



OPEN COURSES 2022



EQUIP THE RECOVERY





In-Comm Training believe in maintaining the highest possible standards in the way we work with our customers and the quality of training we deliver.

We are accredited by ISO 9001:2015, hold Investors in People and are rated 'Outstanding' by Ofsted for all our apprenticeship training and upskilling courses.

Every project we take on is controlled by one of our Training Advisors, who will complete a review of your training requirements, develop a tailored action plan and then meet regularly to review progress.

SHAPING FUTURES BESPOKE TRAINING & ASSESSMENT

The open courses listed are not exhaustive, as In-Comm offer a wide range of training and consultancy programmes designed to meet the evolving needs of industry and commerce.

We pride ourselves on our employer-led approach and partnering with customers to provide bespoke solutions and flexible delivery that helps to boost efficiencies and productivity. Get in touch to discuss how we can help your organisation build a bespoke solution suited specifically to your needs.

FUNDED PROGRAMMES

In-Comm Training is at the forefront of the training debate and this gives us access to a wide range of funding streams that will help us deliver the support you require.

Members of the In-Comm Training & Manufacturing Group (ITMG) also benefit from discounts on all courses, as well as access to ten technical partners who will give preferential access to expertise and new technologies.

All we need to get started is a quick chat about your training requirements and our experts will work out what funding we can secure for your activities.

DATES ARE CORRECT AT THE TIME OF PUBLICATION BUT ARE SUBJECT TO CHANGE.



BOOKINGS & PAYMENTS

Open courses can be booked by emailing sales@in-comm.co.uk, or by calling 01922 457686. We will require a Purchase Order along with the candidates' details, including any particular requirements. Payments can be made by cash, card payment, BACS or can be invoiced but all courses need to be paid for prior to the course commencing as per our terms and conditions.

ENQUIRIES

Please contact our advisors on 01922 457686 or email sales@in-comm.co.uk for all information regarding our courses and on-site training activities.

CANCELLATION POLICY

In-Comm Training reserve the right to cancel or postpone under-subscribed courses. However, customers will be given at least 7-days notice prior to the planned programme commencement date. We will endeavour to re-arrange the postponed courses to the earliest date possible.

Customer cancellations are accepted without charge up to 7-days prior to the commencement of the programme. However, as per our terms of conditions, any cancellations being made within the 7-day period our cancellation fee structure applies unless agreed by a member of the In-Comm management team:

- Below 7 days of the programme start date - 25% of the course fee
- 24 hours or less of the programme start date - Full amount of the course





OPEN COURSES

In-Comm has developed over 500 bitesize courses that will give your staff the technical knowledge and understanding to work in a modern-day manufacturing environment, improving your quality, cost and delivery performance in the process.

3D MODELLING & DRAWING - COMPUTER AIDED DESIGN (SOLIDWORKS)

This 1 day course is designed as an Introduction to Solidworks. Learners will go through creating Parts, Drawings and Assemblies.

Aldridge Facility Dates:

Feb: 24 | May: 19 | Nov: 17

Telford Facility Dates:

Jul: 21

5 DAY BASIC WELDING

A 5 day course designed for people with a small amount of welding experience who want to improve their welding skills, selecting from one of the following disciplines: Manual Metallic Arc, Metal Inert Gas or Tungsten Inert Gas.

Aldridge Facility Dates:

Feb: 28 - Mar: 4 | Jul: 4-8 | Oct: 31 - Nov: 4

10 DAY ELECTRICAL SAFETY

The aim of this course is to provide solid foundations upon which the participant will be able to build and develop electrical skills. There are two pathways available - Maintenance or Installation.

Aldridge Facility Dates:

Jan: 7, 14, 21, 28, Feb: 4, 11, 18, 25, Mar: 4, 11 | Apr: 1, 8, 22, 29, May: 6, 13, 20, 27, Jun 10, 24

Jul: 8, 15, 22, 29, Aug: 5, 12, 19, Sep: 9, 16, 23

Telford Facility Dates:

Oct: 14, 21, 28, Nov: 4, 11, 18, 25, Dec: 2, 9, 16

18TH EDITION WIRING REGULATIONS

A 3 day training course for persons with responsibility for the design, installation or maintenance of electrical systems. The course is designed for electrically trained engineers/craftsmen to attain a benchmark qualification relating to the 18th Edition IET Wiring Regulations.

Aldridge Facility Dates:

Mar: 10, 17, 24 | Nov: 10, 17, 24

Telford Facility Dates:

Jul: 7, 14, 21

BASIC HYDRAULICS

This programme looks at the basic hydraulic principles that underpin the operation of all hydraulic systems, which is reinforced by hands-on training on our practical rigs.

Aldridge Facility Dates:

Feb: 21-22 | May: 23-24 | Nov: 21-22

Telford Facility Dates:

Aug: 15-16

BASIC PNEUMATICS

This pneumatic training course aims to familiarise delegates with the design, construction and operation of pneumatic components.

Aldridge Facility Dates:

Feb: 22-23 | May: 24-25 | Nov: 22-23

Telford Facility Dates:

Aug: 16-17

CNC PROGRAMMING - FANUC MILLING

A 2 day programme designed to benefit individuals who need an introduction to Fanuc Milling, programming G and M codes and canned cycles.

Aldridge Facility Dates:

Mar: 23-25 | Sep: 28-30 | Dec: 14-16

Telford Facility Dates:

Jun: 22-24

CNC PROGRAMMING - FANUC TURNING

A 2 day programme designed to benefit individuals who need an introduction to Fanuc Turning, programming G and M codes and canned cycles.

Aldridge Facility Dates:

Mar: 21-23 | Sep: 26-28 | Dec: 12-14

Telford Facility Dates:

Jun: 20-22

HIGHER NATIONAL CERTIFICATE IN ENGINEERING - LEVEL 4

Higher Nationals in Engineering are designed to develop students as professional, self-reflecting engineers & technicians, able to meet the demands of employers in the rapidly evolving engineering sectors and adapt to a constantly changing world.

Aldridge Facility Dates:

Sep: 16



INTRODUCTION TO METROLOGY: MEASURING INSTRUMENTS

A day programme designed to give an introduction to instruments used within metrology and their use, errors in measurements along with traceability & calibration.

Aldridge Facility Dates:

Feb: 7 | Oct: 17

Telford Facility Dates:

Jun: 20

METROLOGY - MEASUREMENT & CALIBRATION

A one day programme moving on from an Introduction to Metrology, giving more in-depth knowledge of Metrology Systems, looking at Contrast Resolution, Precision, Accuracy, Uncertainty.

Aldridge Facility Dates:

Feb: 8 | Oct: 18

Telford Facility Dates:

Jun: 21

METROLOGY - BASIC CALYPSO COORDINATE MEASURING MACHINE PROGRAMMING

Zeiss' Calypso software is a commonly used programming language for programming coordinate measuring machines, often referred to as a CMM. CMM are used for the dimensional measurement and inspection of precision parts. For example, aerospace parts, gears or medical devices in a wide range of industries.

METROLOGY - BASIC PC DMIS COORDINATE MEASURING MACHINE PROGRAMMING

PC Dmis is a widely used programming language for programming coordinate measuring machines, commonly referred to as a CMM. CMM are used for the dimensional measurement and inspection of highly accurate parts. For example, turbine blades, gears or medical devices in a wide range of industries.

METROLOGY - BASIC MCOSMOS COORDINATE MEASURING MACHINE PROGRAMMING

Mcosmos is a well-established programming language, used for programming coordinate measuring machines, commonly referred to as CMM.

