

# Information Guide

Your local training provider for your industrial  
and construction training requirements

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ABOUT US:

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# CTA Centre

**CTA Centre was the first fully CITB accredited permanent training and testing site in the South West. It is equipped to handle all the classifications of plant for which Construction Skills offer CPCS cards. The centre comprises a site which replicates all construction site conditions and was opened in 1991. 40 acres of dedicated training area plus 7 acres of woodland (for chainsaw training) also means that it is possible to carry out more than one type of training at any one time.**

Only modern plant is used at the centre, that not available from the company's own fleet is obtained only from major sources in the South West.

The centre was the brainchild of Keith Curtis, who has been in the plant business since 1979, having been employed as an operator prior

to commencing business in his own right as a one man operator of a wheeled digger. Gradually expanding to a position of having 20+ machines operating over the whole country. It was his experience and foresight that made him realise that bearing in mind the need for any trainee working under ultra safe conditions, it is not always possible to qualify a person as a machine operator in the often limited confines of a town construction site and this led him to set aside the land at West Park purely as a training ground for operators. The centre now carries its own plant machinery including 360 excavators, Forward Tipping Dumpers, Telehandler and Forklift Trucks on which the operator can train.

# Timeline

● **1995**

The centre acquired ATB-Landbase (now Lantra NTO), and offers full agricultural, horticultural and forestry training.

● **1998**

Due to high demand for expert training, the building of a new multimillion pound training complex (comprising lecture rooms, canteen, offices, state of the art filing systems and fully equipped kitchen,) was commenced and opened in 2001 and is now in daily use.

The centre also acquired ISO9002 accreditation, due to the high standard of training and record keeping, this process is constantly monitored and maintained to.

● **2002**

The centre also acquired the ALLMI (Association Of Lorry Loaders And Manufacturers Institution), again a first for the South West. This certificate is purely for Lorry Loader operators seeking another form of certification to that of the CPCS card.

Constant development of training courses ensures there is always a certificate available for any type of machine that may be used, even those not covered by our various

accreditations. This places CTA Centre at the forefront of industrial and construction training.

● **2008**

CTA Centre became the first CPCS accredited test centre in Devon, Cornwall and Somerset to offer the new CPCS Technical Test, meeting all of the stringent rules at the state of the art test centre.

● **2009**

Saw a great beginning to the year with the addition of a new test site at Mells, Somerset in association with AKS International (Cranes) Ltd offering the CPCS categories A25, A26, A36, A40 and A66 test categories - Opened in February, unfortunately this site closed in 2013 due to a relocation of AKS Cranes.

In May, another CPCS accredited test site was opened in conjunction with Marsh Plant Hire Ltd in Havant, Hampshire, again, this centre covers all of the lifting categories offered by CPCS including Appointed Persons.

CTA Centre arranged sponsorship with local machinery dealer Kellands (Plant Sales) Ltd to supply a 180 Excavator, 360 Excavator (above 10t,) 360 Excavator (Below 10t) and a Forward Tipping Dumper purely

# Timeline

for training purposes. This ensures that whenever anyone attends the centre to undertake a course on any of these machines, they will be trained on modern (less than 2 years old) equipment.

● **2010**

Saw the opening of our 3rd test site, this one was in conjunction with Macsalvors Plant Hire Ltd in Truro to cover the lifting categories offered by CPCS.

In August, we gained our accreditation to the NPORS (National Plant Operations Registration Scheme), this was sought as an alternative to the CPCS Certification.

November, was yet another accreditation to our bow - an alternative to the City & Guilds certification for street works - the Scottish Qualifications Register Accreditation for street works certification, they also offer the plant NVQ's along with the Appointed Persons and Crane Supervisor NVQ's.

● **2013**

In December 2013, a revamp of the company image was undertaken, along with a directorship change, the

previous identity had been used since 2001, and to keep with the modern times, a new logo was devised.

● **2014**

We started the year by installing 3 computers in 3 separate rooms and gaining the Pearson Vue accreditation, we installed this to enable us to complete the variety of CSCS tests and CPCS Renewal Theory Tests as we were having difficulty in getting tests at the correct times, this is now run 24hrs a day 7 days a week and has proved to be very popular.

● **2015**

We sought accreditation for the new Labourers Level 1 NVQ to enable site labourers to gain their CSCS Cards and started running the courses immediately. July, we took the plunge and purchased a brand new van posing in our new company logo and employed another full time tester/trainer to fulfil the demand in various courses on offer.

