

BAGMA Members
get 20% off all our
training courses

British Agricultural and
Garden Machinery Association



BAGMA Training Courses



Training courses for the
agricultural, construction, garden and
groundcare machinery industries.



Contents

- 4 About BAGMA
- 5 Agricultural Tractor Trailer Scheme (ATTS)
- 6 Handover and Install Products and Services to Customers
- 7 Thorough Examination of Machinery and Equipment for Serviceability
- 8 Air Conditioning Servicing and Refrigerant Handling Assessment
- 9 Training for Business
- 10 Frequently asked questions

For further information about BAGMA Training Courses, contact the BAGMA office.

Please call: 01295 713344
or you can email: info@bagma.com



BAGMA Approved Trainers

BAGMA has approved training instructors for the different training we offer to dealer staff and the companies they work for to recognised standards.

On successful completion of training, each candidate will be provided a digital BAGMA certificate backed up with a BAGMA photo ID skills card, valid for five years after which a new course will need to be attended. The exception is Air Conditioning Servicing which is a lifetime qualification unless legislation changes.

About BAGMA



The British Agricultural and Garden Machinery Association (BAGMA) supports hundreds of independent agricultural, groundcare and garden machinery dealers.

BAGMA's heritage goes back to its 1917 inception as the National Association of Agricultural Engineers and Implement Dealers, becoming BAGMA in 1972 and celebrated its centenary in 2017. BAGMA represents the interests of its members and industry at a government level and with suppliers and campaigns to improve the trading conditions for dealers within the UK by working together with other industry partners.

The association designs, develops and delivers specific industry training for agricultural, construction, garden machinery and groundcare businesses and works closely with industry partners on training and apprenticeship schemes.

BAGMA works closely with a number of industry stakeholders, the Health & Safety Executive (HSE), The National Farmers Union (NFU), The Agricultural Engineers Association (AEA), Institution of Agricultural Engineers (IAgrE) Institute for Apprenticeships and Technical Education (IfATE), dealers, manufacturers and other training bodies such as Lantra and City & Guilds amongst others.

“BAGMA is a recognised national body for this sort of qualification and we are delighted to work with them, delivering and developing training programmes to suit our dealer network and raising standards across the wider industry.”

Ian Mitchell, High Five Training

Agricultural Tractor Trailer Scheme (ATTS)



A comprehensive two day training course for competent technicians with proven technical knowledge and experience of either agricultural or related off-highway vehicles.

Intended to train technicians to deliver the new BAGMA Agricultural Tractor Trailer Scheme (ATTS), this new two-day course will train and enable a competent technician to:-

- Inspect and assess a tractor, trailer or self-propelled vehicle's physical condition according to recognised vehicle roadworthiness criteria
- Verify the correct functioning of the vehicle's braking system
- Assess and quantify the vehicle's braking performance (tractor, trailer, trailed implement or self-propelled vehicle)

The course provides technicians with practical guidance in the Brake Performance Testing of Mobile Work Equipment such as tractor and agricultural trailers and trailed appliances (air and hydraulic braking systems), as well as vehicle physical condition inspections under the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) Regulation 6(2) and the relevant legislation, areas of responsibility, brake performance testing procedures, methods, recording, and reports.

The course content includes:

- Agricultural (road) vehicle rules and regulations
- Tractor and trailer braking systems – their design, construction and operation
- Inspection and assessment of agricultural vehicle build specification and physical condition/roadworthiness
- Verifying correct operation of tractor and trailer braking system components
- Measurement of tractor and trailer braking system performance (both theory and practical testing)
- Inspection and test result recording and certification

Delivered by an experienced industry trainer, the course includes both classroom and practical training sessions. Each technician receives a comprehensive Reference Guide which covers all aspects of the training and provides a 'go-to' reference for future use. To ensure good understanding of the course material, candidates must 'pass' a written examination at end of the 1st day to continue with the 2nd day of training.



AEA 'Look Behind You' Guide to Tractor-Trailer Braking

Handover and Install Products and Services to Customers

This one day course provides dealer staff with practical guidance in the relevant legislation, areas of responsibility, methods, recording, reports for Installation of products and services.

Candidates will be continually assessed for accreditation under the BAGMA Installation Scheme developed in conjunction with the Health & Safety Executive.

The course has both practical and theoretical sessions; the practical work will be carried out on a tractor, professional mower or hand held power equipment.

The association designs, develops and delivers specific industry training for agricultural, construction, garden machinery and groundcare businesses and works closely with industry partners on training and apprenticeship schemes.

The course will cover a number of aspects including:

- Health and Safety legislation and procedures
- How to carry out site specific risk assessments
- All aspects of the Installation process
- How to carry out an installation using a systematic process
- The importance of the operator's handbook to accompany each machine
- The Safe Stop procedure and reasons for its importance
- The difference between new and second hand machinery installations
- The suppliers duty of care to their customers



Thorough Examination of Machinery and Equipment for Serviceability (LOLER)

Provides technicians from a relevant engineering background with several years' experience of agricultural, horticultural and plant machinery with the practical guidance in the Thorough Examination of Lifting Machines and Equipment Under Regulation (9) of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER 98).

www.hse.gov.uk/work-equipment-machinery/loLER.htm

The course will cover Thorough Examination procedures – including inspection methods, recording inspections, certification and Thorough Examination of defect/weaknesses and complete reports of inspections. The course has both practical and theoretical sessions; the practical work will be carried out on equipment based on selected modules.

