

# seta news

## Summer 2011

SOUTHAMPTON ENGINEERING TRAINING ASSOCIATION

## BTEC SUCCESS SO FAR

**In our last SETA newsletter we reported that plans were well underway to start delivering the BTEC Subsidiary Diploma course early in 2011. We are pleased to report that teaching started on schedule in March with our first cohort of 19 students.**

Our BTEC team of Owen Hansford, Keith Warwick and Charles Dionysiou began teaching three units: Health & safety, drawing and maths. A total of seven assignments have been set and marked to date.

SETA has continued to invest in the resources and equipment available to the BTEC apprentices. Key purchases include full 'MultiSim' licences, simulation software which allows apprentices to simulate the building and testing of circuits (electrical and electronic). Similar software purchased from LJ Create allows further simulation work, including gears and tensile tests. SETA also purchased 20 new laptops for the apprentices to use.

The SETA Resources website, developed to make BTEC teaching materials accessible remotely, is now an integral part of the teaching method. Even SMARTboard notes, made in class, can now be uploaded to the site for apprentices to revisit as they wish. This came into its own very early

in the course when one apprentice broke his leg and could not come in to SETA for several weeks, but was able to use the Resources site to keep up with his work. Access to the Resources site is limited to registered users and all employers with an apprentice doing the BTEC with us have now been issued with logins, to look at the work being set if they wish to.

A recent addition to the programme is an additional 'support hour' run by the Instructor team at the end of each BTEC day. All apprentices have the option to stay on from 4-5pm if they need support or guidance, or simply if they want somewhere to do their work. This has been so successful it is planned to continue this for the duration of the course.

SETA has recently had our first review from the External Verifier (EV), the person working on behalf of awarding body Edexcel to ensure standards in teaching. We were pleased to receive some very positive feedback and SETA is now an accredited centre.

To quote from the EV report: "There is evidence of much good practice at the centre, whose standards of assessments and verification are clearly within Edexcel's expectations. There is an excellent internal verification schedule and tracking sheet."



Ben Fredericks...

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## New controller gives SETA apprentices the green light



Andy Copeland of Converteam (left) gives SETA's Mike Needle a crash course on the instructions!



Graham Reynolds and Andy Copeland of Converteam formally present the PLC unit to Mike.

### Apprentice engineers at SETA could get the green light to sequence traffic lights after the donation of a piece of equipment by multi-national firm Converteam.

The apprentices have been restoring an old Programmable Logic Controller (PLC) that had been donated from Ford at Swaythling when it was no longer needed.

After getting the Gem 80 black box controller working again it proved a useful, if limited, addition to the training equipment at SETA.

That's when Mike Needle, a trainer at SETA, got a phone call from Andy Copeland at Converteam, which manufactures the equipment offering to donate the latest model.

He had seen that SETA were trying to get the best out of the kit they had been given in an article in Ford News.

After a quick trip to the Converteam base at Kidsgrove in Staffordshire, Mike returned with an up-to-date PLC that apprentices will now be able to use on testing systems for traffic lights and other applications.

"It is brilliant," said Mike after returning from Staffordshire with the equipment. "It is fantastic that there are still people and companies out there willing to invest like this in training young people."

He said they were now hoping to get the apprentices using the PLC to control everyday processes, from traffic light sequences to more complex conveyor belt systems controlling the flow of products around a manufacturing facility.

Mr Copeland, an application engineer with Converteam, said: "There was some suggestion that this equipment was a piece of history and I wanted to say that it is not just history and we are still producing updated versions of these products now.

"We started producing these in the late 1970s and we have put them in to all sorts of industrial plants.

"When we read that SETA were having a little difficulty with the kit they had got I thought we could step in and give them the latest model."

## Toys and crafts handed over to Southampton children's ward



SETA apprentices with children from the Bursledon House Unit: back row from left: Aaron Doyle, PTF Engineering, Harry Varney, Esso, Jack Blomfield, Esso, Senior Sister Hilary Garrett.

### Engineering apprentices took some time out of their training to hand over nearly £200 worth of new toys to children at Southampton General Hospital.

