



## Introducing L.I.T.S. Ltd

### About L.I.T.S. Ltd

L.I.T.S. specialises in the assessment of vocational technical competence and the delivery of technical training in the engineering maintenance sector, in manufacturing and production, the lift industry and electrical contracting industry.

With a track record of almost 25 years, L.I.T.S. is now one of the UK's leading technical and health & safety training providers. The Company's training centre is based in Petts Wood, Kent but we are supported by a team of experienced engineers/assessors who are regionally based enabling our training and assessment programmes to be delivered throughout the UK, Ireland and the Channel Islands at regional centres or in-plant.

We can help you to:

- reduce downtime;
- improve productivity;
- increase workforce flexibility;
- reduce accident rates;
- develop a workforce qualified to national and industry standards;
- comply with the legal requirements of the Health & Safety at Work Act.

### Technical Skills Development Training – Short Courses

L.I.T.S. has developed a range of tightly-focused technical training courses especially for electrical and mechanical installers and maintainers in the engineering and manufacturing environments. Our courses have evolved over a number of years and are now finely tuned to provide precisely what industry requires in most multi-skill, cross-skill and up-skill situations.

For example, our more popular courses are aimed directly at maintenance electricians and fitters (though not exclusively) and cover:

- electrical maintenance skills for fitters,
- mechanical maintenance skills for electricians,
- basic refrigeration and air conditioning,
- BS7671:2002 (C&G 2381 Scheme – IEE Wiring Regulations)
- Inspection and Testing of Fixed Electrical Installations (C&G 2391 Scheme) both of which provide for the requirements of the new Part P addition to the Building Regulations
- Portable Appliance Testing etc.

Additionally, we can deliver a wide range of Health & Safety training ranging from Abrasive Wheels Safety; Safe Working on Lifts (EOR 202 programme) to Working at Heights. One of our main safety courses in heavy demand is The Safe Release of Trapped Lift Passengers.

No prior knowledge is assumed and all our training is fully supported by practical course work on full-sized equipment allowing the continuous assessment of practical ability and conceptual understanding. We have a 'learn by doing' culture but we ensure trainees understand what it is they are doing rather than merely performing a series of rehearsed procedures. All our training is underpinned by competence-based certification.

## **Consolidation of Training**

The Health & Safety at Work Act places a legal obligation on all employers and self-employed to ensure that workforces and individuals are competent and L.I.T.S. recognises that, in most cases, off-job training is not enough on its own to meet this obligation. How often is it the case that freshly trained operatives return to the workplace but never practice their new skills?

Without proper in-plant consolidation of training, very rarely can the level of competence required be reached. This practical realisation of training in the workplace is often very difficult to achieve for a number of reasons, the main ones being a lack of an in-place system and no-one officially delegated to monitor and manage the process. This is where L.I.T.S. can provide valuable support.

Our experience and knowledge in the management of targeted NVQ programmes means that we can provide work-based consolidation of training through a formal programme of externally verified assessment to National Industry Standards. Because our Assessors are regionally based this can be achieved very cost-effectively. NVQs have been developed by industry for the industry and after two revisions are now more appropriate and easily applied in the workplace than ever before.

Apart from being industry-generated, NVQs are nationally recognised mainly because they are externally verified. We can consolidate training using either individuals NVQ Units (Certificate of Verified Achievement) or, a complete NVQ at either Level 2 or Level 3.

## **Formal Adult and Advanced Apprenticeship NVQ Programmes**

Quite apart from the consolidation of training, we specialise in the management of adult and apprenticeship NVQ programmes and L.I.T.S. is the nation's leading managing agent/training provider of NVQ schemes in the lift industry for Advanced Apprentices, lift improvers and lift testers.

We also manage a large number of successful schemes for a wide range of clients and blue chip companies.

Managing Advanced Apprenticeship programmes in engineering maintenance is a key activity. We can provide full support ranging from arranging LSC funding, assisting with recruitment, selecting the appropriate qualification, selecting the FE college, progress monitoring and assessment to final certification.