METROLOGY - PORTABLE ARM MEASURING TRAINING

Portable measuring arms, commonly referred to as Romer or Faro arms, are commonplace in many of today's advance engineering organisations. These manual portable measuring devices provide high accuracy with fast and flexible measurement.

MATERIAL TESTING

A one day course covering the different methods of testing materials.

Aldridge Facility Dates:

Feb: 18 | May: 13 | Nov: 25

Telford Facility Dates:

Aug: 12

PROGRAMMABLE LOGIC CONTROL

This course is an introduction to PLC controlled systems, ensuring that delegates are familiar with the equipment and terminology, as well as equipping them with the skills to write and implement simple programmes.

Aldridge Facility Dates:

Feb: 24-25 | May: 26-27 | Nov: 24-25

Telford Facility Dates:

Aug: 18-19

READING ENGINEERING DRAWING & GEOMETRICAL DIMENSIONING TOLERANCING

A one day programme designed for those wishing to read and understand engineering drawings moving through to gaining an appreciation for dimensioning & tolerancing.

Aldridge Facility Dates:

On Request

TOOL MAKING PROGRAMME

Toolmakers are predominantly involved in the highly skilled, complex and specialist detailed work of manufacturing and maintaining the engineering tooling used to produce components, products and assemblies. This full time 18 week programme is designed to reskill existing engineers in the art of Toolmaking and/or develop an Engineering Apprentice on their journey, all of this being delivered in a live commercial tool room at our Aldridge Academy.

Aldridge Facility Dates:

Apr: 11 | Sep: 5

ON DEMAND COURSES

- ADVANCED CNC PROGRAMMING
- ADVANCED COMPUTER AIDED DESIGN
- ADVANCED FLUID POWER
- ADVANCED MATERIALS TESTING
- ADVANCED WELDING PRACTICES
- ASSEMBLING & TESTING ELECTRONIC CIRCUITS
- CNC BASIC MILLING – SIEMENS OR HEIDENHAIN CONTROLS
- CNC BASIC TURNING – SIEMENS OR HEIDENHAIN CONTROLS
- CODED WELDING
- ELECTRIC DISCHARGE MACHINING (EDM) WIRE ERODING
- GENERAL ELECTRICAL & ELECTRONIC ENGINEERING APPLICATIONS
- HAND FITTING
- MACHINING COMPONENTS BY MILLING
- MACHINING COMPONENTS BY TURNING
- MAINTAINING ELECTRONIC EQUIPMENT & SYSTEMS
- METALLURGY FOR NON-METALLURGISTS
- METROLOGY
- ROBOTIC & AUTOMATION PROGRAMMING
- THREE PHASE MOTORS
- WIRING & TESTING ELECTRICAL EQUIPMENT AND CIRCUITS

APPRENTICESHIPS

ENGINEERING OPERATIVE – LEVEL 2 ELECTRICAL AND ELECTRONIC PATHWAY

For individuals working within an electrical and electronic engineering role which are key to the success of the manufacturing and engineering sector allowing employers to grow their business while developing a work force with the relevant skills and knowledge to enhance and sustain the sector.

Aldridge Facility Dates:

Mar: 7 | Sep: 5

Telford Facility Dates:

Sep 5

Shrewsbury Facility Dates:

Mar: 7 | Sep: 5

ENGINEERING OPERATIVE - LEVEL 2 MECHANICAL MANUFACTURING PATHWAY

For individuals working within a mechanical manufacturing engineering role which are key to the success of the Manufacturing and Engineering sector, allowing employers to grow their business while developing a work force with the relevant skills and knowledge to enhance and sustain the sector.

Aldridge Facility Dates:

Mar: 7 | Sep: 5

Telford Facility Dates:

Sep 5

Shrewsbury Facility Dates:

Mar: 7 | Sep: 5

ENGINEERING TECHNICIAN - LEVEL 3

For individuals who need to take responsibility for the quality and accuracy of the work they undertake within the limits of their personal authority. To be able to demonstrate a core set of behaviours, in order to be competent in their job role involving 'mechanical, electrical, electronic, electromechanical and fluid power components/systems.

Different pathways are available: Machinist, Mechatronics, Product Design, Technical Support, Toolmaker.

Aldridge Facility Dates:

Mar: 7 | Sep: 5 | Nov: 7

Telford Facility Dates:

Mar: 7 | Sep: 12 | Nov: 14

ENGINEERING MANUFACTURING TECHNICIAN - LEVEL 4

For individuals to develop, in order to provide specialist technical support for engineers, so that organisations can develop, produce or test new/existing products, processes, or procedures to meet a customer specification in terms of quality, cost and delivery, as efficiently and effectively as possible.

Telford Facility Dates:

On Request

HERITAGE ENGINEERING TECHNICIAN - LEVEL 3

Heritage Engineering Technicians perform a vital role in the preservation, restoration, re-manufacture, service and repair of historic UK and international engineering achievements. The range of heritage sectors include veteran, vintage and classic; agricultural engineering, aviation, bus and coach, commercial vehicle, marine, military vehicle, motor cycle, motor vehicle and steam, working in organisations as diverse as Global Manufacturers, Museums and small operators, to small voluntary groups and individual owners

Shrewsbury Facility Dates:

On Request

INSTALLATION & MAINTENANCE ELECTRICIAN - LEVEL 3

Electricians will use engineering knowledge and understanding to apply their technical and practical skills. They will contribute to the design, development, manufacture, construction, commissioning, operation or maintenance of products, equipment, processes, systems or services.

Aldridge Facility Dates:

Sep: 5

Telford Facility Dates:

Sep: 12

TOOL DESIGN - LEVEL 6

The nature of this course is found in the advanced manufacturing sheet metal/presswork supply chain of automotive and aerospace. The broad purpose of the course includes the design of a unique tooling process pathway, that enables components to be mass produced in the most economically viable way. The process pathway often includes a sequential series of steps, using uniquely designed press tooling procedures, such as blanking, drawing, piercing and forming in order to make the completed component.

Aldridge Facility Dates:

Sep: 22

WELDING - LEVEL 2

For individuals working with metals to create high-strength welds to work towards being considered a fully competent General Welder.

Aldridge Facility Dates:

Mar: 7 | Sep: 5

Telford Facility Dates:

Mar: 7 | Sep: 12

Shrewsbury Facility Dates:

Mar: 14 | Sep: 19

WELDING - LEVEL 3

For individuals who manually weld tubes and plates or plates and structural components to high standards of quality.

Aldridge Facility Dates:

Mar: 7 | Sep: 5

Telford Facility Dates:

Mar: 7 | Sep: 12

Shrewsbury Facility Dates:

Mar: 14 | Sep: 19

OPEN COURSES

As a responsible employer, you'll want to provide your employees with a safe working environment and develop a positive health and safety culture within your organisation. The volume and complexity of today's legislation and regulations have made this even more difficult, especially without access to specialist advice, support and training. We have developed a wide range of packages that will enable you to meet, maintain and surpass the required standards. These include the design and implementation of health and safety monitoring systems, conducting assessments of your procedures and training employees who are responsible for health and safety.

ABRASIVE WHEELS (PUWER) REGULATIONS

The risk of breakage is inherent in every abrasive wheel. If the number of breakages, and therefore accidents, is to be kept low, the initial care exercised in the design, manufacture and testing by machine makers must be combined with the adoption of safety measures by the users.

Aldridge Facility Dates:

Feb: 18 | May: 20 | Aug: 19 | Nov: 18

AWARENESS OF FIRST AID FOR MENTAL HEALTH – HALF DAY COURSE

This course provides learners with the knowledge to recognise a range of mental health conditions, how to start a supportive conversation and when & how to signpost a person to seek appropriate professional help.