The apprentices and staff at SETA raised the money through a quiz and a raffle earlier in the year, and particularly wanted the children of the Bursledon House Children's Unit at the hospital to enjoy some new toys and crafts.

They were supported by the Early Learning Centre in Southampton which discounted the purchases so the money raised could go even further.

Claire Sutton from SETA said: "We are very much part of the community in Southampton and wanted to help where we could at the hospital.

"After raising the money we spent a bit of time deciding what to do with it, but it was clear that Bursledon House was an especially deserving cause that we wanted to support."

Senior Sister Hilary Garrett at Bursledon House gratefully received the toys and said: "It is absolutely fantastic to get these gifts for the children.

"We rely very heavily on donations for toys and craft equipment for the children. We have to fundraise to buy these sorts of things so to get a generous donation like this is a real boost for us.

"It is lovely to have some new things for the children to play with – over time things get worn out or broken through wear and tear and need to be replaced."

The Bursledon House Children's unit is located at the General Hospital and provides a unique, specialised and welcoming environment to support children from 0-16 with physical, psychological, educational and social needs.

## SETA adds Dust and Mechanical to CompEx range

**CompEx is the internationally recognised standard for competence in hazardous atmospheres. SETA has been a CompEx centre for about fifteen years now, delivering the Electrical units and Refreshers. We recently added the CompEx Foundation course to our repertoire, followed by CompEx Dust. And now plans are afoot to introduce CompEx Mechanical in the autumn as well.**



The CompEx standards were introduced following the 1987 Piper Alpha disaster, when the investigation report led by Lord Cullen recommended that employers ensure the Competency of Personnel for all workers that they employ. The Electricity at Work Regulations (1989) made this a mandatory requirement and increased the standards necessary to ensure the competency of personnel, thereby increasing workplace safety in potentially hazardous environments, such as onshore and offshore petrochemical and refining plants, distilleries, paint spraying plants, flourmills, woodworking machine plants, the water industry and petrol forecourts. Failure to ensure safe working practices in these circumstances could result in the ignition of explosive gases or dust clouds leading to injury or even fatalities.

The CompEx training initiative was jointly developed by the Engineering Equipment and Materials Users' Association (EEMUA) and JTL, the leading training provider to the building services engineering sector. The scheme is accredited by JTL and supported by the Health and Safety Executive (HSE).

1994 saw the birth of the first CompEx Centre and now SETA is one of only 13 Licensed CompEx Centres in the UK and 5 internationally. Since its inception, the CompEx scheme has certificated over 25,000 candidates, each certificate being valid up to a period of 5 years, depending on the changes to International, European and British Standards.

Competency is certificated only to individuals who:

- Meet the necessary entry criteria for the CompEx modules.
- Pass the underpinning knowledge theory examinations.
- Pass the competency validation test in the form of a practical assessment.

SETAs forthcoming CompEx course dates are listed on the back of this newsletter, and on our website at [www.setatraining.co.uk](http://www.setatraining.co.uk)

Much of the information in this article was taken from the CompEx website at [www.compex.org.uk](http://www.compex.org.uk)

### Quick Guide to CompEx units and courses

Category	Unit	Summary	Local centre
Foundation	-	Core competencies and the promotion of safe working SETA	SETA
Electrical	EX01	The preparation & installation of ex 'd', 'n', 'e' and 'p' apparatus in potentially explosive atmospheres.	SETA
Electrical	EX02	The maintenance and inspection of ex 'd', 'n', 'e' and 'p' apparatus in potentially explosive atmospheres.	SETA
Electrical	EX03	The preparation & installation of ex 'ia' and 'ib' systems in potentially explosive atmospheres.	SETA
Electrical	EX04	The maintenance and inspection of ex 'ia' and 'ib' systems in potentially explosive atmospheres.	SETA
Dust	EX05	The preparation & installation of electrical apparatus protected by enclosure, for use in the presence of combustible dusts.	SETA
Dust	EX06	Maintenance and inspection of electrical apparatus protected by enclosure, for use in the presence of combustible dusts.	SETA
Petrol Forecourts	EX07	The preparation, installation and de-commissioning of electrical installations at petrol filling stations.	Yeovil or Falkirk
Petrol Forecourts	EX08	The inspection, test & maintenance of electrical installations at petrol filling stations.	Yeovil or Falkirk
Water	EX09	The preparation & installation of ex 'd', 'n', 'e' and 'p' apparatus in potentially explosive atmospheres within the water industry.	Yeovil or Falkirk
Water	EX10	The maintenance and inspection of ex 'd', 'n', 'e' and 'p' apparatus in potentially explosive atmospheres within the water industry.	Yeovil or Falkirk
Mechanical	EX11	Coming soon...	SETA
Mechanical	EX12	Coming soon...	SETA