In September we gained association with First Aid Awards Ltd to enable us to deliver the 1 day emergency 1st aid at work course and the 3 day Appointed Person First Aid At Work Course, these do have to be renewed every 3 years and is very useful for personal use as well as work use.

# CPCS



**What is CPCS?**

**CPCS is recognised by the UK Contractors Group (UKCG) and Major Home Builders Group (MHBG), amongst others, as the preferred card to comply with codes of practice for competence and certification. It was launched in 2003 at the request of employers, to help them comply with regulations and requirements, and aims to apply common standards for all plant operators. CPCS covers a large range of plant and plant-related categories, and more are continually added.**

CPCS is owned by the Construction Industry Training Board (otherwise known as CITB) which allocates staff to manage and administer it on behalf of the CPCS Management Committee that develops its policy and strategy.

ACCREDITATIONS:

# CPCS

The cards available within the CPCS Scheme are:

- Trained Operator Card
- Competent Operator Card

**Trained Operator (Red) Card is a two year card that is not renewable. The requirements for this card are:**

Carry out any training necessary to bring you up to the standard required to enable them to pass the CPCS Technical Test

Pass the relevant CITB Health, safety and environment test

Achieve the CPCS Theory Test (within two years of the CITB Health, safety and environment test)

Achieve the CPCS Practical Test (within six months of the CPCS Theory Test and within two years of the CITB Health, safety and environment test)

**Competent Operator (Blue) Card is a five-year card which is renewable for those who have demonstrated a level of competence. The requirements to obtain this card if you are upgrading from a CPCS Trained Operator (Red) Card are:**

Hold a valid CPCS Trained Operator (Red) Card on the category that must be within the 12 month grace period

Pass the relevant CITB Health, safety and environment test

Achieve a SVQ or NVQ, with the appropriate units relevant to the category

ACCREDITATIONS:

# CPCS

CPCS Category Codes	Location
Crawler Cranes **	Off Centre
Crawler Tractor-Dozer	Off Centre / On Centre
Crawler Tractor Sideboom **	Off Centre
Excavator 180 All Sizes and Categories	On Centre
Excavator 360 All Sizes and Categories	On Centre
Mobile Crane	On Centre
Motorised Scraper **	Off Centre
Piling Rigs (Bored) Above/Below 15t **	Off Centre
Piling Rigs (Driven) Above/Below 15t **	Off Centre
Soil/Landfill Compactor **	Off Centre
Tower Crane **	Off Centre
Tracked Loading Shovel	On Centre
Wheeled Loading Shovel	On Centre
Crusher	Off Centre / On Centre
Dragline **	Off Centre
Dumptruck - Articulated	Off Centre / On Centre
Dumptruck - Rigid **	Off Centre
Forklift Sideloader	On Centre
Forward Tipping Dumper (wheeled/Tracked)	On Centre
Grader **	Off Centre
Industrial Counterbalanced Forklift	Off Centre / On Centre
Loader Compressor	On Centre
Loader/Securer Non STGO	On Centre

ACCREDITATIONS:

# CPCS

CPCS Category Codes	Location
Loader/Securer STGO **	Off Centre
Lorry Loader (Hook/Grab/Bucket)	On Centre
Pedestrian Operated Tower Crane **	Off Centre / On Centre
Reach Truck	On Centre
Rough Terrain Forklift	On Centre
Screener	Off Centre / On Centre
Skid Steer Loader	On Centre
Slinger/Signaller	On Centre
Telescopic Handler All Sizes and Categories	On Centre
Trencher	Off Centre / On Centre
Compact Crane	On Centre
Crane Supervisor	Off Centre / On Centre
Agricultural Tractor	On Centre
Hoist **	Off Centre
MEWP Boom	On Centre
MEWP Mast Climber	Off Centre
MEWP Scissors	On Centre
Piling Rig (Tripod)	Off Centre
Ride On Road Roller	On Centre
Appointed Persons	Off Centre / On Centre
Demolition Plant	Off Centre

\*\* Tests can be completed on site under certain circumstances

ACCREDITATIONS:

# NPORS



**National Plant Operators Registration Scheme Limited (NPORS) is one of the UK's leading accrediting bodies for; construction recognised by the Health and Safety Executive (HSE) and Health and Safety Executive Northern Ireland (HSENI). NPORS also work in the following sectors; Industrial, Construction, Utilities, Warehousing and Distribution, Agricultural, Ports and Marine.**

The main objective of NPORS is to allow Accredited Training Providers a flexible approach to meet the needs of the employer to help and assist in providing an adequately trained workforce within the UK.