Aldridge Facility Dates:

Feb: 18 | May: 20 | Aug: 12 | Nov: 18

Telford Facility Dates:

Feb: 25 | May: 27 | Aug: 19 | Nov: 25

SUPERVISING FIRST AID FOR MENTAL HEALTH – 2 DAY COURSE

This course provides learners with the knowledge to recognise a wide range of mental health conditions and learn about the support/therapy provided by professional healthcare providers. They will know how to start a supportive conversation and when and how to signpost a person to seek appropriate professional help.

Aldridge Facility Dates:

Feb: 16-17 | May: 18-19 | Aug: 10-11 | Nov: 16-17

Telford Facility Dates:

Apr: 13-14 | Sep: 20-21

EMERGENCY FIRST AID - 1 DAY COURSE

This one day course will help you meet your regulatory requirements if your risk assessment indicates that first aid training covering emergency protocols only, is sufficient for your workplace.

Aldridge Facility Dates:

Jan: 17 | Feb: 14 | Mar: 14 | Apr: 11 | May: 16 | Jun: 13 | Jul: 11 | Aug: 8 | Sep: 12 | Oct: 10 | Nov: 14 | Dec: 12

Telford Facility Dates:

Mar: 28 | Jun: 20 | Sep: 19 | Dec: 12

FIRST AID RE-QUALIFICATION - 2 DAY COURSE

The first aid at work re-qualification training course, is a two day course which updates the first aid skills of those who need to renew their First Aid at work certificate.

Aldridge Facility Dates:

Jan: 10-11 | Feb: 7-8 | Mar: 7-8 | Apr: 4-5 | May: 9-10 | Jun: 6-7 | Jul: 4-5 | Aug: 1-2 | Sep: 5-6 | Oct: 3-4
Nov: 7-8 | Dec: 5-6

Telford Facility Dates:

Jan: 31 - Feb: 1 | Apr: 19-20 | Jul: 25-26 | Nov: 28-29

FIRST AID AT WORK - 3 DAY COURSE

The three day first aid at work training course provides the comprehensive set of practical skills needed by first aiders, in most workplaces, to become a confident first aider at work.

Aldridge Facility Dates:

Jan: 12-14 | Feb: 9-11 | Mar: 9-11 | Apr: 6-8 | May: 11-13 | Jun: 8-10 | Jul: 6-8 | Aug: 3-5 | Sep: 7-9 | Oct: 5-7
Nov: 9-11 | Dec: 7-9

Telford Facility Dates:

Jan: 24-26 | Apr: 25-27 | Jul: 18-20 | Oct: 17-19

FIRE MARSHALL

A half day course providing candidates with the knowledge and understanding required within the process of fire marshalling.

Aldridge Facility Dates:

Feb: 17 | May: 19 | Nov: 17

Telford Facility Dates:

Aug: 18

FORK LIFT TRUCK – COUNTERBALANCE TRUCK REFRESHER – 1 DAY COURSE

This course is available for those operators with documentary evidence of formal training and who wish to renew their certification to use counterbalance forklift truck and will include theory instruction and assessment, followed by practical operator training and assessment, which will comply with the standard laid down in accordance with the HSE code of practice L11.

Aldridge Facility Dates:

Jan: 17 | Jan: 18 | Feb: 14 | Feb: 15 | Mar: 14 | Mar: 15 | Apr: 11 | May: 03 | Jun: 13 | Jun: 14 | Jul: 11 | Jul: 12
Aug: 8 | Aug: 9 | Sep: 12 | Sep: 13 | Oct: 10 | Oct: 11 | Nov: 14 | Nov: 15 | Dec: 12 | Dec: 13

Telford Facility Dates:

Mar: 22 | Jun: 21 | Sep: 20

FORK LIFT TRUCK – COUNTERBALANCE TRUCK BASIC – 2.5 DAY COURSE

This course is for existing operators with some previous experience of using a counterbalance forklift truck, but have not received formal training - the RTITB course complies with the standards set in accordance with the HSE Code of Practice L117.

Aldridge Facility Dates:

Jan: 19-21 | Feb: 16-18 | Mar: 16-18 | Apr: 12-14 | May: 4-6 | Jun: 15-17 | Jul: 13-15 | Aug: 10-12 | Sep: 14-16 | Oct: 12-14
Nov: 16-18 | Dec: 14-16

Telford Facility Dates:

Mar: 23-25 | Jun: 22-24 | Sep: 21-23

FORK LIFT TRUCK – COUNTERBALANCE TRUCK NOVICE – 5 DAY COURSE

This course is for operators with little or no previous experience using a counterbalance forklift truck - the RTITB course complies with the standards set in accordance with the HSE Code of Practice L117.

Aldridge Facility Dates:

Jan: 10-14 | Jan: 24-28 | Feb: 7-11 | Mar: 7-11 | Apr: 4-8 | May: 9-13 | Jun: 6-10 | Jul: 4-8 | Aug: 1-5 | Sep: 5-9
Oct: 3-7 | Nov: 7-11 | Dec: 5-9

Telford Facility Dates:

May: 23-27 | Jul: 18-22 | Oct: 17-21

IOSH MANAGING SAFETY REFRESHER – 1 DAY COURSE

An accredited certificate that helps businesses improve their performance by reminding managers of their health & safety responsibilities, with an emphasis on leadership.

Aldridge Facility Dates:

Feb: 8 | May: 17 | Sep: 13 | Dec: 5

Telford Facility Dates:

Mar: 22 | Jun: 28 | Oct: 19

IOSH MANAGING SAFETY – 4 DAY COURSE

A flexible accredited course designed to provide all managers with the confidence and enthusiasm to apply Health & Safety knowledge to the workplace.

Aldridge Facility Dates:

Jan: 5, 12, 19, 26 | Mar: 7, 16, 23, Apr: 5 | Jul: 4, 11, 18, 25 | Nov: 9, 16, 23, 30

Telford Facility Dates:

May: 4, 18, 25, Jun: 1 | Sep: 5, 12, 19, 26

IOSH WORKING SAFELY REFRESHER

Working Safely is a completely different approach to safety and health training. It's a high-impact programme designed to be fun and get people fully involved. The first-class, jargon-free content is based on what people need to know in practice, and not off-putting legal language.

Aldridge Facility Dates:

Feb: 15 | May: 16 | Dec: 12

Telford Facility Dates:

Sep: 27

MANUAL HANDLING

There are many potential hazardous manual handling tasks within every organisation, which is why manual handling is a central role in occupational safety. The manual handling regulation was developed to help organisations reduce the incidence of musculoskeletal disorders.

Aldridge Facility Dates:

Feb: 17 | May: 19 | Nov: 17

Telford Facility Dates:

Aug: 18

NEBOSH NATIONAL CERTIFICATE IN FIRE SAFETY & RISK MANAGEMENT LEVEL 1

This course is designed for people who have fire safety responsibilities at work. It provides the knowledge and understanding, when combined with relevant experience, to carry out an effective fire risk assessment, as well as embed good practice in the workplace.

Aldridge Facility Dates:

Course 1:

Apr: 6, 13, 20, 27 | May: 4, 11, 18, 25 | Jun: 1, 8, 15, 22, 29 | **EXAM Jul: 6**

Course 2:

Sep: 5, 12, 19, 26 | Oct: 3, 10, 17, 24, 31 | Nov: 7, 14, 21, 28 | **EXAM Dec: 7**

PAT TESTING

A two day course enabling participants to draw procedures for portable appliance testing and use appliance testers on equipment to determine state and continued use.