NB: the 'ex' rating of electrical apparatus relates to its protection level eg. flameproof, pressurised, powder-filled etc.



## National Apprenticeships Week 2011

**Each year, National Apprenticeship Week seems to get bigger and better – and 2011 was no exception! SETA organised and took part in a number of activities, including the launch of the Southampton 100 in 100 Apprenticeships campaign.**

The 100 in 100 campaign brought the spotlight on SETA as one of the south's key engineering apprenticeship providers.

SETA held a successful employers' conference to discuss the way ahead for apprenticeships and developments in the provision of training for young

people. It was also an opportunity to thank and pay tribute to those employers who have continued to use SETA to train their young recruits.

Gary Crouch, from Selex Galileo, himself a former SETA apprentice, was one of those to get a certificate of thanks from SETA Chief Executive Richard Heighington.

There were also very busy open evenings where key employers from across the south exhibited at SETA's Millbrook base and answered questions from young people considering an engineering career.



## Records tumbled in 100 apprentices campaign

**Records were broken as the first Southampton 100 in 100 campaign had a huge impact on the number of applications for engineering apprenticeships at SETA. Close to 1,000 applications for apprenticeships have been received so far this year – a huge increase on figures for 2010 when there were 725 and two years ago when there were 586 in total.**



*SETA Chief Executive Richard Heighington presents a certificate of thanks to Gary Crouch from Selex Galileo for continuing to use SETA for their apprentices.*

In some cases there were more than 200 applicants for a single apprenticeship post at a company in the south.

So while the campaign raised the profile of apprenticeships as a way into work there is still a big need for engineering companies to come forward and offer more apprentice places in their firms.

SETA did get a number of new employers come forward and enquire about taking apprentices, but they need more to cater for the demand for places from young people seeking engineering careers.

SETA spokeswoman Claire Sutton said: "The response we have had this year has been staggering. Applications have been rising steadily over the last few years but this year is proving to be exceptional.

"SETA has the capacity to train more apprentices but we have to do that in partnership with an employer. That's why we are actively urging more companies to consider taking on an apprentice. The 100 in 100 campaign has already started to raise the profile of apprenticeships but there is still more to be done!

"I would be very pleased to talk to any employer interested in finding out more about how an engineering apprenticeship could help their business, and about the support that SETA provides, from recruitment right through the apprenticeship.

"We are very proud that every year we provide the local economy with a cohort of well-trained and well-disciplined young engineers for specific companies and industries.

"But we need more employers to take an apprentice so we can increase the opportunities available and help to provide the skills industry needs."



## 111 in 2011 for the Test Valley

**Following hot on the heels of the Southampton 100 in 100 campaign is a similar scheme for the Test Valley.**



The challenge there is for firms to create 111 Apprenticeships in 2011 and SETA is one of the training providers taking part in the campaign.

Test Valley Borough Council is working with the National Apprenticeship Service and a range of training providers to encourage employers in Test Valley to create 111 new apprenticeships throughout the rest of the year.

The scheme is being strongly backed by both the Andover and Romsey Advertisers as well as Hampshire Chamber of Commerce, Andover Industrial Mission, Hampshire County Council, Solent EBP and First Partnership.

The campaign was launched at a well attended employer breakfast hosted by 'The Lights' in Andover on 8th June. Speakers included both a large and smaller employer and an apprentice to talk about the benefits of training.

