

British Woodworking Federation Training Course Prospectus 2018

Training Course Title	Training Course Overview'	Duration	CITB Grant Support	Additional Funding Support
Abrasive Wheels	Aimed at employees with a need to safely use and change abrasive wheels, ensuring compliance with legal requirements. All courses are tailored to the requirements of business needs.	0.5 days	✓	✗
Asbestos Awareness	Designed to highlight and address the dangers associated with asbestos. The training is intended for those who work in building, maintenance and construction industries.	0.5-1 day (depending on experience)	✓	✗
AutoCAD for Beginners	Aimed at new users or users working in a woodworking environment with very little experience of AutoCAD. The course will give learners an introduction to AutoCAD, it's principles and basic functions.	3 days	✓	✓
AutoCAD Intermediate	Building on from "Introduction to AutoCAD" or for learners who have had experience of using AutoCAD, this intermediate course is designed for AutoCAD users in a woodworking environment who seek enhanced knowledge of the software leading to a more professional quality of their drawings.	2 days	✓	✓
CAD/CAM and CNC in Woodworking	Aimed at businesses using CNC and CAD/CAM (AlphaCAM) system for programming such woodworking machinery. All courses are tailored to the requirements of the individual and/or business needs.	2-3 days (depending on equipment and experience)	✓	✓
Contract Procedures (e-learning)	An introduction the to the fundamentals and importance of effective contractual and financial management of contracts from initial client interest through to the agreement and settlement of all final accounts.	1 hour	✗	✗
Corian Fabricator	Aimed specifically at carpentry, joinery, kitchen and shopfitting companies that are fabricating Corian worktops.	2 days	✓	✓
Corian Advanced Fabricator	Aimed specifically for advanced operatives within joinery, kitchen and shopfitting companies that are working with more complex Corian fabrication.	1 day	✓	✓
Corian Worktop Installation	Aimed specifically at carpentry, joinery, kitchen and shopfitting companies that are installing, finishing and repairing Corian worktops.	1 day	✓	✓

Face Fit Testing	The aim of the course is to explain the health risks involved with wood dust and to identify the different types of RPE and what is appropriate to use. Also to understand how to correctly wear RPE and maintain it. To know what RPE fits their face and to know when re-testing is required.	0.5 day	✓	✓
FDIS Diploma (e-learning) (Modules 1 to 7 all mandatory to achieve the Diploma)	1. Foundation Module - Provides a basic understanding of fire doors and their components, including testing and certification, regulations and standards, inspection and maintenance.	1 day	✓	✗
	2. Timber Fire Doors and Stairs - Gives a more detailed look at timber fire and escape doorsets, their construction, installation and functional performance.	1 day	✓	✗
	3. Metal Fire Doors - Provides information on how steel doors differ from timber doors, how they are tested, glazed, installed and maintained.	1 day	✓	✗
	4. Glazing - Gives detailed guidance on the different types of fire resistant glass, glazed apertures, glazing retention systems and beading and the importance of getting it right.	1 day	✓	✗
	5. Seals - Gives detailed information on the function and technology of intumescent, acoustic and smoke seals, how they're identified and installed.	1 day	✓	✗
	6. Ironmongery and Signage Pt 1 - Covers why each type of ironmongery is essential, critical issues about installation, how to check it is functioning correctly and when the item should be replaced.	1 day	✓	✗
	7. Ironmongery and Signage Pt 2 - Covers essential and non-essential ironmongery, the requirements for panic escape mechanisms and signage on fire doors.	1 day	✓	✗
	8. Inspector Transition Module - Only for diploma holders who wish to become an FDIS Certificated Inspector.	1 day	✓	✗
Fork Lift Operator	Operator courses include: Novice, Experienced, Refresher and Conversion courses (from one truck to another). All courses are designed to train individuals in the basic skill requirements and safety aspects of Basic Lift Truck operation.	1 to 5 days, depending upon numbers and previous training/experience.	✓	✓
Handling Materials in Woodworking	The aim of this course is to define "manual handling" and understand the risks involved within the joinery & woodworking industry. Explain how manual handling can cause injuries and understand good handling	0.5 day	✓	✓

