges Regulations and includes template notices for consultation.				
Suitable for	Procurement team, Contract Managers and officers working in service charge consultation departments.				

Training Summary Sheet



Trusted Assessor

COURSE CONTENT

Workshop 1

Unit 1 – Assessment – The Principles of Person Centred Practice.

The workshop will focus on people who have health conditions which may have an impact on daily living, the barriers faced and products or solutions which help to remove these barriers and achieve their preferred way of life. Different methods of communicating will be examined and the factors that cause communication barriers and how these could be overcome discussed.

Unit 2 – Enabling Independent Living.

The importance of activity, the factors which influence it and how activity relates to the person's role within the family and wider society will be explored. Delegates will look at 'task analysis' for a range of daily activities and explore the component parts of activities and what physical and cognitive skills a person needs to carry them out.

Workshop 2

Unit 3 – The Constraints and Influences of the Environment.

This unit considers legislation relevant to equipment provision and anti-discriminatory practice, and explores the duties and responsibilities of workers. Delegates will also focus on the environment – at home, at work and in the community - and explore environmental barriers which may have an impact on a person's daily life. They will carry out a basic access audit to identify situations where the environment affects a person's ability to live independently and identify products or other solutions which could overcome the barriers.

Unit 4 – Assistive Technology and Independent Living.

How the delegate can use the assessment model to support decision making and find solutions to problems. Delegates will draw together their learning from the workshops to consider a case study and, from the information supplied, arrive at appropriate solutions for the individual concerned.

Duration:	2 days intensive	Trainer:	Independent Living Partnership	Approximate Cost per Delegate	£662
Qualification	This course is accredited by the Open College Network and delegates will work towards gaining credits for a level 2 OCN qualification.				
Aim	To ensure that delegates are suitably qualified and experienced, can identify needs through a process of consultation with the individual and ensure timely provision of effective solutions.				
Suitable for	Support workers, healthcare assistants, physio and occupational therapy assistants and care managers.				