These certificates can be issued with a restriction per category, or with a restriction per company and can also have varying expiry dates from 2 to 5 years.

There are 94 categories under the scheme from Safety Awareness through to Tower Cranes and almost any category you can think of in between.

The courses can be conducted at a customer's premises, using the customer's machinery, and can have between 3 and 10 operatives on per course.

The NPORS card costs £25.00 per person, and a certificate can be issued for an additional £25.00.

ACCREDITATIONS:

# City & Guilds



**City & Guilds is the only awarding body solely dedicated to vocational learning. Over 1.5 million learners work towards a City & Guilds qualification every year.**

**City & Guilds is the leading vocational awarding body in the UK, awarding over 50% of all National Vocational Qualifications (NVQs), and through our partnership with the Construction Industry Training Board (CITB), we award over 90% of all NVQs in Construction.**

Grants are available for these courses for companies who pay the Construction Skills Levy. Grants are sometimes available for people who are employed or self employed.

**Please contact us to see if you qualify.**

NVQ Level 1 and 2 - Specialised Plant and Machinery Operations

NVQ Levels 1, 2 and 3 Plant Maintenance

NVQ Level 2 - Plant Operations, Lifting / Slings

NVQ Level 2 - Plant Operations

NVQ Diploma In Plant Operations

Diploma In Planning Lifting Operations

NRSWA 1991 - Operatives and Supervisors - Full Courses and Exam Renewals

ACCREDITATIONS:

# SQA



**SQA is the national accreditation and awarding body in Scotland, but now has extended its coverage to the rest of the UK.**

As an awarding body, they work with schools, colleges, universities, industry, and government, to provide high quality, flexible and relevant qualifications. They strive to ensure that our qualifications are inclusive and accessible to all, that they recognise the achievements of learners, and that they provide clear pathways to further learning or employment.

NVQ Level 1 and 2 - Specialised Plant and Machinery Operations

NVQ Levels 1, 2 and 3 Plant Maintenance

NVQ Level 2 - Plant Operations, Lifting / Slings

NVQ Level 2 - Plant Operations

NVQ Diploma In Plant Operations

Diploma In Planning Lifting Operations

NRSWA 1991 - Operatives and Supervisors - Full Courses and Exam Renewals

## Driver CPC



### What is Driver CPC?

Under a new European Union Directive, professional bus, coach and lorry drivers need to hold a Driver CPC in addition to a vocational driving licence. Any drivers of lorries over 3.5 tonnes and minibuses with 9 seats or more must usually obtain a Driver CPC.

New drivers obtain their Driver CPC by passing a series of initial qualification tests - theory and practical. This must then be followed by 35 hours of periodic training every 5 years if they want to keep their Driver CPC after that period.

### Initial qualification

The initial Driver CPC qualification is split into four parts. These include the theory and practical tests drivers will need to pass before they can gain their full vocational driving licence.

The other two parts are optional, and only need to be taken if the driver wants to get the full Driver CPC that will allow them to drive buses, coaches or lorries professionally.

This gives drivers the flexibility

to obtain their vocational licence only, or to gain full Driver CPC at the same time.

### The two Driver CPC theory tests are:

- Part one - theory test (this includes two separate tests: multiple-choice and hazard perception)
- Part two - case studies

### The practical tests are:

- Part three - licence acquisition (practical test of driving ability)
- Part four - Driver CPC practical test (vehicle safety demonstration)

To get the full Driver CPC qualification, drivers will need to pass all four parts. If they want to get a vocational licence, but will not be driving for a living, they will only need to take and pass part one and part three.

## CTA Centre



### Construction Categories

All categories covered by the CPCs/NPORS scheme can be completed for company certification, if you have a piece of machinery not covered by CPCs / NPORS, **please call us** and we can arrange for a course to be specifically written for your equipment.