Aldridge Facility Dates:

Feb: 28 - Mar: 1 | Sep: 29-30 | Dec: 14-15

Telford Facility Dates:

Jun: 16-17

POWER PRESS (PUWER) REGULATIONS REFRESHER – 1 DAY COURSE

The course is intended to refresh knowledge of the PUWER Regulations as applied to power presses and update individuals knowledge with current legal requirements as laid down by the Provision and Use of Work Equipment Regulations 1998.

Aldridge Facility Dates:

Jan: 24 | Mar: 21 | Jul: 18 | Sep: 26

Telford Facility Dates:

May: 23 | Nov: 28

POWER PRESS (PUWER) REGULATIONS BASIC – 2 DAY COURSE

The course is intended for power press tool setters and other personnel requiring training under the Provision and Use of Work Equipment Regulations 1998.

Aldridge Facility Dates:

Feb: 21-22 | Apr: 25-26 | Aug: 22-23 | Dec: 12-13

Telford Facility Dates:

Jun: 20-21 | Oct: 24-25

ON DEMAND COURSES

Our services focus on your company requirements and can be provided on-site at your business or at one of our three Technical Academies.

Many of our programmes are accredited by safety organisations including; Institute of Occupational Safety & Health (IOSH), National Examination Board in Occupational

Safety & Health (NEBOSH), City & Guilds (C&G) and Road Transport Industry Training Board (RTITB).

- Consultancy
- Qualifications
- Courses

Whether you want an established course delivered at a venue of your choice or an entirely new training package crafted to your specific needs, we can help your organisation meet new challenges and fill the skills gaps in your workforce. Along with the topics as shown in our open course section, we are able to offer bespoke training in a number of different topics such as:

- | | | |
|---|--|---|
| ■ ABRASIVE WHEELS (PUWER) REGULATIONS | ■ FACE FIT TESTING | ■ NOISE & HEARING PROTECTION |
| ■ ACCIDENT INVESTIGATION | ■ FIRE EXTINGUISHER COURSE | ■ RISK ASSESSMENT |
| ■ AUDIT & GAP ANALYSIS | ■ FIRE MARSHALL TRAINING | ■ ROLE OF THE HEALTH & SAFETY COMMITTEE |
| ■ BANKSMAN | ■ FIRE RISK ASSESSMENT | ■ SAFE USE OF GAS CYLINDERS |
| ■ BRAKE PRESS | ■ FORK LIFT TRUCK COUNTERBALANCE OR REACH CONVERSION | ■ SAFE USE OF LADDERS & STEPS |
| ■ CRANE DRIVING & SLINGING | ■ HEALTH & SAFETY CONTRACT | ■ SAFE WORKING PRACTICES |
| ■ CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH | ■ MANUAL HANDLING | ■ SLINGING |
| ■ DIRECTORS HEALTH & SAFETY | ■ MOBILE ELEVATED WORKING PLATFORMS | ■ WORKING IN CONFINED SPACES |

APPRENTICESHIPS

SAFETY, HEALTH & ENVIRONMENTAL TECHNICIAN - LEVEL 3

For individuals working with management and delivery teams to advise on the statutory health, safety and environmental requirements of the organisation.

Aldridge Facility Dates:

Mar: 3 | Jun: 27 | Nov: 3





OPEN COURSES

Whether you are designing quality systems from scratch, auditing their effectiveness or training staff to operate them, we have a team of experienced industry professionals to support your quest for quality.

IATF 16949:2016 FOUNDATION - 1 DAY COURSE

This one day course is designed for individuals needing to understand the business benefits of a process based management system and the requirements of IATF 16949.

Aldridge Facility Dates:
On Request

Telford Facility Dates:
On Request

IATF 16949:2016 INTERNAL AUDITOR - 2 DAY COURSE

This two day course is designed to provide the skills to plan, execute, report and positively follow-up corrective action for internal audits, based on the requirements of IATF 16949.

Aldridge Facility Dates:
On Request

Telford Facility Dates:
On Request

IATF 16949:2016 LEAD AUDITOR - 5 DAY COURSE

This 5 day course is designed for individuals with prior auditing skills, giving them the skills to perform first, second and third party audits of an organisation's management system against IATF 16949.

Aldridge Facility Dates:
On Request

Telford Facility Dates:
On Request

ISO 9001:2015 QUALITY FOUNDATION - 1 DAY COURSE

This one day course is designed for individuals to gather the required knowledge to understand ISO 9001 and the basic concepts & terminology around Quality Management.

Aldridge Facility Dates:
Mar: 14 | Sep: 26

Telford Facility Dates:
Jul: 4

BUSINESS TRANSFORMATION & OPERATIONAL EXCELLENCE

No business can stand the test of time without adapting to change, and business transformation is the act of rolling out strategic growth or change plans across your organisation. Therefore, effective change management is crucial during these projects and effective change management allows you to track, measure and analyse the changes being implemented to understand how they are effecting the whole business.

ISO 9001:2015 INTERNAL AUDITOR - 2 DAY COURSE

This two day course is designed to outline the skills and knowledge required to implement a successful audit based on ISO 9001:2015.

Aldridge Facility Dates:
Mar: 14-15 | Sep: 26-27

Telford Facility Dates:
Jul: 4-5

ISO 9001:2015 LEAD AUDITOR - 5 DAY COURSE

This 5 day course is designed for individuals with prior auditing skills, giving them the skills to perform first, second and third party audits of an organisation's management system.

Aldridge Facility Dates:
Mar: 14-18 | Sep: 26-30

Telford Facility Dates:
Jul: 4-8

APPRENTICESHIPS

QUALITY PRACTITIONER - LEVEL 4

For individuals to deploy effective Quality Practices in their responsible area, to ensure organisations fulfil the contractual and regulatory requirements of their customers and other stakeholders.

Aldridge Facility Dates:
Mar: 3 | Sep: 9

Telford Facility Dates:
Jun: 16

OPEN COURSES

Continuous Improvement enables your employees to gain recognition for demonstrating their competence in delivering Quality, Cost and Delivery improvements in the workplace. Our training programmes deliver true competence and results through teaching knowledge and mentoring the learners through real-life commercial projects. We deliver levels 2, 3 and 4 in CI, alongside a suite of bite size courses designed to upskill members of the team on targeted segments such as 8D, FMEA and SMED. Bespoke courses can be tailor made to your organisation's requirements.

12 DAY LEAN QUALITY PROGRAMME

This programme is designed to develop your team by equipping delegates with the lean tools to improve quality within the organisation.

Aldridge Facility Dates:

Starts Apr: 11

Telford Facility Dates:

Starts Sep: 11

LEAN SIX SIGMA YELLOW BELT

This two day programme is the first belt in the Lean Six Sigma series, giving a general introduction to principles and how to work as part of a team.

Aldridge Facility Dates:

Apr: 11-12

Telford Facility Dates:

Sep: 12-13

LEAN SIX SIGMA GREEN BELT

This three day programme is the second belt in the Lean Six Sigma series, combining the Yellow Belt giving an in-depth experience and confidence in applying Green Belt notions.