## Paul goes back to the floor at SETA

**The boss of a major Hampshire firm who started out as an engineering apprentice at SETA swapped his suit for overalls and went “back to the floor” to see how two of his recruits were learning their trade.**



Paul Benham, Managing Director of Totton-based Benham Manufacturing, learned his trade as an apprentice at SETA in 1976.

Now he has two apprentices starting out on the same track and was keen to see how the training regime at SETA's Millbrook workshops had changed over the past 35 years.

So he pulled on his overalls at SETA and spent the morning with his two newest employees – 18-year-old Jack Cabala and Charlton Spinks, 21, as they went through a typical day honing their skills.

Paul, who now employs more than 60 people at Benham Manufacturing making precision components for a variety of applications, mainly in the defence and aerospace industries, had no doubt about the value of apprenticeships.

“It was the perfect transition between school and employment,” he said. “I do remember really enjoying my year at SETA with a great bunch of other trainees. Things were more formal then – we called all the instructors ‘Mr’. The majority of our time was spent in the workshops, doing practical jobs, and I remember we came out with all that experience.”

“Without doubt, my apprenticeship has proved invaluable throughout my career. Even today, juggling the responsibilities of running a company, the problem-solving skills I learnt early on are essential. Team-work, consistent quality, deadlines, project-management – these are all skills that I started learning about during my apprenticeship that I still use every day.”

He added: “It can be difficult to recruit skilled staff but this obstacle can be overcome by recruiting talented people into your business and training them yourself – with the help of a good training provider, like SETA.

“In recent years, we have recruited an apprentice almost every year, and whenever we identify a need for staff, we think seriously about whether that need could be filled with an apprentice. Apprentices are about planning for your future requirements; we don't automatically recruit an apprentice into every vacancy but we do recognise that we need to develop skilled resources for our company.”

**There have been quite a few changes in the 35 years since Paul Benham was an apprentice at SETA in Southampton.**

- Apprenticeships today have nationally recognised qualifications; Paul left SETA after a year with nothing but experience up his sleeve but his apprentices will leave with an armful of certificates as well as a full Level Two Apprenticeship, before they go on to do their Advanced Apprenticeship and BTEC.
- Paul did a full year at SETA doing a bit of everything; today, basic training is tailored to whatever the employer needs. For example Paul's apprentices will have done six months developing the mechanical skills Paul requires for his business.
- There is a greater variety of engineering at SETA now; there is still the machining, electrical installation and welding that Paul would have experienced and today also instrumentation and electronics, maintenance, hydraulics, pneumatics, CAD and engineering construction skills.
- There are fewer apprentices per instructor now which, Paul said, adds to the 'learning experience'.
- Technical Certificates, such as BTEC/ONCs, are taught at SETA now, you don't have to go to college.
- The training centre and resources have been developed in step with industry.

## Quilley accepts SSE and SETA challenge

**'Engineering can be fun and make a great career' was the clear message behind a hands-on science workshop held at Eastleigh's Quilley School, timed to coincide with National Apprenticeship Week.**



*Pupils at Quilley School get to grips with the brief*

Over 60 Year 8 pupils, aged 12 to 13 years old, took part in the practical event, organised by SSE (Scottish and Southern Energy), parent company of Southern Electric, and Southampton Engineering Training Association (SETA).

Aimed at inspiring the youngsters to find out more about engineering or becoming an electrician, the workshop was led by two apprentices from SSE, Mark Acourt and Rob Bundell, who had designed a team challenge for the pupils. Armed with just a pile of straws, paper, fans and ping pong balls, the teenagers had to build a 'machine' that could blow a ball across the greatest possible distance.

“It was great to have the apprentices in school for the afternoon,” said Quilley technology teacher Chris Lane. “As an engineering school, we are always looking to open our pupils to the great opportunities that exist with employers like SSE or training providers like SETA. Also, having the apprentices here to help run the challenge they designed has been an inspiration for our young people.”