### General Site / Yard Safety

Manual Handling (refresher and novices), First Aid (1 day and 4 day), Instructional Techniques, Daily Maintenance Checks, Workshop Safety (small tools), Quad Bike Safety, Abrasive Wheels, Tractor Attachments, Safety Awareness Courses, Vehicle Banksman, Overhead Gantry Crane, Safety Harness, Ladder Safety, Power Washer Training, Tower Scaffolding, Quickhitch Safety, Scaffold Inspections, SMSTS (2 day and 5 day courses), Safety Of Loads On Vehicles, Quick Hitch Training Update.

**Please be aware that CTA Centre certification may not be accepted on sites where a nationally recognised certificate is specifically required. These are only recommended for own use / own site operations.**

**This will then satisfy your responsibilities under the HEALTH AND SAFETY AT WORK ACT 1974.**

If the course you require is not listed, please contact our office as we can tailor courses to your own requirements.



## Pearson VUE



**Pearson VUE is the global leader in computer-based testing, offering exams through one of the world's largest network of test centres in over 175 countries. They have offices in the United Kingdom, United States, Dubai, India, Japan and China, and provide testing services for Health & Medicine, Information Technology, Academic/Admissions, Transport, Employment & Human Resources and Financial Services clients. Their innovative technology offers the highest levels of security and programme control, while their commitment to service provides clients and individual test takers with an unmatched testing experience.**

CTA Centre acquired this accreditation as we were having difficulty in obtaining tests to suit our clients, the decision was made to gain this accreditation to satisfy the shortfall of availability of tests and the need of our clients to be able to complete any CSCS/CPCS touch screen test at a time to suit their requirements, we can complete these test more or less on demand, 24hrs a day 7 days a week ensuring minimal downtime and getting maximum time from your employees.

## Street Works



**The Street Works Qualifications Register (SWQR) is maintained in Glasgow, at the invitation of the Department for Transport. The SWQR holds details of qualified supervisors and operatives who have gained the appropriate qualification in relation to the New Roads and Street Works Act 1991 (NRSWA).**

Awarding Bodies, appointed by the Government, work closely with the SWQR in order that each qualified supervisor or operative can be issued with a durable ID card (which can be produced on site if necessary) to show that he/she is in possession of the appropriate qualification. Additionally, the SWQR can provide road authorities, contracting companies and other prospective employers with information as to whether a supervisor or operative is in possession of a prescribed qualification as provided for in Sections 67 and 126 of the New Road and Street Works Act.



**CSCS is the leading skills certification scheme within the UK construction industry. CSCS cards provide proof that individuals working on construction sites have the required training and qualifications for the type of work they carry out.**

The Scheme keeps a database of people working in construction who have achieved, or are committed to achieving a recognised construction related qualification.

Most principal contractors and major house builders require construction workers on their sites to hold a valid CSCS card.

CSCS is a not-for-profit limited company. Its directors are from employer organisations and unions representing the breadth of the industry. The Scheme's application processing and contact centre is delivered under contract by CITB.

Since July 2014, the Green Construction Site Operative card is no longer being issued, there is a new Green CSCS Card available for people working

in Labouring Occupations.

The course is a Level 1 NVQ, designed to check the underpinning knowledge necessary for work on a construction site, this course, along with a CSCS Operatives Health & Safety Test will get the required card to get access to site.

We can complete the whole package for you, making a seemingly difficult qualification, as easy as possible for you.

**Please call our help desk for more information or to book your place.**



**People at work can suffer injuries or be taken ill. It doesn't matter whether the injury or illness is caused by the work they do or not, it is important to give them immediate attention and call an ambulance in serious cases. You should make arrangements to ensure this happens. It can save lives and prevent minor injuries becoming major ones.**

The Health and Safety (First-Aid) Regulations 1981 require you to provide adequate and appropriate first-aid equipment, facilities and people so your employees can be given immediate help if they are injured or taken ill at work. What is 'adequate and appropriate' will depend on the circumstances in your workplace and you should assess what your first-aid needs are.

**The minimum first-aid provision on any work site is:**

- a suitably stocked first-aid kit
- an appointed person to take charge of first-aid arrangements
- information for employees about first-aid arrangements

Where your assessment of first-aid needs identifies that a trained first-aider is not required in your workplace, you should appoint someone to take charge of first-aid arrangements. This is the minimum requirement. Even in a small, low-hazard business where first-aiders are not considered necessary, there is always the possibility that an accident or sudden illness may occur. It is therefore important that there is always someone available to take charge of these arrangements.

