



DTD Training Ltd.
Desk Top Audit of Your Health and Safety Employer Checks.
A special offer for members of SCTP.

DTD Training are pleased to offer the following service to members of SCTP:

- a desk top review of your current system used for the appraisal and review of employer health and safety placements.
- a written report / evaluation of the evaluation of your submission
- general recommendations* / suggestions on the best way forward.

The cost of the special offer is £325. This is a substantial reduction (40%) on our current charge for this service.

Conditions of Offer.

- A booking form/ PO number and full payment is required before the review is undertaken.
- The offer is time-bound. Agreement to undertake the review must be made by 27th April 2018.
- DTD Training will complete the review and feedback within 4 weeks of receipt of your paperwork.

What can be submitted as part of the review?

- 1st (initial) checks (review forms, vetting/ appraisal forms, (HASPS if this is the format). Nb. prime and sub-contract checks may both be submitted if different.
- monitor / periodical checks and reviews (health and safety related) for learners in placement.
- contract / employer / sub-contractor agreements.
- Aide-memoires, assessor guidance where issued in support of health and safety reviews and progress checks.

What will we do?

- Confirm receipt of your paperwork and confirm what has been received.
- Agree a return / completion date.
- Review each document submitted and refer to each document in our feedback.
- Summarise the system as presented.
- Recommend an approach, changes in general terms*

The feedback and recommendations are not a line by line evaluation of any form / document submitted. It does however look at the key requirements of best practice and guidance and regulations. You will be very clear at the improvements required, the areas to consider eliminating / changing as well as the relative strengths and weaknesses overall.

**Additional offer and support – Many customers benefit from additional support in the form a replacement systems and paperwork. DTD Training will be pleased to offer a further discount to those who take up the initial offer and who wish to act on any advice and guidance given as a result.*