Jennifer Zielinski, schools project manager for SSE, said: “This was quite a tough challenge and the pupils did fantastically well. I'm really pleased that we got across the message that engineering can be fun and creative. I hope some of the pupils will now think about choosing it as a career.”

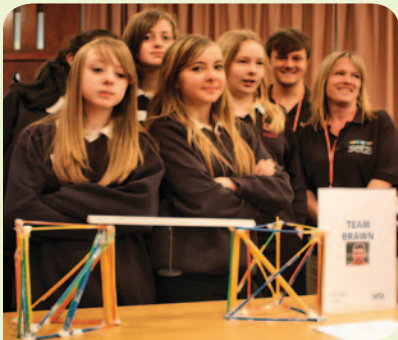


*SSE held a Dragon's Den style day for current Apprentices to design a suitable challenge to take into schools; Rob and Mark 'pitch' their winning idea.*

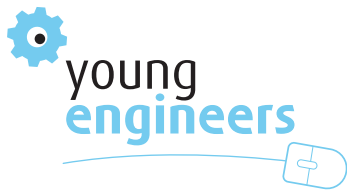
## Young engineers urged to join the club

SETA has launched a new Young Engineers Club to try to fill the gap left by the ending of the Young Apprenticeship Scheme.

The new club for teenagers at school who want to get a grounding in engineering was launched at an event at Fawley Power Station where youngsters took on a series of construction challenges.



The winning team pose with their drinking straw and spaghetti bridge, which held the most weight.



The launch of the club follows a government decision to withdraw funding for the Young Apprenticeship Scheme – there will be no new intake of teenagers for the scheme this September.

Completed during years 10 and 11 of secondary education, the young people on the scheme have been given opportunities to achieve recognised, vocational qualifications and gain work experience with key employers within the sector. Alongside core curriculum subjects such as English, maths and science, SETA's Young Apprentices also spent half a day a week at SETA gaining an NVQ 2.

SETA has been part of the YA scheme since the beginning in 2004, taking young people from schools across the south.

SETA Chief Executive Richard Heighington said: "The scheme had a significant impact on those that went on the scheme, and for some it has been a life-changing opportunity.

"We have had some young people who have gone on from the Young Apprenticeship Scheme to be very successful engineers with major companies in the south, like with Esso at Fawley or Scottish and Southern Energy."

The Young Engineers Club launched by SETA aims to maintain the profile of engineering apprenticeships among young people.

Teenagers from Quilley School took part in the challenges at Fawley Power Station to show off their engineering skills, and to help launch the new club. The day included a tour of the Power Station, led by staff and current Apprentices from npower; a construction challenge to build a bridge out of spaghetti and drinking straws that would hold as much weight as possible; and a 'green' energy challenge to look at whether the Fawley site would be suitable to generate solar, wind or wave power.

Youngsters with an interest in engineering are urged to join the club to take advantage of the benefits – such as regular activities, a club badge and regular updates on the sector through its Facebook club.

It is completely free to join for school age children and young people and the application form is available at [www.setayoungengineers.co.uk](http://www.setayoungengineers.co.uk)

**For more information on the Young Engineers Club contact Claire Sutton at SETA on email [csutton@seta-training.co.uk](mailto:csutton@seta-training.co.uk)**

## Thanks for the memories...!



One Young Apprentice gets to work at PTF...

**SETA would like to say a huge 'thank you' to all the employers who have hosted our Young Apprentices for their work experience placements again this year. All the pupils thoroughly enjoyed their time seeing some 'real' engineering happening.**

To roll call all those who gave their time so willingly, in no particular order...

Hampshire Partnerships NHS Trust, Estates Departments at Moorgreen Hospital, RSH Hospital and Ashurst Hospitals – thanks Brian Ward, Paul Ramskill, Karl Beanland and their teams.

WH Rowe – thanks to Paul Manship and all the staff there.

Swann Group Consulting – thanks to Eric Marsh, 'Auntie Sue' and everyone at EMDC/Swann.

PTF Engineering – thanks to all the staff at Brickfield Lane, especially Pete Hannam, Bill Lowry and Andy Thornton.