The role of this appointed person includes looking after first-aid equipment and facilities and calling the emergency services when required. They can also provide emergency cover where a first-aider is absent due to unforeseen circumstances (annual leave does not count). An appointed person does not need first-aid training. An appointed person is not necessary where there are an adequate number of appropriately trained first-aiders.

CTA Centre can advise you of your duties, and legal requirements on these regulations. **Please call to find out more or book a course.**

# Terms & Conditions

## CPCS Technical Test Terms and Conditions

All tests are held at CTA Centre, on site we have the following available:

Lunchtime meals are available from our café at extra cost, with the exception of our Havant and Truro centres.

Tea/Coffee is available and is free to course attendees, with the exception of our Havant and Truro centres.

“In Scope” CITB levy paying companies should always advise their levy number prior to the start date of the course so that any grants can be dealt with immediately.

You will sit the theory test with a maximum test time of 1hr, this test will be recorded with a dictaphone, should you disagree with this then you will not be able to commence with the test, should you not achieve the theory test you will not be allowed to take the practical test. If the theory test is achieved you will then proceed onto the practical test, the timings will vary from machine to machine, your tester will advise the time limit applicable to your test. Again, this test may be subject to

mandatory video recordings, should you disagree with this we would suggest that complaints are made to:

**Delivery Manager, CPCS, CITB, Bircham Newton, Kings Lynn, Norfolk, PE31 6RH**

## Street works Re-Assessment Terms and Conditions

If completing a New Roads and Street works Act Re-assessment you **must bring** with you, a **current, in date Scotvec Card** and **two signed passport photos**, if these are not brought on the day, the exam **will not** go ahead.

## General Terms and Conditions for all Bookings

You will be required to sign in on attendance to the centre and sign to say you agree with the centre “site safety rules” and that you will abide by these rules during your visit, these will be with your course paperwork given by your instructor.

CTA Centre will not be liable to customers in any way for any cancellation, postponement or failure of completion of tests booked within the scheduled dates on the booking form, or at all, where such

# Terms & Conditions

cancellation postponement or failure is caused directly by flood, fire, storm, explosion, accident, theft, storage of electricity or fuel, shortage of material or labour, or any other circumstances beyond our control.

## Cancellations

To cancel a course please call **01271 858575** immediately, charges will apply as listed:

Cancelled 14 days prior to the start of the course - **no charge**

Cancelled between 7 and 14 days prior to the start of the course:- **50% of total cost of course**

Cancelled with less than 7 days notice:- **100% of total cost of course**

Should we receive no communication from yourself, the course/ test booking will stand and you will be charged the full amount as shown on the course confirmation.

## Payments

Individuals who have booked to attend one of our training courses will be required to send 50% of the course cost prior to the start of the course. If you wish to pay by cheque, please make payable to CTA Centre, quoting the course reference on the rear. Payment can also be made by all major credit/debit cards, if you have already paid a deposit, the receipt should be attached.

## Payments - Credit Account Customers

Credit account customers will be invoiced on the start date of the course and payment in full will be required within 30 days, failure to pay within the stated time will result in additional interest charges being added to your account as per the Late Payment Of Commercial Debts Regulations 2013.

## Security

Curtis Training Associates will not be liable for loss or damage of candidates property whilst attending a course at Curtis Training Associates, we will however charge any delegate or their respective employer for any damages caused to Curtis Training Associates property whilst

## Terms & Conditions

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attending a training programme.

### Issue Of Certificates etc.

CTA Centre reserves the right to withhold the issue of certificates until payment in full has been made for the course

### Data Protection Notice

CTA Centre, City & Guilds, Scotvec, SQA, NPORS and CITB/CPCS will use candidates personal information for awarding body registration and recording of qualifications only, these personal details will not be issued to any 3rd party, company or individual unless you have appointed someone to act on your behalf.

You have a right to request a copy of your information held and to correct any inaccuracies in your details.

## Finding Us

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### Nearest Public Transport

Barnstaple train station is approximately 8 miles from the centre, Umberleigh train station is approximately 6 miles away.

