

COTS Fees for College Based Courses

COURSE 1 – Health & Safety and the Burial Process

Eight places are available on course 1 with the group broken down into smaller teams during assessment sessions.



Applicants are provided with a pre - course information pack containing the COTS Handbook. This handbook contains the grave excavation and associated procedures formulated by the ICCM that will be covered on the course together with the assessment criteria checklists that will be used by the Instructors and Assessors. Each handbook is marked by the Instructors and Assessors and becomes a personal record for the candidate.

The fee for this **4 day course** has been set at **£610.00** which covers tuition, assessment and certification.

Local Hotel accommodation can be provided for those who require it at a rate of **£65.00 + VAT per night for bed and breakfast** (4 night required).

COURSE 2 – Excavator Operation (Safe Use of Dumpers can be included)

Four places are available on Course 2 with four excavators being provided for the duration of the course. No time will be lost by candidates waiting for a machine to become available which effectively enhances the quality of training.

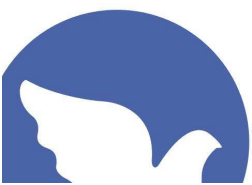


Candidates will be trained in the use of **both 180° and 360° machines**, which will broaden abilities, skills and understanding. Again the information pack will contain a COTS Handbook, which identifies the procedures and assessment criteria to be used by the Instructor.

The course focuses primarily on health and safety issues but unlike other excavator operator training will also include customer care principles such as protection of turf and memorials. The customer care principles included are intended to assist the cemetery manager in raising the quality of service in line with the spirit of the Charter for the Bereaved. Service improvements are becoming an important factor to those addressing Best Value.

The fee for this **3 day course** has been set at **£610.00** which covers tuition, assessment and certification.

Local Hotel accommodation can be provided at a rate of **£65.00 + VAT per night for bed and breakfast** (2 night required).



COURSE 3 – Managers Awareness

Designed to assist those with the responsibility for health & safety in cemeteries this course leads candidates through the process of hazard and risk identification, evaluation of harm and injuries that could be caused which leads to the making of **risk assessments**. The results of the risk assessments are then used to formulate **safe systems of work**. Through instructor led, hands-on practical sessions candidate identify measures to eliminate or reduce to minimal levels the risks identified. Candidates will be equipped to assess risk at their own workplace and adapt the procedures contained in the Code of Safe Working practice to formulate safe systems of work to suit the soil type and conditions of their own workplace.

The processes covered in this course will assist managers and supervisors in complying with the requirements of the Management of Health & Safety at Work Regulations.

The fee for this **3 day course** has been set at **£650.00** which covers tuition, assessment and certification. Lunch and refreshments are included.

A copy of the Code of Safe Working Practice for Cemeteries is included in the course information pack.

Local Hotel accommodation can be provided at a rate of **£65.00 + VAT per night for bed and breakfast** (2 night required).

COURSE 5(i) Safe use of Strimmers and Pedestrian Mowers

Pedestrian mowers and strimmers the fee for this **2 day course** has been set at **£320** per candidate plus accommodation.

COURSE 5 (ii) Safe of Ride-on Mowers

Ride-on mowers the fee for this **1 day course** £170 per candidate plus accommodation (if required)