Southampton General Hospital Estates Department – thanks to Chris James, Ellie Crudgington and the engineers there.

Race-Tec NAK – thanks once again to Paul Brain and his colleagues for their time; thanks for all

your support right from the beginning of the YA programme.

ExxonMobil – thanks to Margaret White for setting this up and to all the engineers on site.

RWE npower – thank you to the maintenance teams at Fawley Power Station for being great hosts and particularly to Diana Deans, for her help with so many, many things over the years!



Our current Young Apprentices say thank you for their work experience

## Young Apprenticeships – gone but not forgotten

**SETA is sorry to have received confirmation that the Young Apprenticeship programme has been closed. The scheme allowed groups of bright Year 10 and 11 pupils to study a vocational qualification alongside their GCSEs. SETA was involved in the Hampshire pilot in 2004 and went on to successfully complete an NVQ Level 2 with nearly 100 young people. We also worked with many of our employers to set up work experience placements for the Young Apprentices – which the young people and the employers thoroughly enjoyed – most of the time, anyway!**



*Ben Fredericks...*

As our final cohort of Young Apprentices enters their last year at SETA, we wanted to look back at the success of the programme and celebrate the young people whose careers started with a Young Apprenticeship.

Ben Fredericks was a 14 year old pupil at Wildern School when he became a Young Apprentice in

September 2004. He was one of twelve from Wildern, Crestwood, Woodlands and Cantell schools to join the very first cohort – and one of only 100 pupils across the whole country. Ben knew he didn't want to go to college when he left school and wanted to do something practical – but he didn't know what. The attraction of coming to SETA to learn to new skills – and gain an extra five GCSEs worth of points – is what made him apply to join. The group attended one afternoon a week during Years 10 and 11, working towards an NVQ Level 2 in 'Performing Engineering Operations'.

"And I enjoyed every minute of it!" Ben says. "The Level 2 qualification wasn't going to teach me to be an engineer but it really gave me the basic skills and a good head start. I found it easier to learn at SETA and it really fired my enthusiasm for engineering.

"Being at SETA also meant I was in the right place when it came to applying for an Apprenticeship when I left school. We had done milling and turning and electrical wiring at SETA. I didn't enjoy the electrical wiring as much – so I really never expected to become an electrician!"

Ben is now 21 and has recently completed an Advanced Apprenticeship with SSE Contracting.

**Looking back, does he wish he'd done things differently?**

"No! I am very glad I got this Apprenticeship – things are a lot different on site than wiring in a workshop! With SSE Contracting I have had the

opportunity to experience a wide variety of work. I have spent about 6 months working at the BP Refinery near Hull on the new bio-fuel plant. That was a really interesting site, with some heavy industrial plant and equipment; health and safety was critical and we weren't even allowed to work outside when it rained. I also spent about 18 months working on the conversion of Grove Place, a really old building with all the challenges that presents, converted into an elderly residential home, complete with fire alarms, nurse call systems and so on. I am now working with a colleague on a Hampshire-wide maintenance contract; we could be repairing a light-switch in Hamble in the morning then off to install new cabling in Basingstoke in the afternoon! I love the variety of this job – I'd hate to be sat in an office all day!"

**Does Ben attribute his success to having been a Young Apprentice?**

"Yes, I think it definitely helped! Being at SETA opened my eyes to the opportunities available – and I am sure it gave me something really positive to talk about in interviews! It also gave me a taste for vocational learning; the NVQ 2 laid the basis for my Apprenticeship and, with the qualifications I have now, I could even go on to University if I wanted. I'm not sure that's for me right now but I'd definitely like to become a technician and maybe even become dual-skilled in plumbing as well. Both SSE and SETA have been really supportive over the years and I am very grateful for the career path they have given me."

## SETA Staff news



**Our long-time colleague Allan Moody has finally hung up his overalls. Allan retired in June after just over 25 years at SETA.**

Having served an Apprenticeship at Thornycrofts shipyard in Woolston and worked as a ships engineer, amongst other things, Allan began his 'second career' as a mechanical instructor in 1985, following his older brother John to SETA. Allan's track record at SETA saw him progress from hands-on instructing, to assessing Apprentices and finally to become our Quality Manager, in charge of the overall assessment and verification process.