## **Awarding Body and Other Affiliations**

We are an approved City & Guilds Examination Centre and offer training for the 2381, 2391 and 2377 C&G Schemes. Shortly we will have the capability to offer on-line examinations with all the benefits of flexible exam dates and immediate results.

In addition, we are an EAL Accredited Assessment Centre which enables us to deliver engineering NVQs in full, or in part, at Level 2, 3 and 4 directly in the workplace through the provision of L.I.T.S. assessors and internal verifiers.

We contract with the Learning and Skills Council and as an authorized LSC training provider, you can enjoy funding support for your L.I.T.S. managed Advanced Apprenticeship programmes on a national basis. Additionally, you can be safe in the knowledge that we are inspected by the Adult Learning Inspectorate, the independent Government Body that ensures that Learners receive quality training and assessment. You can read our latest inspection report at [www.ali.gov.uk](http://www.ali.gov.uk)

## **Client Base**

Our quality and cost-effective services are currently supplied to well over 250 employers, Government Departments and Local Authorities which include:

**Sotheby's  
Gillette  
Britvic  
Aylesford Newsprint  
Mitsubishi  
Bank of England  
Stannah Group  
Dublin Airport Authority  
GlaxoSmithKline**

**McLaren  
British Bakeries  
ThyssenKrupp  
Lafarge  
The Royal Household  
Guardian Newspapers  
Warship Support Agency  
Duracell  
Budweiser**

**Philips  
AstraZeneca  
Reckitt Benckiser  
Kone  
Otis  
Nestle  
Kimberly Clark  
Trinity House  
Cambridge University**



## **L.I.T.S. Ltd - Mission Statement**

**“To provide quality, cost effective training services on a national basis that maximise the vocational development of young people (16-24) in Advanced Apprenticeship schemes and to meet the skill needs of adult operators and maintainers in the engineering sector.”**



## **L.I.T.S. Ltd - Equal Opportunities Statement**

### **Introduction**

L.I.T.S. is committed to ensuring equality of opportunity for all who work for us and those who are engaged in Learning. We respect and value positively, differences in age, class, ethnic or national origin, gender, sexual orientation, marital status, disability, exceptional need and religious or political belief, and strive to remove conditions which place people at a disadvantage.

### **Statement**

This policy covers every person employed by or engaged in learning with L.I.T.S. It equally applies to any member of the public visiting or using our facilities.

We aim to be an organisation where barriers to equality of opportunity and achievement in training, education and employment, are removed.

L.I.T.S. recognises the barriers to the achievement of its goal, but will continue to take positive feedback action to ensure that the structure, policies, practices and service delivery within, deprive no individual of their right to develop to their full potential.

The responsibility for making this policy work in practice rests with L.I.T.S. staff, learners, employers and all other stakeholders. The Managing Director for L.I.T.S. holds ultimate responsibility for its implementation. This policy is issued to all employers participating in L.I.T.S. managed and delivered learning and to all learners engaged in learning.

All employers participating in our learning are required to have a positive commitment to equal opportunities, detailed in their own policy statement.

All employers will utilise our procedures, literature and statements in the recruitment and selection of apprentices, unless existing material is sufficient.

All employers will take relevant steps necessary to provide an equal opportunities environment throughout the duration of learning.

L.I.T.S. will include equal opportunities instruction in all training programmes that include both staff and learners.

L.I.T.S. will keep and analyse records of all recruits with regard to sex, ethnic group and disability, in order to review the effectiveness of its equal opportunities policy.

L.I.T.S. will review this policy annually at business meetings and will ensure all policies are up to date with relevant legislation.

If you would like to comment on our equal opportunities policy, or have any complaints, please contact Jayne Herring on 01689 897620 or in writing to L.I.T.S, 19 Fairway, Petts Wood, Kent. BR5 1EF.

