

APSE Scotland  
Fleet, Waste & Grounds Seminar  
Session 5  
Staff Training Workshop

# Session Aims

1. Why train staff?
2. Achieve clarity on legislative requirements particularly with regard to plant and equipment
3. The requirement 'bible'
4. Identify appropriate training providers / vehicles
5. Training Plan and records
6. Repeat training frequencies – Legislative / Best Practice or commercially driven!

# Training Vehicles

1. External Providers inc FE Establishments
2. Internal 'qualified' trainers
3. Internal Cascade Training – Capability
4. Equipment Suppliers
5. The legislative value of In-House Cascade Training and the controls / administration required
6. Value of 1:1 on the job and demonstrating audit trail

# Outcomes & Actions

1. Draft Guidance Note for member authorities
2. Sharing of Training Plans between members
3. Shared procurement / delivery for specialist subjects