

ALLMI Ltd
 Unit 7b
 Prince Maurice House
 Cavalier Court
 Bumpers Farm
 Chippenham, Wiltshire
 SN14 6LH
 Tel: 0844 858 4334
 Fax: 0844 858 4332
 Email: enquiries@allmi.com
 www.allmi.com



Accredited Training Provider Application Form Part One - Company Information

Company Name			
Address			
Postcode			
Telephone Number			
Fax Number			
Email Address			
Web Address			
Company Reg. No.			
VAT Reg. Number			
Company Contact		Position	
Accounts Payable	Contact Name	Tel	
	Email address		
Details regarding the main business of the company			
Do you have Professional Indemnity Insurance?		Y/N if yes, please enclose relevant documentation	
Do you have Public Liability Insurance?		Y/N if yes, please enclose relevant documentation	
Do you have your own training vehicle for Lorry Loader training?			Y/N
Do you have your own training premises?			Y/N
Areas covered for training Please 'X' all that are appropriate		North East	Midlands
		North West	Scotland
		South East	Wales
		South West	Ireland
Has the company ever had a previous accreditation refused or revoked?			Y/N
If you have answered yes to the above question please explain why			
Where did you hear about ALLMI?			
Completed by (print name)			
Signed		Date	

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**Accredited Training Provider Application Form
 Part Two - Instructor Information**

Name of Instructor applying for Accreditation			
Company			
Personal Address			
Email Address			
Mobile Number			
Instructor Qualifications			
Details of Lorry Loader Operator Qualifications			
<i>Qualification</i>	<i>Accrediting Body</i>	<i>Expiry Date</i>	
Details of Slinger / Signaller Qualifications			
<i>Qualification</i>	<i>Accrediting Body</i>	<i>Expiry Date</i>	
Please give details of experience with Lorry Loaders. Please note that all candidates attending an Instructor Course must have two years' experience with Lorry Loaders. This will need to be supported by evidence in order for an application to be successful.			

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Please give details of teaching experience:	
In preparation for your Instructor Course attendance, please provide details of any medical conditions that we should be aware of:	
Declaration (to be signed by the Instructor): I declare that the information supplied is correct to the best of my knowledge and belief.	
Signed	Date

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Pre-Course Booking Letter – Please Read Thoroughly

Dear Sirs

Thank you for the interest you have shown in attending an ALLMI Instructor Course.

You will already be aware of the two options available in terms of Course duration and you probably have a good idea which of these you are eligible to attend. The purpose of this letter is to provide you with some further details concerning the various assessment types and stages throughout the Course, with a view towards assisting you to be as well-prepared as possible prior to your attendance. In some cases, if you are technically eligible for either Course but are unsure which is best for you, the advice within this document may also help you decide whether to choose the two or three/four-day option.

Please note that much of this information is based on common areas/issues experienced by candidates on previous Courses and any tips or recommendations included are certainly worth taking into consideration: -

1. There are eight assessments in total, the first four of which are theoretical. Irrespective of whether you attend the two-day or three/four-day Course, the (same) theoretical presentation is delivered on the morning of day one and it is likely you will be ready to undertake all four theoretical assessments in the early-afternoon session of day one.
2. Of the four theoretical assessments, one in particular is intended to test your generic knowledge and understanding of lorry loaders – including how to calculate tonne-metre (TM) capacity ratings and other key information. Although you will receive a degree of coaching/refresher training on these topics during the morning theory session, you can help yourself by ensuring you have the best possible understanding prior to coming on the Course. This can be gained by speaking with whichever ALLMI instructor put you through your Operator Course and also by watching the detailed DVD, as well as reading all other Course material sent to you as part of your joining instructions.
3. In relation to the above, you've probably already been made aware that the joining instructions and Course materials can/will only be sent to you once you have provided all the required documentation validating your eligibility to attend the Course. For this reason, *it is highly recommended* that you do not “rush” to get on an Instructor Course, as the amount of available preparation time to study the various materials prior to attending the Course will be invaluable to you in many ways.
4. With regard to the theory in general, all of the content is well presented and suitably revised throughout the morning of day one. Detailed note-taking is encouraged on key topics as you are allowed to refer to your notes throughout the theoretical assessments. All candidates state they have generally felt very well prepared for the theoretical assessments as there is also a final group revision before each paper.
5. By mid-afternoon, the theoretical assessments will be complete. You will usually be advised of your outcome on the theoretical assessments by the morning of day two at the latest and provided you have achieved the required pass mark on each one, any incorrect or partially correct answers will also be discussed with you to ensure your full understanding of the topic prior to finishing the Course.

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6. For the remainder of day one, which is normally no more than two hours, you will usually have the opportunity for some free practice under supervision. This will include an introduction (including product familiarization) to the machine being used for the training, which is a 13TM lorry loader with hook and radio remote control. *Any candidates attending the two-day Course should note this is the only practice/warm-up opportunity you will have and you are therefore strongly encouraged to have as much practice "on the levers" prior to attending the Course as possible.*
7. On day two on the two-day Course and days three/four on the three/four-day Course (day two is a practice day on the three/four-day Course) you will then undergo a series of practical assessments. These include undertaking a practical skills test where you are the candidate with a lower than normal penalty threshold; delivering a practical lesson to your fellow candidates; and conducting a practical skills test as an examiner. At all times, your performance is under scrutiny and assessment and detailed feedback is provided at the end of each one.

It cannot be emphasised strongly enough that a high standard of operating skills and knowledge is required. Although we would strongly endorse the view that it will not always be necessary for a good instructor to operate the machine; we give equal merit to the view that you cannot properly convey the standard required to your candidates if you cannot demonstrate through these objective assessments that you fully understand it yourself. This applies to the teaching of any subject, not just lorry loaders.

I hope the enclosed has been useful and of interest to you and I very much hope to welcome you on an ALLMI Instructor Course in the near future.

Alan Johnson
Technical Director & Chief Instructor