W G Orr

Managing Director



## **L.I.T.S. Ltd - Disability Statement**

### **Introduction**

L.I.T.S. is committed to engaging Learners and Employees with learning difficulties and/or disabilities, by ensuring, in relation to the equal opportunities policy, that all who work and learn with us receive the additional support required to enable participation.

### **Statement**

L.I.T.S. strives to remove, wherever possible, any barriers which could place people with disabilities and/or learning difficulties at a disadvantage.

We have staff that can help with:

- Dyslexia support
- Learning difficulties

We have access to specialist agencies that can help with:

- Literacy and Numeracy
- Visual Impairment
- Hearing Impairment
- Mental Health

We can assist you in specialist equipment, e.g

- Dictaphones
- Braille Embosser
- LUNA (software for enlarging text)
- LOOP System (enhances sound for hearing impairment)

In order to support people with disabilities/difficulties, it is essential that we know their needs so that we can take appropriate action to assist. We respect that each person is different and has individual requirements.

If you require additional support, would like to comment on our disability statement or inform us of any complaints that you may have, please contact Jayne Herring on 01689 897620 or at 19 Fairway, Petts Wood. Kent. BR5 1EF.

W G Orr

Managing Director



## **L.I.T.S. Ltd - Health and Safety Statement**

### Introduction

The Health and Safety at Work Act 1974 places a primary duty on all employers to ensure, as far as is reasonable, the health, safety and welfare of all their employees. In addition, employers are required to adopt a statement of safety policy.

L.I.T.S. will seek to establish a culture of mutual safety in the training centre in which employees, apprentices and candidates are encouraged to 'think safety' and to adopt a positive attitude towards the best safe working practice. In particular, special consideration is given to learners/young persons in respect of their limited experience and need for supervision as required.

### General Statement of Policy

The L.I.T.S. policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of apprentices, candidates and other people who may be affected by our activities. We regard this as mutual responsibility for their own health and safety and for the health and safety of those who may be affected by their activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in the Training Centre Safety Statement.

The policy will be kept up to date, particularly as the Training Centre changes in nature and in size. To ensure this, the policy and the way in which it operates will be reviewed every year.

The policy will be brought to the notice of all employees and at induction, to all new employees. All apprentices and candidates will be informed of the policy and their responsibilities.

W G Orr

Managing Director

14<sup>th</sup> January 2003



## **L.I.T.S. Ltd - Race Equality Statement**

### Introduction

L.I.T.S. is committed to ensuring equality of opportunity for all who work for them and all those who engage in learning.

We respect and value positively, differences in ethnic or national origin and religious or political belief, and strive to remove any barriers which place people at a disadvantage.

4.5% of learners are of ethnic origin.

### Statement

This race equality statement forms an essential part of the L.I.T.S. Equal Opportunities Policy.

We are committed to:

- creating an inclusive learning environment
- eliminating unlawful racial discrimination
- promoting equality of opportunity
- promoting good relations between people from different racial groups.

When recruiting learners and staff, all persons involved apply equal opportunities to the selection process.

Equal opportunities is a key component of our induction programme and is also included within our training programmes.

Any form of discriminatory or unacceptable behaviour by staff or learners, will not be tolerated. This includes racist remarks and/or perpetrating racial harassment. Appropriate action will be taken, which may lead to disciplinary action.

We will endeavour to develop learning programmes and materials which take into account the needs of learners from different cultural and racial backgrounds.

Our Equal Opportunities Policy, Race Equality Statement and Disability Statement are all reviewed at our annual business meeting. This meeting is attended by all members of staff who ensure that all policies and statements are up to date with all the relevant legislation.

If you would like to comment on our Race Equality Statement or inform us of any complaints you may have, please contact Jayne Herring on 01689 897620 or at L.I.T.S. Ltd, 19 Fairway, Petts Wood, Kent. BR5 1EF.

W G Orr

Managing Director