Buses run from Barnstaple to Great Torrington (bus number 71) and Great Torrington to Barnstaple (bus number 71/71a) hourly most of the day with mid morning and mid afternoon exceptions

### From Great Torrington

Take B3232 - Barnstaple, on leaving Torrington, the Community School will be seen on the right hand side. Continue along this road up over the hill, along the straight and the sign to the Recycling Centre will be seen on the left. Once passed this sign, the Television Mast will be seen on the left, continue over the crossroad, down the dip and up the other side, past the sign for Yarnscombe on the left. Continue past the paintball centre on the right, and the CTA Centre will be seen on the left hand side at the bottom of the hill.

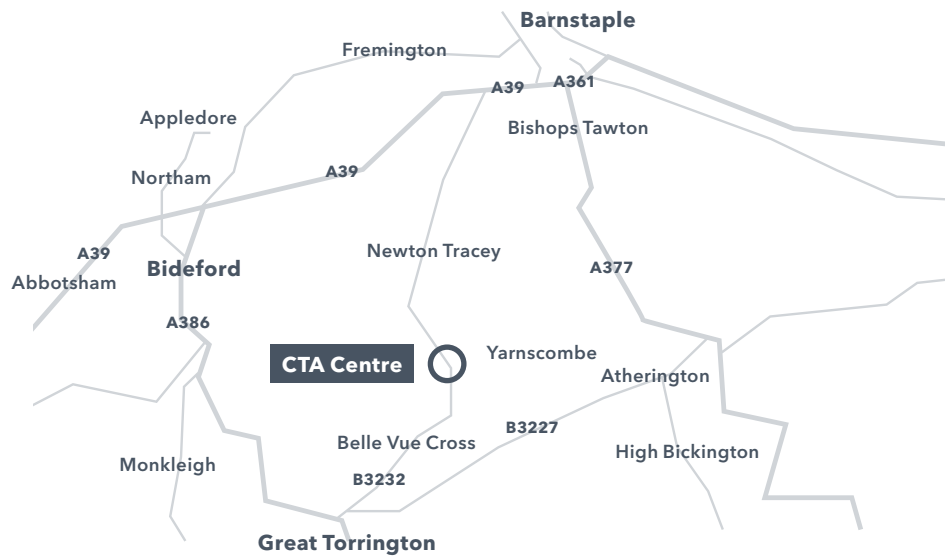
### From Junction 27 - M5

Take A361 - Barnstaple, continue along this road to a roundabout with a BP Garage and KFC highly

visible on the right, turn left at this roundabout on the B3232 signposted Newton Tracey and Great Torrington, once through Newton Tracey (a small village with a sharp right hand bend with a pub on the left), continue up over a hill to the village of Alverdiscott, (there is a church on the left followed by a sharp left hand bend), continue approximately 1 mile, when you will approach a small incline, at the top of this incline, CTA Centre will be found on your right clearly signposted (opposite a Quad Biking Centre.)

DIRECTIONS:

# Our Location



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### CTA Centre, Head Office

West Park  
Yarnscombe  
Barnstaple  
North Devon  
EX31 3LZ

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INFORMATION:

# Useful Links

Please see useful links listed below, to access further information regarding accreditations.

Company	Web Address
CITB	<a href="http://citb.co.uk">citb.co.uk</a>
NPORS	<a href="http://npors.com">npors.com</a>
SQA	<a href="http://sqa.org.uk">sqa.org.uk</a>
City and Guilds	<a href="http://cityandguilds.com">cityandguilds.com</a>
Pearson Vue	<a href="http://pearsonvue.co.uk">pearsonvue.co.uk</a>
SWQR	<a href="http://swqr.org.uk">swqr.org.uk</a>
CSCS	<a href="http://cscs.uk.com">cscs.uk.com</a>
First Aid Awards	<a href="http://firstaidawards.com">firstaidawards.com</a>
Health and Safety Executive	<a href="http://hse.gov.uk">hse.gov.uk</a>



### **Head Office**

West Park  
Yarnscombe  
Barnstaple  
North Devon  
EX31 3LZ

**t: (01271) 858 575**

**f: (01271) 858 574**

**e: [training@ctacentre.co.uk](mailto:training@ctacentre.co.uk)**

**w: [ctacentre.co.uk](http://ctacentre.co.uk)**

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### **Havant Office**

67 New Lane  
Havant  
Hampshire  
PO9 2LZ

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### **Truro Office**

Newham Road  
Truro  
Cornwall  
TR1 2DT

Company Registration Number: 8757400

Curtis Training Associates Ltd



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