Aldridge Facility Dates:

Apr: 13, 19, 26

Telford Facility Dates:

Sep: 14-16

8D PROBLEM SOLVING

1-day course to enable problems to be identified and solved following the 8D problem solving format

Aldridge Facility Dates:

Feb: 4 | May: 11 | Nov: 4

Telford Facility Dates:

Aug: 10

ADVANCED PRODUCT QUALITY PLANNING (APQP)

1-day course to learn a framework of procedures and techniques used to develop products in industry

Aldridge Facility Dates:

Feb: 11 | May: 18 | Nov: 11

Telford Facility Dates:

Aug: 17

BASIC STATISTICS & DATA

1-day course to evaluate statistical tools and gather and prioritise data

Aldridge Facility Dates:

Jun: 7

Telford Facility Dates:

Nov: 1

CHANGE MANAGEMENT

1-day course to effectively manage change within the business using a systematic approach

Aldridge Facility Dates:

May: 31

Telford Facility Dates:

Oct: 25

COMPLIANCE AND SUSTAINABILITY

1-day course to ensure business compliance with all requirements and tools to aid sustainability moving forward

Aldridge Facility Dates:

Jul: 12

Telford Facility Dates:

Nov: 29

CONTROL PLANS AND STANDARD OPERATING PROCEDURES

1-day course to develop procedures in a business to be followed and a control plan to ensure quality is maintained

Aldridge Facility Dates:

Jan: 28 | May: 4 | Oct: 28

Telford Facility Dates:

Aug: 3

DATA ANALYSIS AND MEASUREMENT

1-day course to evaluate data gathered and effectively measure findings to ensure the integrity of data

Aldridge Facility Dates:

Jun: 15

Telford Facility Dates:

Oct: 20

FAILURE MODE EFFECTS ANALYSIS (FMEA)

1-day course to analyse processes to identify potential failure modes in a system and their causes and effects

Aldridge Facility Dates:

Feb: 18 | May: 25 | Nov: 18

Telford Facility Dates:

Aug: 24

LEADING AND MANAGING CHANGE

1-day course to effectively lead a change management process within the business using a systematic approach

Aldridge Facility Dates:

Jun: 8

Telford Facility Dates:

Oct: 13

MEASUREMENT SYSTEMS ANALYSIS

1-day course to identify and calculate the amount of variation that exists within a process

Aldridge Facility Dates:

Jan: 21 | Apr: 27 | Oct: 21

Telford Facility Dates:

Jul: 27

PRIORITISATION AND EXPERIMENTATION

1-day course to develop a structured prioritisation process to help with prioritising your experiments

Aldridge Facility Dates:

Jun: 28

Telford Facility Dates:

Nov: 22

PROBLEM SOLVING AND ROOT CAUSE ANALYSIS

1-day course to enable problems to be identified and solved using a practical problem solver with root cause identified and actions implemented

Aldridge Facility Dates:

May: 24

Telford Facility Dates:

Oct: 18

PROCESS CAPABILITY

1-day course to enable process capability and Sigma variation to be calculated and displayed

Aldridge Facility Dates:

Jun: 21

Telford Facility Dates:

Nov: 15

PROCESS CAPABILITY, VARIATION AND EXPERIMENTATION

1-day course to enable process capability and Sigma variation to be calculated and displayed and apply statistics to determine factors affecting the process and its outputs

Aldridge Facility Dates:

Jun: 29

Telford Facility Dates:

Nov: 3

PROJECT MANAGEMENT

1-day course in the planning and organisation of resources to move forward a task towards completion

Aldridge Facility Dates:

May: 10

Telford Facility Dates:

Oct: 4

PROCESS MAPPING

1-day course to effectively map out a process using the ASME symbols and calculate a velocity ratio for further improvement

Aldridge Facility Dates:

Jun: 14

Telford Facility Dates:

Nov: 8

PROJECT SELECTION AND DEFINITION

1-day course in the process of evaluating and choosing projects that align with an organisations objective, to maximise its performance

Aldridge Facility Dates:

May: 17

Telford Facility Dates:

Oct: 11

RISK MANAGEMENT

1-day course in the identification, evaluation and prioritisation of risks at strategic operational and project level

Aldridge Facility Dates:

Jan: 14 | Apr: 20 | Oct: 14

Telford Facility Dates:

Jul: 20

SELF & TEAM DEVELOPMENT

1-day course to learn self-development techniques which can be applied to individuals and team members including assessing strengths and weaknesses

Aldridge Facility Dates:

May: 3

Telford Facility Dates:

Sep: 20

STRATEGIC MANAGEMENT AND COMPLIANCE

1-day course to assess a business's strategic management process and ensure its development in compliance with all requirements

Aldridge Facility Dates:

Jun: 1

Telford Facility Dates:

Oct: 6

SUSTAINING A CHANGE CULTURE

1-day course to effectively develop a change management process that will develop into the culture of the business

Aldridge Facility Dates:

Jul: 11

Telford Facility Dates:

Nov: 10

TEAM FORMATION AND LEADERSHIP

1-day course to understand how to effectively build a team to maximise its performance

Aldridge Facility Dates:

May: 5

Telford Facility Dates:

Sep: 22

VALUE STREAM MAPPING

1-day course to map out the current and future state of a department or business from beginning to end, identifying improvement opportunities

Aldridge Facility Dates:

Jan: 7 | Apr: 6 | Jun: 22 | Oct: 7

Telford Facility Dates:

Jul: 13 | Oct: 27

ON DEMAND COURSES

- 5S WORKPLACE ORGANISATION
- BESPOKE COURSES
- FLEXIBLE PRODUCTION SYSTEMS / LINE BALANCING
- KAIZEN / CONTINUOUS IMPROVEMENT
- LEADING BUSINESS PROCESS EXCELLENCE
- LEADING LEAN TEAMS
- LEAN OFFICE
- MANAGING CHANGE & CONTINUOUS IMPROVEMENT
- MANAGING PROCESS PERFORMANCE
- MEASUREMENT SYSTEMS ANALYSIS (MSA)
- POKA YOKE / ERROR PROOFING
- PRACTICAL PROBLEM SOLVING
- PROCESS FLOW ANALYSIS
- PRODUCTION PART APPROVAL PROCESS (PPAP)
- SINGLE MINUTE EXCHANGE OF DIE (SMED)
- STANDARD OPERATING PROCEDURES
- STATISTICAL PROCESS CONTROL (SPC)
- TAKT, CYCLE & LEAD TIME
- TOTAL PRODUCTIVE MAINTENANCE
- VISUAL MANAGEMENT



APPRENTICESHIPS

LEAN MANUFACTURING OPERATIVE - LEVEL 2

For individuals working within the manufacturing industry carrying out work safely and to exacting quality standards; being responsible for carrying out quality checks and required to contribute, develop and support improvement using continuous improvement methods such as kaizen tools, process visualisation using lean principles and problem solving tools and techniques.

Aldridge Facility Dates:

Mar: 4 | Sep: 2

Telford Facility Dates:

Jun: 10

IMPROVEMENT TECHNICIAN - LEVEL 3

For individuals responsible for delivery and coaching of improvement activity within an area of responsibility, often associated with Lean and Six Sigma methodologies.

Aldridge Facility Dates:

Mar: 11

Telford Facility Dates:

Sep: 8

IMPROVEMENT PRACTITIONER - LEVEL 4

For individuals working with a blend of Lean and Six Sigma, project and change management principles and tools to identify and lead the delivery of change across organisational functions and processes.

