

## Booking Form

Please fill in the details below, scan and email  
([actsales@actassociates.co.uk](mailto:actsales@actassociates.co.uk)), photocopy & fax (+44 (0) 1384 442533)  
or post (ACT Associates Ltd, Victoria House, 32 Lower High Street,  
Stourbridge, West Midlands DY8 1TA).

### Delegate Details

Title & Name	<input type="text"/>
Job Title	<input type="text"/>
Company Name	<input type="text"/>
Address	<input type="text"/>
Tel	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>

### Venue:

London  Scotland  Midlands

**Sessions 1 and 2**

Development through e-learning & Business software solutions

**Session 1 only**

Development through e-learning

**Session 2 only**

Business software solutions

*(Note: Optional lunch available for those attending both sessions 1 and 2)*

### Authorised Signature

*I understand that this booking is made subject to the administration (terms & conditions) set out in the leaflet.*

### Can't attend?

Require details of further workshop dates / venues? Then please contact us by email

[actsales@actassociates.co.uk](mailto:actsales@actassociates.co.uk)

Want to view the software, visit [www.actassociates.co.uk/workshops](http://www.actassociates.co.uk/workshops).

Please send me product updates by e-mail YES  NO

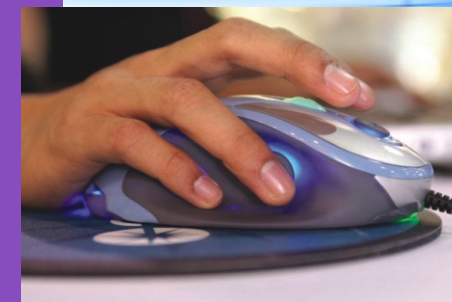
### Terms and conditions:

Numbers of delegates are limited, pre-registration is essential. The organisers reserve the right to make changes to the programme before the event and accept no responsibility for any programme changes on the day due to circumstances beyond their control.

# Health, Safety and Environment Free Presentation and Software Workshop

## To introduce the benefits of e-learning and software solutions to your business

- ◆ Making your HSE learning budget work harder and deliver better results.
- ◆ The 7 critical actions to get e-learning to work for your organisation.
- ◆ Improve your HSE effectiveness through the use of technology.
- ◆ Making conformity assessment easy.



### Who should attend?

Those responsible for:

- ◆ SHE Initiatives
- ◆ Training and human resources
- ◆ Facilities
- ◆ Quality
- ◆ Contracts
- ◆ Line Management

### CPD points

Attendance certificates can be made available for Members of Professional Institutes wishing to maintain their CPD portfolio.

ACT Associates Ltd, Victoria House, 32 Lower High Street, Stourbridge, West Midlands DY8 1TA,  
Sales [Direct]: +44 (0) 1384 447915, General Enquiries: +44 (0) 1384 442144  
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Website: [www.actassociates.co.uk](http://www.actassociates.co.uk)

# Programme

Thursday 25th February 2010 - Ramada London Ealing

## 9.30 Coffee and registration Session 1 10.00 - 12.00 Development through e-learning

- ◆ The benefits of e-learning
- ◆ 7 critical actions to get e-learning to work for you
- ◆ The learning experience
- ◆ E-learning and blended learning options
- ◆ Range and features of software available
- ◆ Case studies

Opportunity for personal demonstrations

*Lunch - light finger buffet (optional for those attending both sessions)*

## 13.30 Coffee and registration Session 2 14.00 - 16.00 Business software solutions

- ◆ Current trends and drivers for HSE software solutions
- ◆ Making conformity assessment easy
- ◆ Improving effectiveness through the use of technology
- ◆ Positive progressive conformity assessment
- ◆ Embedding conformity assessment in your HSE system
- ◆ Identifying the competence gap
- ◆ Main features of software
- ◆ Case studies

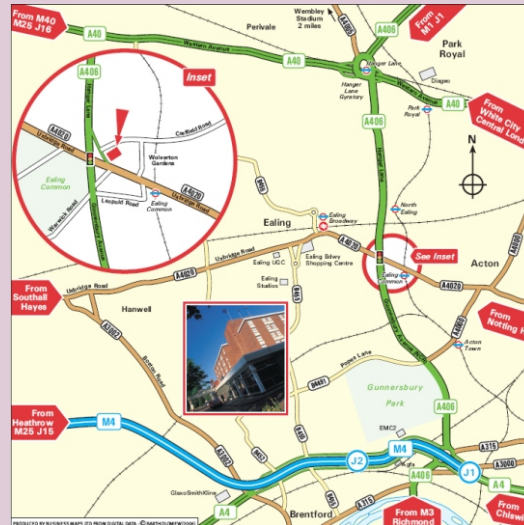
Opportunity for personal demonstrations

## Venue address and contact details:

Ramada London Ealing  
Ealing Common  
London  
W5 3HN  
Tel: +44 (0) 844 815 9035  
www.ramadajarvis.co.uk/hotels/ealing



The Ramada London Ealing hotel is located on the North Circular Road. Tube links are available for Central London and Paddington station (7 miles away) and Heathrow Airport (9 miles away).



Designated car parking for up to 150 cars is available (chargeable). Wheelchair access throughout the hotel.

# Overview of software products

All will be available on the day for demonstration purposes

## Development through e-learning

It can often be difficult to provide training for employees who work flexible hours or have a high workload. ACT have been working hard over the past 7 years to address the increasing need for flexible training and are now offering a range of e-learning training solutions that have become increasingly popular and very successful.

■ **NEBOSH**  
National General Certificate  
Certificate in Construction  
National Diploma



■ **IOSH**  
Managing Safely  
Working Safely



■ **Interactive Training**  
Health and Safety Induction  
Workstation Safety (DSE) and Office Induction  
Ensuring your Fire Safety  
Looking after your Manual Handling

■ **BS OHSAS 18001 Internal Auditor**  
Provides an effective way to gain competence in carrying out internal audits against the 18001 standard.



## Business software solutions

Successful businesses establish management controls and take a structured approach to **conformity** measurement. With this in mind the following **conformity assessment** software packages have been developed:

■ **Compliance Manager**  
This audit software provides an efficient way to ensure compliance throughout your organisation. Audits can be generated *by you* to meet your complete range of compliance needs, including safety, health, environmental, quality and process issues. *The software accommodates the Audit 123 progressive audit system, which encourages management improvement.*

■ **Competence Manager**  
Confirming competence is an essential feature of BS 18001, HSG65 and CDM. This assessment software provides a systematic consistent means to assess and manage competence. It will identify gaps, track actions, recognise conformity and its progressive assessment rating system encourages improvement and continuing personal development.