	technique of joinery and wood based products. State the principles for controlling manual handling risk & apply these to a practical situation			
Installing fire resisting timber doors and assemblies and door sets – upskilling	Aimed at trade's persons who have had at least 2 years' experience of fitting doors, post completion of their training program. The course will provide training and assessment on the fitting of single and double fire doors and frames/linings to existing standards and current legislation.	2-3 days (with a bolt on on-site assessment requirement)	✓	✗
Introduction to BIM (e-learning)	An introduction and preparation to BIM and its use with your clients and within their own organisations.	1 hour	✗	✗
Introduction to Project Management (e-learning)	An introduction to the fundamentals and importance of effective project management of shopfitting contracts, explaining processes, systems and techniques used to achieve this.	1 hour	✗	✗
Joinery Spraying	Aimed at operatives that undertake the preparation and spraying of components and products.	1 day	✓	✓
Managing and Supervising Employees of Woodworking Machines	Aimed at line managers with responsibility for supervision and management of employees using Woodworking Machinery and Equipment.	0.5 days	✓	✓
Pre-qualification to Competence (e-learning)	Aimed at highlighting the importance of Pre-Qualification Questionnaires in gaining new business and the critical importance of PAS 82 accreditation in helping you do this quickly and easily. Will also help to understand the importance of client expectations and will help benchmark your business against it.	1 hour	✗	✗
Procuring Goods and Services (e-learning)	An introduction to the importance of procurement within the business confines of a Shpopfitting/Joinery organisation. On one side of the business model it is essential that the organisation wins sufficient work from a range of clients in order to survive and grow and on the other side of the model the need to procure labour, materials and plant as efficiently and cost effectively as possible to complete the works.	1 hour	✗	✗
Quantity Surveying Process (e-learning)	Explains the importance of the Quantity Surveying function within a shopfitting/joinery/fit-out organisation in the delivery and management of construction works.	1 hour	✗	✗

Safe Use of Woodworking Machinery	Aimed at businesses with a need to assess employee competence when using individual or multiple woodworking machines, allowing a modular approach.	1 day (dependant on level of operative competence)	✓	✓
Setting Out (e-learning)	An introduction the learner to the diverse role and responsibilities of the Setter Out on a Shopfitting/fitout/joinery contract. Provides an understanding of the role of the Setter Out from project award, through the co-ordination of offsite fabrication and liaison with sub-contractors and through to site installation and project handover. Also reviews the technical input required with the designers during the lifetime of the project.	1 hour	x	x
Timber and Panel Products and their uses	Designed to provide trade specific knowledge appropriate for the day to day activities in a joinery business. By the end of the course and qualification, the learner should be familiar with the main softwoods, hardwoods and panel products traded in the UK.	2 days	✓	✓
Wood Machine Operations – Sawing	Aimed at businesses with a need to train employees using woodworking sawing machines. All courses are tailored to the requirements and needs of the business.	1 day	✓	✓
Wood Machine Operations – Planing	Aimed at businesses with a need to train employees using woodworking planing machines. All courses are tailored to the requirements and needs of the business.	1 day	✓	✓
Wood Machine Operations – Profiling	Aimed at businesses with a need to train employees using woodworking profiling machines. All courses are tailored to the requirements and needs of the business.	1 day	✓	✓
Wood Machine Operations – Jointing	Aimed at businesses with a need to train employees using woodworking jointing machines. All courses are tailored to the requirements and needs of the business.	1 day	✓	✓
Wood Machine Operations – Sanding	Aimed at businesses with a need to train employees using woodworking sanding machines. All courses are tailored to the requirements and needs of the business.	1 day	✓	✓

Wood Machine Operations – CNC	Aimed at businesses with a need to train employees using woodworking CNC machines. All courses are tailored to the requirements and needs of the business.	1 day	✓	✓
Wood Machine Operations - Boring	Aimed at businesses with a need to train employees using woodworking boring machines. All courses are tailored to the requirements and needs of the business.	1 day	✓	✓
Wood Machine Operations – Edge Finishing	Aimed at businesses with a need to train employees using woodworking edge finishing machines. All courses are tailored to the requirements and needs of the business.	1 day	✓	✓
Woodworking Portable Power Tools	Aimed at businesses with a requirement to ensure that staff are correctly and safely trained in the use of Power Hand Tools, whether powered by battery, electrical or pneumatic systems.	1 day (dependent on individual competency and number of machines)	✓	✓
Wood Waste and Resource Efficiency (e-learning)	Designed to equip joinery firms to use their timber resources more efficiently and reduce their wood waste. Aimed primarily at managers within joinery manufacturers of all sizes but will be beneficial to any member of staff involved in procurement and waste management. Also useful for those involved with the supply of timber.	3 days	✓	✗
Working at Height	Designed to provide any person involved with working at height with the knowledge to carry out suitable risk assessments and be able to manage working at height situations safely.	1 day	✓	✗

Note: At the time of producing this prospectus, the WIT Forum are awaiting decision and confirmation of requested 'Additional Funding Support' from CITB and full 'tier' allocation for 'CITB Grant Support'. For further information on any of the training courses listed above, please contact the BWF on 0844 209 2610