



# Comar Training Academy

British by Design — British Engineering



The Comar Training Academy is designed to give you and your staff multiple options of training on Comar systems at our Surrey HQ.

The Comar Training Academy offers free in-depth certified training courses with the aim to improve skills and installation quality on all Comar Projects.

This training booklet will help you to consider and book training that best suits your needs. Please cut out, complete and return the forms enclosed within this booklet to secure your training at the Comar Training Academy.



## Comar Training Academy at TPG – Training Request Form:

Company Name:			
Company Address:			
Company Contact:		Title:	
If you are NOT a Comar dealer but currently fabricate aluminium systems what systems are they?			
If you do not currently fabricate aluminium systems, please state your current activity?			

### Names of attendees:

We can safely accommodate up to 4 for fabrication factory training at a time, depending on the system. We can accommodate more for a pure classroom session.

Please note if this is your first training session then a new ID will be given to you. All new attendees will be required to fill in an attendee form. The information on this form will be used to create your individual training records and individual skills training card.

\*Key: N = No Experience, otherwise put number of months of experience.

I.D No	Surname	First Name	Job Title	Experience Years/Months			
				Estimating	Fabrication	Installation	Glazing



## System Training – Please select the system types you require:

Alu-Timber	Comar 10 Passiv haus	Comar 7P.i	Comar 9P.i	Comar 7P.i Eco	Comar 7P.i CD	Comar 6 EFT conceal vent	Comar 6EFT	Comar 6	Comar 5P.i Eco +	Comar 5P.i Eco	Comar 5P.i Advanced	Comar 5P.i		
													Side / Top Projecting	
													Top Hung	
													Parallel	
													Tilt Turn	
													Top Swing Reversible	
													Pivot	
													Vertical Sliding	
													Horizontal Sliding	
													Lift Slide	
													Tilt Slide	
													Folding Sliding Door	
													Rebated Doors	
													Commercial Doors	
													Ladder Frame	
													C/Wall-Capped	
													C/Wall – Toggle Glazed	
													Unitised	
													Roof Systems	
													Theory	Requirement
													Fabrication	
							*		*	*	*	*	Installation	

Please note system multiples require extended visits or a program of training to be advised. See our training Diary for fixed training events throughout the year. If your course requirement is not listed, please state your requirements below:

...Note: TPG's fabrication and installation training modules undertaken at our Mitcham facility reflect the requirements of NVQ scheme practice. By undertaking specific NVQ training (Levels 2 and 3) through CTA the individual can also be entitled to CSCS card classification.





# Genesis Software Training:

Please indicate topics you require covering for your candidates:

Level	Content Covered	Required?
1	Introduction and navigation through the software	
1	Basic commands	
1	Project scenarios: Curtain Walls	
1	Project scenarios: Generic Schools	
1	Project scenarios: Residential Apartments	
1	Project scenarios: Residential Houses	
1	Project scenarios: Car Showroom	
1	Reporting overview and printing	
2	Optimisation principles	
2	U value reporting	
2	Exporting to Excel	
2	Shop drawings – Using Genesis and exporting in DWG format.	
2	Glass prices – How to setup and amend	
2	Setting up labour and price groups	
2	Curved and raked frames	
2	Editing Light names	
3	Changing Reports	
3	Changing Shop drawings on Cad and Importing	
3	Importing Extrusions	
3	Creating Components	
3	Creating assemblies	
3	Attachment Bags	

Are you familiar with other industry compliant software systems? Yes / No

If yes, please indicate which.....



## Training Provision:

All Comar approved fabricator and installation training is undertaken at our head office facilities in Mitcham or an Authorised Comar Training Centre.

Mitcham, Surrey	<p>All training at Mitcham in Surrey is normally undertaken within the hours of 10:00 am and 15:00pm. Training will be undertaken on pre-prepared, non-project specific kits supplied by TPG for the sole purpose of training. These kits remain the property of TPG and will stay at TPG.</p> <p>Installation training and assessment will only be undertaken at TPG Head Office, The Willow Centre, Mitcham, CR4 4NX. All attendees for training must bring with them PPE specific to the training task.</p>
Customer Visit	<p>There is no 'on site' training, only observational and compliance visits undertaken by the CTA training team.</p> <p>All customers staff are expected to be suitably trained in relevant factory and site operations. Evidence of training may be requested / audited / assessed during visits.</p>

Compliance / Training Schemes	Yes	No
Where applicable will you be applying for inclusion on a NVQ training scheme (this will require a separate application process)		
Where applicable will you be applying or require assessment for Comar Approved Fabricator status?		

A light lunch will be provided when training at Mitcham (please advise us in advance if you have any specific dietary requirements):


Please complete the relevant sections of this form and return to:

[training@parksidegroup.co.uk](mailto:training@parksidegroup.co.uk)

Upon receipt we will be able to advise you of the earliest training provision available.

**Please note:** Whilst all our training is free to our customers, all training provision is subject to your account status which is verified 48 hours before course commencement.









**Comar Architectural Aluminium Systems**

TPG – The Parkside Group Ltd

The Willow Centre

17 Willow Lane

Mitcham

Surrey CR4 4NX

T: 020 8685 2310

F: 0208 646 5096

E: [training@parksidegroup.co.uk](mailto:training@parksidegroup.co.uk)

[www.comar-alu.co.uk](http://www.comar-alu.co.uk)