



TIMCON Training Scheme

Scheme Manual

REVISION 0
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INTRODUCTION

The purpose of the Timcon Pallet and Case Industry scheme is to provide a framework to enable Timcon member companies to improve the capabilities of their employees through training specifically for the industry. Emphasis is placed on health & safety issues.

This training programme has been produced in a form that can be used by all member companies regardless of their background or depth of involvement and experience. It is not designed as general safety training but specifically covers safe working practices for pallet and case making and may not be suitable for use by other workers. It can be combined with other induction training for new workers or can be used as refresher training for those who have worked in the industry for some time.

The training is intended to cover the most likely activities of manual and machine pallet and case workers in the member companies so some may find that their workers undertake tasks which are not covered by the basic scheme. Should there be a requirement for training in other areas of work; further modules will be made available as additional, optional scheme units at a later date. The coverage only extends to the basic duties expected of pallet and ancillary workers, further more advanced modules for line managers, supervisors and more specialist employees will be produced if there is sufficient demand.

The training scheme is produced for delivery in-house by company employees, although some external input may be needed. In particular the company seeking to use this scheme needs to ensure that training is supervised by someone who has the appropriate technical skills together with the ability to impart this knowledge in an effective manner.

The modules have been produced by different authors and you may therefore notice a difference in style and format but this should not detract from the content.

Due to the differences between companies in equipment, processes etc the Timcon Training Certificate is not transferable to another company within the scheme.

We anticipate that the scheme will undergo future revision and your help in identifying errors, omissions or improvements would be very much appreciated. Additional modules may be added later if they are found to be needed. All comments should be directed at the Timcon secretariat. Timcon will endeavour to advise all scheme members when a revision occurs

When your company agreed to utilise this material:

- It agreed not to have falsely claimed to have trained any individual
- It agreed to undertake any necessary risk assessments.
- It agreed to ensure that the training is delivered by a person competent to do so
- It agreed to ensure that when training is complete this is confirmed by a director/proprietors signature on the master module control documentation.
- It agreed that Timcon can audit its training records at any time
- It agreed to advise Timcon promptly of any errors discovered in the scheme.
- It agreed to ensure that all registered trainees complete at least the mandatory modules and one other before applying for a certificate.
- It understood that Timcon will change the training modules from time to time and that it will be the applicant company's responsibility to assess the implications of these changes and decide if any of their staff need to be re-trained.
- It understood that because of the huge variety of different equipment and processes within the industry the Timcon training modules are necessarily of a general nature. Consequently the applicant company will need to provide any additional training necessary to meet their individual requirements.
- It understood that the Timcon Training Scheme is for the exclusive use of Timcon members and agreed to distribute to any non-member.

STRUCTURE, ORGANISATION AND ADMINISTRATION

The scheme is divided into modules. The modules can be grouped together to make up training schemes suitable for manual pallet and case makers, machine pallet makers and forklift drivers working with the workshop. The trainees must successfully complete the six mandatory modules shown below.

1. Workplace Induction
2. Manual Handling
3. Personal Protective Equipment
4. Traffic Management (Workplace Transport Safety)
7. Assuring Pallet & Case Quality
8. Basic Hand Tools and Equipment

Modules 1 to 4 must be completed before a trainee is permitted to work on the shop floor. Modules 7 and 8 can be completed at any time during the training period. At least one other module must be completed (making a total of 7) before a training certificate will be issued by TIMCON. There is no restriction on the total number of modules that can be covered by any one person. The actual modules completed will be shown on the certificate.

The material in the scheme manual has been produced to show the extent of the information to be covered during the training for satisfactory completion of the module and also to act as a guide and revision aid for the trainees. It is not necessarily expected to be covered by the trainer in the order shown or even in that format. Trainers should develop their own methods of presentation and some suggestions are given in the scheme Guidance for Trainers.

Companies are expected to use their own trainers to present the scheme and this may be done by the use of one or more employees depending on the expertise available. For some areas of the training, such as manual handling and forklift activities, it may be appropriate to use the company safety officer or an external training provider.

Training must be a combination of theory and practical experience. It is the company's responsibility to ensure that the trainee receives adequate supervised practice. It is strongly recommended that after initial training the trainee should be introduced to an experienced, trained operative to act as a mentor until the Instructor is confident of the trainee's competence.

One person should be named on scheme documents as the Senior Manager/Director/Proprietor and he or she will coordinate the training internally and communicate with TIMCON concerning the scheme on behalf of the company.