Allan marked his 25th 'anniv

**Other news...**

Congratulations to **Carley Keevil** and her partner Jason on the safe arrival of baby Olivia in February. Mum and daughter both seem happy and healthy.

We welcome **Jan Guy** to the team to cover Carley's maternity leave.

Congratulations to three more staff who have achieved their Cert Ed qualification: **Cris Squibbs**, **Danny Patrick** and **Geoff Goff**.

**Brent Fargher**, **Charles Dionysiou** and **Mike Needle** have achieved their Internal Verifier award and **Chris Walker** has qualified as an AM2 examiner.

Congratulations also to **Julie Gough** who has almost completed her Level 4 Accountancy qualifications.

Good luck to **Tracy Simper** as she works towards her HR qualification.

**And finally...**

After a 'price freeze' for several years, SETA's prices did have a small increase from April 2011. The biggest change was probably our Apprenticeships prices: in future the only charge we make for 16 – 18 apprentices will be for the optional off-the-job training in SETA. Charges for older apprentices will be brought in line with new Skills Funding Agency rules. Please contact us if you require further details.



*Allan in his first year at SETA and with his wife, Jan, on his retirement. (Clearly, Allan never had much hair but SETA has turned it grey!)*

## 10 years working with Zurich Laboratory Services

**SETA's Welding team are pleased to celebrate over 10 years working with Zurich Laboratory Services. Welding qualifications and standards are used by industry to meet the quality requirements of customers or legal requirements associated with certain products.**

Zurich are a UKAS accredited test house, with notified body status. As a Zurich approved organisation, SETA offer a comprehensive package of training, testing and certification for welders, welding operators and welding

procedures. In conjunction with Zurich, SETA also offer material testing and chemical analysis.

Tests and training can be conducted either at SETA's Training Centre or on customer sites.

SETA offer approval to all recognised welding standards including:

- BS EN 287
- EN ISO 9606
- EN ISO 15614
- ASME IX/ANSI B31.1
- CAA

Contact us to discuss your needs!



## Short course calendar, late 2011

### Electrical Courses

#### City & Guilds 2382-10, 17th Edition (full)

19-23 September  
17-21 October  
28 November – 2 December

#### City & Guilds 2382-20, 17th Edition update

12-13 September  
3-4 November  
15-16 December

#### PAT Testing, City & Guilds 2377

31 October – 1 November  
12-13 December

#### City & Guilds 2391-10 Inspect & Test

3-7 October (exam 20 October eve.)  
14-18 November (exam 1 December eve.)

#### Comp'Ex Electrical (Units EX01,02,03,04)

12-16 September  
10-14 October  
7-11 November  
5-9 December

#### Comp'Ex Refresher (Electrical)

15-16 September  
10-11 November  
8-9 December

### AM2 (Achievement Measurement 2)

Weekly.

#### Health & safety Courses

Safety Passport (CCNSG)  
11-12 August  
15-16 September  
6-7 October  
10-11 November  
8-9 December

#### Safety Passport Renewal (CCNSG)

21 July  
5 August  
23 September  
21 October  
18 November  
16 December

#### Abrasive Wheel Setters

22 July  
8 August  
30 September  
28 October  
25 November

#### First Aid Courses

#### First Aid at Work (for First Aiders)

21-23 September  
9-11 November

### First Aid at Work Refresher

6-7 October  
8-9 December

#### Other courses

#### Comp'Ex Dust (Units EX05,06)

31 August – 2 September

#### Comp'Ex Foundation

14-15 July  
13-14 October

#### Useful SETA dates

Monday 5 September - new Apprentices start  
Thursday 1 December - SETA Open Evening  
Friday 23 December - SETA closes for Christmas  
Tuesday 3 January 2012 - SETA reopens  
Tuesday 7 February 2012 - SETA Open Evening  
National Apprenticeship Week - 6-10 February 2012

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