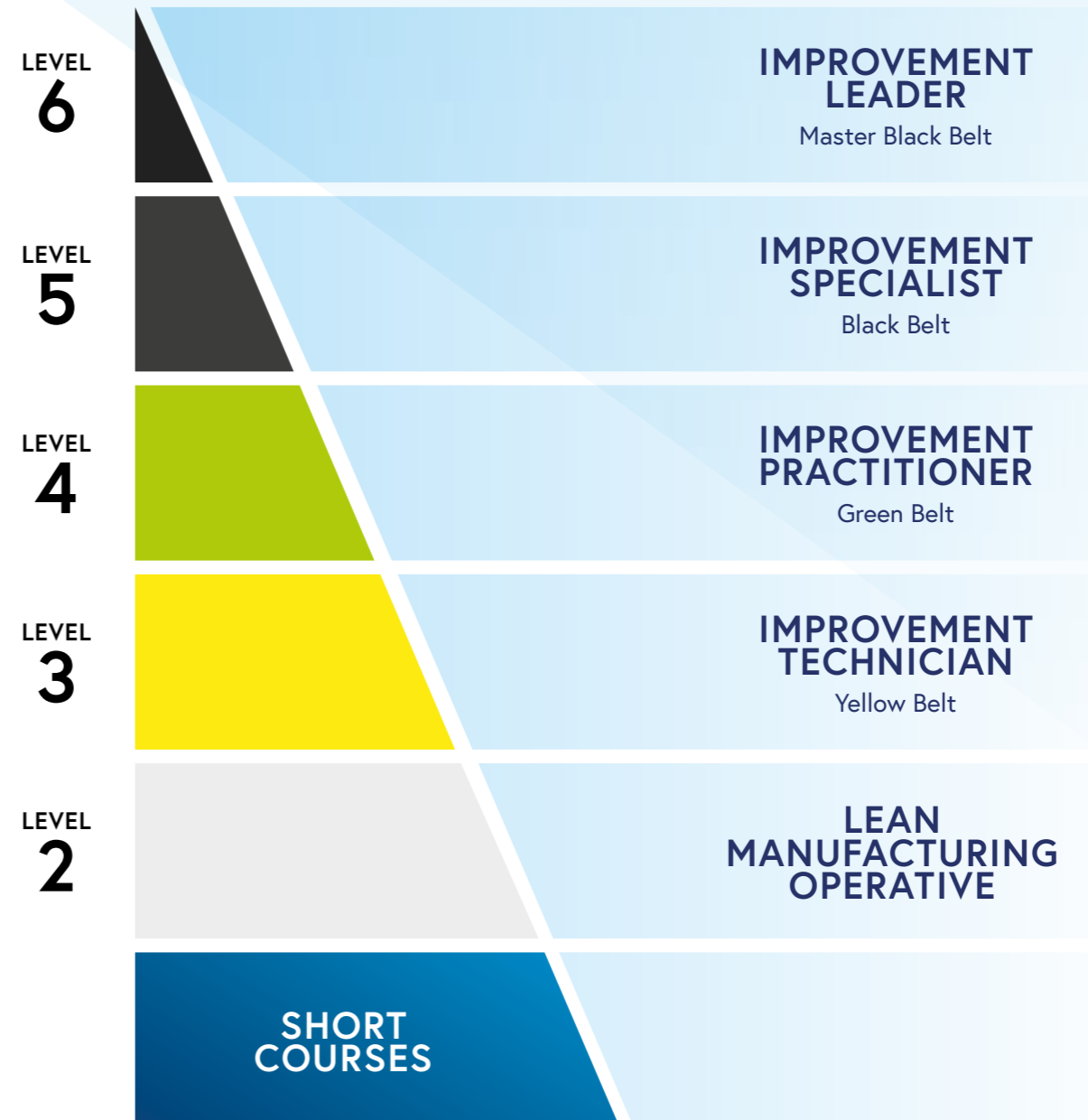
Aldridge Facility Dates:

Mar: 3

Telford Facility Dates:

Sep: 8

CONTINUOUS IMPROVEMENT PYRAMID



OPEN COURSES

The effectiveness of managers, supervisors and team leaders has a direct effect upon the bottom line performance of any organisation and its ability to improve productivity. Working with the Institute of Leadership & Management, In-Comm has developed a host of internationally recognised qualifications that will update your leader's and manager's skills, with development programmes tailored to suit the exact needs of your business.

ILM AWARD IN LEADERSHIP & TEAM SKILLS - LEVEL 2

A programme designed to help team leaders identify the key differences between working within a team and assisting in the supervision of a team, providing them with the practical tools in which to support their development.

Aldridge Facility Date:

Apr: 5, 12, 19, 26, May: 3, 10, 17, 24 | Oct: 4, 11, 18, 25, Nov: 1, 8, 15, 22

Telford Facility Dates:

Jun: 8, 15, 22, 29, Jul: 6, 13, 20, 27

ILM CERTIFICATE IN PRINCIPLES OF LEADERSHIP & MANAGEMENT - LEVEL 3

A programme designed for new and aspiring junior managers, picking up core skills and understanding needed to deal with management responsibilities and develop as leaders.

- Solving Problems and Making Decisions
- Understanding Innovation & Change
- Understanding Leadership
- Understand how to motivate to improve
- Understand stress management
- Managing Workplace Projects
- Planning & Allocating Work
- Understanding Training & Coaching in the workplace

Aldridge Facility Dates:

Jan: 12, 19, 26, Feb: 2, 9, 16, 23, Mar: 2 | Sep: 8, 15, 22, 29, Oct: 6, 13, 20, 27

Telford Facility Dates:

May: 5, 12, 19, 26, Jun: 9, 16, 23, 30

Level 3 and Level 5 workshops can be purchased as stand-alone courses, please speak to an advisor for more information.

ILM DIPLOMA LEADERSHIP & MANAGEMENT - LEVEL 5

A programme is designed for project managers, department heads, and other practising middle managers. Develop your skills and experience, improve your performance and prepare for senior management responsibilities.

- Understanding the Management Role to improve Management Performance
- Managing Improvement
- Making a Financial Case
- Develop Critical Thinking
- Leading Innovation & Change
- Management Communication
- Managing for Efficiency & Effectiveness
- Becoming an Effective Leader
- Assessing your Leadership Capability

Aldridge Facility Dates:

Jan: 11, 18, 25, Feb: 1, 8, 15, 22, Mar: 1, 8

Telford Facility Dates:

Oct: 6, 13, 20, 27 Nov: 3, 10, 17, 24, Dec 1

Level 3 and Level 5 workshops can be purchased as stand-alone courses, please speak to an advisor for more information.

APPRENTICESHIPS

TEAM LEADER/SUPERVISOR - LEVEL 3

A programme for those in a first line management role, with operational/project responsibilities or responsibility for managing a team to deliver a clearly defined outcome.

Aldridge Facility Dates:

Sep: 2 | Dec: 3

Telford Facility Dates:

Apr: 28

OPERATIONS & DEPARTMENTAL MANAGER - LEVEL 5

A programme for those who manage teams and/or projects, and achieving operational or departmental goals and objectives, as part of the delivery of the organisation's strategy.

Aldridge Facility Dates:

Jan: 5

Telford Facility Dates:

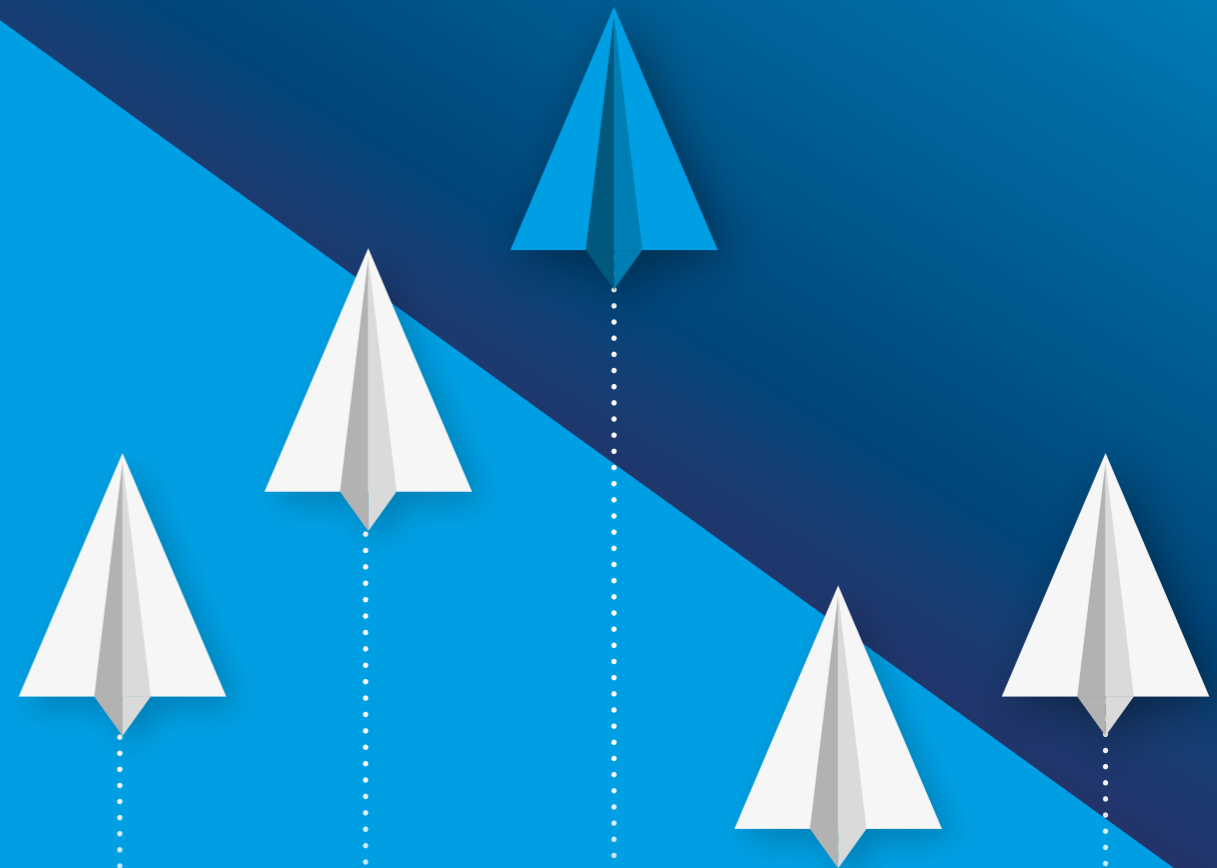
Sep: 30



ON DEMAND COURSES

- CONTRIBUTING TO INNOVATION & CREATIVITY
- CONTRIBUTE TO THE DEVELOPMENT OF A STRATEGIC PLAN
- DESIGN BUSINESS PROCESSES
- DEVELOP AND IMPLEMENT AN OPERATIONAL PLAN
- DEVELOP AND MAINTAIN PROFESSIONAL NETWORKS
- DEVELOP AND MANAGE COLLABORATIVE RELATIONSHIPS WITH OTHER ORGANISATIONS
- DEVELOP WORKING RELATIONSHIPS WITH STAKEHOLDERS
- DEVELOPMENT OF A STRATEGIC PLAN
- DEVELOPING SELF AS A TEAM LEADER
- DEVELOPING SELF AS AN EFFECTIVE TEAM MEMBER
- DEVELOPING THE WORK TEAM
- DEVELOPING YOURSELF & OTHERS
- DISCIPLINE AND GRIEVANCE MANAGEMENT
- ENCOURAGE LEARNING AND DEVELOPMENT
- ESTABLISH BUSINESS RISK MANAGEMENT PROCESSES
- FINANCE FOR NON-FINANCIAL MANAGERS
- IMPROVING THE PERFORMANCE OF THE WORK TEAM
- INDUCTION & COACHING IN THE WORKPLACE
- LEADING YOUR TEAM
- MANAGE A BUDGET
- MANAGE A PROJECT
- MANAGE A TENDERING PROCESS
- MANAGE BUSINESS RISK
- MANAGE KNOWLEDGE IN AN ORGANISATION
- MANAGE PHYSICAL RESOURCES
- MANAGE PRODUCT AND/OR SERVICE DEVELOPMENT
- MANAGE REDUNDANCY AND REDEPLOYMENT
- MANAGE STRATEGIC CHANGE
- MANAGE STRATEGIC MARKETING ACTIVITIES
- MANAGE THE IMPACT OF WORK ACTIVITIES ON THE ENVIRONMENT
- MANAGE WORK BASED PROJECTS
- PREPARE FOR & SUPPORT QUALITY AUDITS
- PLANNING & ALLOCATING WORK
- PLANNING CHANGE IN THE WORKPLACE
- PLANNING & MONITORING WORK
- PREPARE FOR AND SUPPORT QUALITY AUDITS
- PROBLEM SOLVING AND DECISION MAKING
- PROMOTE EQUALITY OF OPPORTUNITY, DIVERSITY & INCLUSION
- PROVIDE LEADERSHIP & MANAGEMENT
- RECRUITMENT, SELECTION & INDUCTION PRACTICE
- SATISFYING CUSTOMER REQUIREMENTS
- SOLVING PROBLEMS & MAKING DECISIONS
- UNDERSTANDING CHANGE IN THE WORKPLACE
- UNDERSTANDING EFFECTIVE TEAM WORKING
- UNDERSTAND HOW TO IMPROVE PERFORMANCE
- UNDERSTANDING INNOVATION AND CHANGE
- UNDERSTANDING LEADERSHIP
- UNDERSTANDING MARKETING FOR MANAGERS
- UNDERSTAND STRESS MANAGEMENT
- UNDERSTANDING TRAINING & COACHING IN THE WORKPLACE
- USING RESOURCES EFFICIENTLY & EFFECTIVELY
- WORKPLACE COMMUNICATION
- WRITING FOR BUSINESS

LEADERSHIP & MANAGEMENT



OPEN COURSES

In today's competitive global environment, every business needs a little support to help it overcome issues and make the most of growth opportunities. In-Comm offers a range of courses to help you reach your company's potential.

PRESENTATION SKILLS

This programme is designed for individuals who want to know how MS Office 365 is designed and its capabilities.

Aldridge Facility Dates:

Feb: 28, Mar: 1 | July: 4,5 | Oct: 19, 26

APPRENTICESHIPS

BUSINESS ADMINISTRATOR - LEVEL 3

For individuals to learn responsibilities of the role in order to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

Aldridge Facility Dates:

Mar: 4 | Jun: 17 | Sep: 9

CUSTOMER SERVICE PRACTITIONER - LEVEL 2

For individuals to provide customer service products and services for businesses and other organisations including face-to-face, telephone, digital and written contact and communications.

Aldridge Facility Dates:

Mar: 4 | Jun: 17 | Sep: 9

CUSTOMER SERVICE PRACTITIONER - LEVEL 3

For individuals to provide customer service products and services for businesses and other organisations including face-to-face, telephone, digital and written contact and communications.

Aldridge Facility Dates:

Mar: 4 | Jun: 17 | Sep: 9

WAREHOUSE

For individuals working in a variety of warehouse environments. Work activities include taking deliveries, checking for damaged/missing items, storing goods, moving stock by various methods, picking/packing orders, loading goods for dispatch, maintaining stock records and documentation, and cleaning.