The documents included in the scheme are:

- The Scheme Manual
- Guidance For Trainers
- Guidance for Trainers on Controlling Risks
- Master Modules Control Sheet
- The Scheme Modules

Web Site

The training scheme is provided by Timcon to its members via the Timcon web site. There you will be able to register for the scheme and download all the documents required. The web site will always contain the latest revision of the documents and you should check regularly for updates.

If you do not have web access please contact the Timcon secretariat who will provide you with paper copies at a cost of £5 + VAT per document.

Please note when printing that some of the training information is in colour e.g. safety signs.

Roles & Responsibilities

The following persons are involved in the training process

Senior Manager/Director/Proprietor	The person with overall responsibility for training within a company and legal Health & Safety responsibilities. The point of contact for Timcon on the scheme administration.
Instructor	The person/s responsible for an individual trainees overall training
Trainer/s	The person delivering the individual training item or module
Trainee	The person receiving the training
<i>Note that in many companies the role of instructor and trainer may be combined.</i>	

Each module contains a Training Control Sheet listing the areas covered in the training. Trainers complete these sheets as trainees' progress through the modules. Trainers should provide help and advice to all those whose work is not up to the required standard and require them to repeat the task until confident that they have thoroughly understood the requirements. Trainees will not be considered to have completed a module until all the items on the Training Control Sheet has been passed as satisfactory by the trainer and signed off by the trainee and the Company's Senior Manager/Director/Proprietor.

Documentation & Training Certificates

At the back of each module is a Training Control Sheet on which the progress of the trainee is recorded. When completed these should be signed by the Instructor and the Trainee and filed in the trainee's personal file. The trainee should retain the module documentation for future reference

The Master Module Control Sheet shows the contents and revision status of all the scheme modules. The web site will always contain the latest version and you should check regularly for updates. The sheet is also used to record a trainee's progress and when the required modules have been completed (minimum 7) it should be signed by the Senior Manager/Director/Proprietor, the Instructor and the Trainee and sent to Timcon who will issue a certificate for that training to the company for presentation to the trainee (Example at Appendix A).

When the first trainee has completed training the Company will also be issued with a Timcon Training Company certificate for display and the company will be entitled to use the Timcon Training Company logo.



When a trainee completes more modules simply record these on a new Master Module control sheet, number sequentially, and send to Timcon who will issue a revised certificate

Risk Assessments

Risk assessments of all processes within a company are required by legislation. The training program is not a substitute for this requirement. In fact the provision of adequately trained personnel would be a recommendation from any risk assessment process. However the modules do give indications of the sort of areas that a risk assessment should include. It should be noted that employees have a right to see any risk assessments affecting their work.

Guidance for trainers on controlling risks is provided within the scheme.

Safe Systems of Work

In many cases modules will include (as an appendix) an example of a suitable Safe System of Work (SSOW). These are for guidance only and will need to be tailored to suit individual requirements.

Refresher Training

It is important to realise that training is not a once only process; training needs must be regularly reviewed. Personnel will need to be retrained from time to time and this

scheme material is also suitable for this process. It is particularly important to refresh training when an operator has not used a machine or carried out a process for some time. Completing a Training Control Sheet would be a good method of assessing current competence

General Nature of the Modules

There is a huge variety of different machinery within the industry and it is impossible to produce training material which covers every eventuality. Therefore many of the modules are general in their nature illustrating basic principles. It will be up to the company and its trainers to tailor the modules to meet the requirements of their individual equipment. For example an operator will always need to know how to stop and isolate any machine they are using. Similarly there are numerous different processes and often the same process may be carried out in different ways at different times and certainly there will be much variation between different companies. It is the company's responsibility to ensure that the training delivered matches these different requirements.

When part of a module is not applicable to your business you do not need to deliver that item of training but you must note this on the Training Control Sheet.

A page of blank lines has been included at the end of the training control sheet for you to add company specific items and it would be good practice to attach any supporting paperwork.

Feedback & Amendments

Timcon will be very grateful to receive advice of any errors, omissions, enhancements or suggestions for improvement to the scheme and we will incorporate them into later releases whenever possible.

SCHEME CONTACTS

Applications for approval to use the scheme, all general enquiries and those relating to the administration of the scheme should be directed to the TIMCON secretariat.

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Appendix A – Example Employee Certificate