- Counterbalanced Industrial Lift Trucks
- Telescopic Material Handlers
- Rough Terrain Lift Trucks
- Fore-end Loaders
- 360° Excavators
- Lifting Accessories

Candidates will gain an understanding of all aspects of the Thorough Examination procedures and related legislation and will be able to conduct Thorough Examinations and complete the required report and risk assessment forms.

Candidates will be continually assessed to meet the requirements of the scheme through the BAGMA / CFTS accreditation process.

Look for the distinctive CFTS (Consolidated Fork Truck Services) mark: it's your guarantee that a Thorough Examination is full and valid under law, and will be carried out by a fully trained engineer in accordance with strict quality procedures.

For further information about Thorough Examination visit:

www.thoroughexamination.org

Air Conditioning Servicing & Refrigerant Handling Assessment

Provides both new and experienced technicians with the technical and practical knowledge required to ensure competence and safe recovery and filling of refrigerant and servicing/diagnostics of Mobile Air Conditioning systems (MAC). Covering requirements of EC Regulation 307/2008, EC Regulation 842/2006 on certain fluorinated greenhouse gases (the F gas Regulation).



www.cityandguilds.com

The course has both practical and theoretical sessions; the practical work will be carried out on a MAC system; either a tractor or car depending on your customer requirements. The performance of each technician is monitored throughout the course, with a practical/multi-choice theory assessment as set by City & Guilds.

Providing the technician reaches the required standard a certificate will be awarded for:

- **City & Guilds 7543 Certificate in Mobile Air Conditioning Systems:**
 - Refrigerant Handling for Mobile A/C Systems
 - Basic Mobile Air Conditioning principals (Testing and Servicing Mobile A/C Systems)



Training for Business

Customer Service - Raising the Bar (Online Only)

This course is a powerful introduction to some incredibly simple ways to raise the bar on customer service for end-users, so that manufacturers and dealers can set their brands apart from the everyday machinery and equipment support experience.

By the end of the course, delegates will be able to consider deploying some very simple and powerful customer service improvements that make the business easier to deal with, whilst providing a better, more effective customer experience.

Recruitment & Retention

In this course we will discuss and explore the importance of recruiting properly, creating a meaningful and worthwhile workplace where business performance goes hand in hand with personal development.

Also, how every company, big or small, can retain those employees that show talent and potential.

Topics will include defining the role and the right person for the job, finding candidates & growing our own, the recruitment interview, getting off to the right start, defining career paths, why people leave and why people stay, industry-specific retention strategies.

Presentation & Training Skills

This course is designed to provide delegates with the essential skills required to plan, prepare and deliver effective presentations to customers, engineers, dealer staff, customers and members of the public.

Taking a highly practical approach throughout the course, each participant will have the opportunity to plan and deliver at least 2 presentations, receive constructive feedback, improve their skillset and increase their confidence in presenting product, technical, business or brand information. Video recording and review will be available.

Managing Staff for Performance

This course has been designed to provide delegates with a set of tools, both informal and formal, to help work closely with each member of their team and support them in reaching their real performance potential in the workplace.

We will explore a range of approaches to managing the performance of others. It would be impossible to build and sustain the performance of a whole team simply by focusing on individual needs and capabilities, so we will address team performance as well as that of the individual during this course.

Profit from Shows & Demonstrations

This course has been developed to address one of the perennial challenges that manufacturers and dealers encounter with frustrating frequency: How do you make the investment in shows and machinery demonstrations pay?

If you've ever been to a poorly planned demonstration, or witnessed the huddle of staff talking to each other, or wondered exactly who followed up the leads and what were the outcomes, then you know how common the problem is. The course will focus on the management and staff behaviours and actions necessary for success.

Frequently asked questions

Q. How long are the BAGMA ID skills cards and certificates valid for?

A. BAGMA certification is valid for five years, with the exception of air conditioning which is a lifetime qualification unless legislation changes.

Q. What happens when my BAGMA ID skills card expires?

A. When your card expires you are not to carry out any installations or inspections using any BAGMA materials. A new revalidation course is recommended.

Contact the BAGMA office 01295 713344 or info@bagma.com

Q. Where do I buy report pads from?

A. Official report pads that are uniquely numbered and registered are available from BAGMA.

Contact the BAGMA office 01295 713344 or info@bagma.com

Q. As a BAGMA trained candidate, do I have to follow a Code of Conduct?

A. BAGMA trainers and BAGMA trained candidates are required to follow a BAGMA Code of Conduct which is provided during training and available on request.

Q. What happens to my certification if my employment changes?

A. You need to contact BAGMA.

Contact the BAGMA office 01295 713344 or info@bagma.com



For all your training enquiries



BAGMA
Samuelson House
62 Forder Way
Hampton
Peterborough
PE7 8JB

Contact us

01295 713344

info@bagma.com

www.bagma.com

Keep in touch

Join the conversation and keep up to date with all the latest news and views in our industry.

 @BAGMA_tweets

 @BAGMAofficial

 [www.linkedin.com/
company/bagma](http://www.linkedin.com/company/bagma)