Aldridge Facility Dates:

Jan: 14 | Mar: 25 | Sep: 9

Telford Facility Dates:

Jun: 17

ON DEMAND COURSES

- BULLYING & HARASSMENT
- COMMUNICATION SKILLS
- ENVIRONMENTAL AWARENESS
- GENERAL HOUSEKEEPING & PROFESSIONAL IMAGE
- GRAMMAR, SPELLING & PUNCTUATION
- ICT – MS ACCESS
- ICT – MS EXCEL BASIC
- ICT - INTERNET SAFETY & EMAIL
- ICT – MS ONENOTE
- ICT – MS OUTLOOK
- ICT – MS POWER POINT
- ICT – MS PROJECT
- ICT – MS TEAMS
- ICT – MS WORD BASIC
- INTRODUCTION TO FINANCE
- INTRODUCTION TO HUMAN RESOURCES
- INTRODUCTION TO SALES & MARKETING
- LEAN OFFICE
- NEGOTIATING SKILLS
- SAGE REPORT DESIGNER WORKSHOP
- SAGE STOCK CONTROL
- TEAM BUILDING
- TIME MANAGEMENT
- USE OF SOCIAL MEDIA IN BUSINESS
- WRITING FOR BUSINESS





THE TRAINING & MANUFACTURING GROUP

Introducing The Training & Manufacturing Group (TMG). The Training & Manufacturing Group (TMG) is a consortium of like-minded companies bound together by a shared vision to: "Deliver world class advanced engineering skills and business support strategies through hyper-local collaboration."

The group is a non-profit organisation and exists to enhance the performance of our members through the sharing of best practice, access to world-class technologies at

three technical academies, tailored business support and signposting to funding opportunities.

We are committed to growing our partnerships, giving our companies access to specialist expertise, the latest information and skills support to help them develop their services, increase production efficiency and boost productivity. There is also a determination to move UK industry up the technology chain by being at the forefront of Industry 4.0.

BENEFITS FOR GROUP MEMBERS INCLUDE:

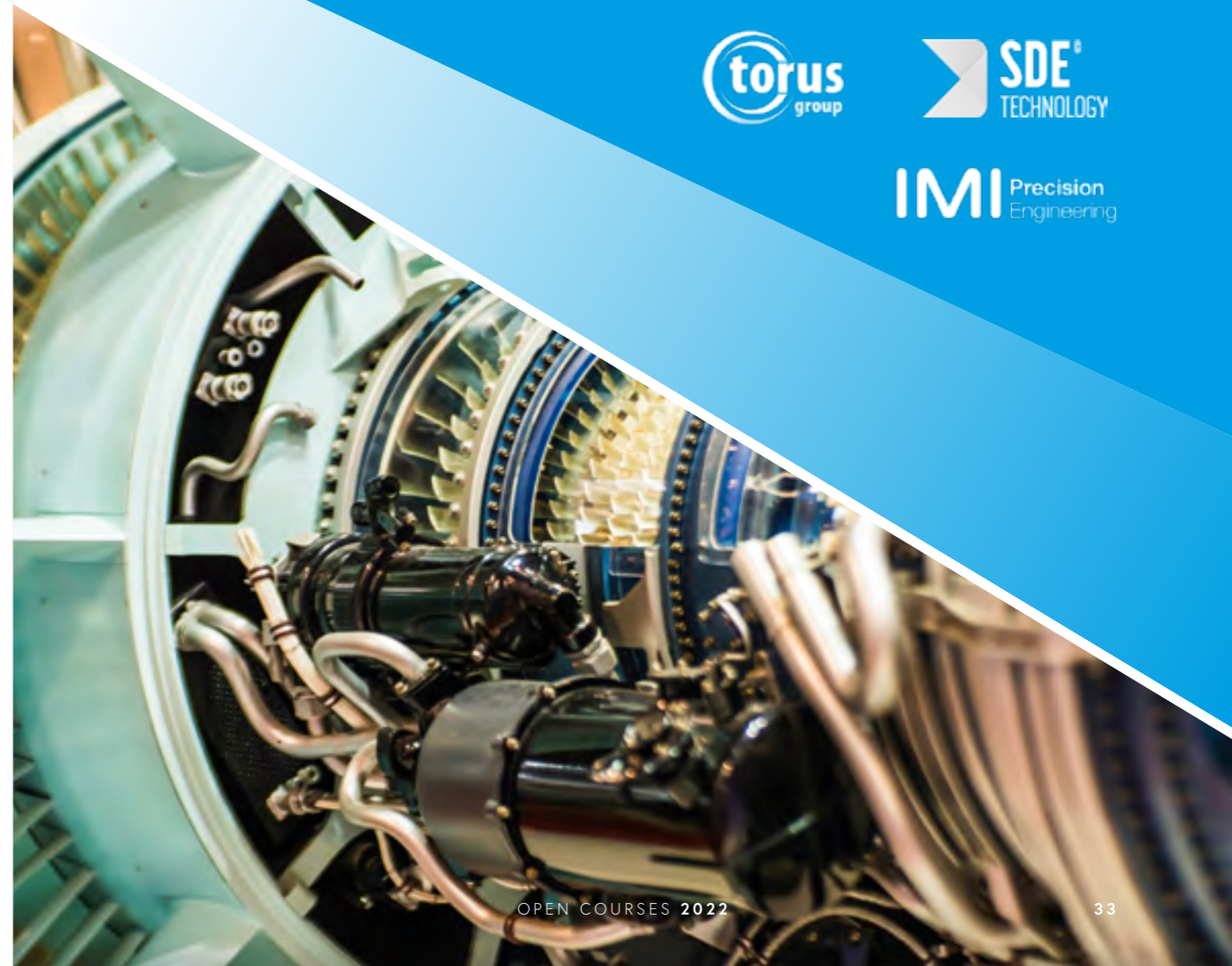
- Monthly visit from a dedicated Client Manager
- Support with Apprentice recruitment and skills matching
- Discounts on more than 100 In-Comm upskilling training courses
- Programme of seminars tailored to member interests and requirements
- Access to grants/funding opportunities
- Unrivalled networking
- A dedicated helpline for employment issues, health and safety, networking and quality

GIVING YOU RESOURCE TO DISCOVER THE LATEST FUNDING, RECRUITMENT & TRAINING OPPORTUNITIES



TECHNICAL PARTNERSHIPS

We are committed to being at the forefront of technical developments and technologies and are looking to develop the most comprehensive Technical Partnership in the UK. Our current technical partners are:



Today's technical education, for tomorrow's careers

The Black Country & Marches Institute of Technology is a vibrant learning environment to enable you to achieve your academic goals and career aspirations.

The Institute of Technology provides high-quality training opportunities with clear pathways to skilled jobs in the following sectors:



Advanced Engineering & Manufacturing



Modern Methods of Construction & Offsite



Medical Engineering & Healthcare

Our vision:

- Be a local Centre of Excellence for higher education that is accessible for all.
- Be the provider of choice for higher education across the West Midlands and nationally within our areas of specialism.
- To provide high quality technical education at Level 4 and above with clear pathways to skilled jobs.
- To provide training on the latest industry equipment to support student's practical skills development.
- To create the skills to advance the economic and social prosperity, adding value to the community we serve.
- To inspire students to be successful. Developing the knowledge, skills and abilities needed to ensure that everyone meets their full potential.

Our values:

- To provide non-traditional progression pathways to higher education that are flexible and accessible for all, often combining study and work.
 - To offer higher education that is inclusive and connected to society.
- Inclusive:** Promote equality and diversity through inclusive practices. Our students will be selected on merit, regardless of gender, race and disability.
- Integrity:** Place the interests of students and employers at the heart of everything we do.
- Responsive:** Listen to the needs of students and employers in order to provide responsive services.
- Collaboration:** Play a pivotal role in determining the future skills needs, working in collaboration with other delivery partners from academia and industry to deliver high quality education.

For more information, visit:
blackcountryandmarchesiot.ac.uk
 or contact us on **01384 363 700**
 or iot@dudleycol.ac.uk





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