

**CLOSE PROTECTION COURSE**

**JOINING INSTRUCTIONS**

**GENERAL**

Thank you for selecting Horizon as your training provider and enrolling in our Level 3 Close Protection course, "Working as a Close Protection Operative within the Private Security Industry." We are excited to welcome you as you embark on the journey towards a potential career in the field of Protective Security.

These instructions have been meticulously crafted for students seeking training and accreditation to acquire a Security Industry Authority (SIA) license.

Our Close Protection Executive course is the result of the collective expertise of our Instructors, who bring years of experience in the Close Protection industry. It is designed to offer one of the most comprehensive and in-depth Close Protection courses available today.

The course features a blend of classroom-based theoretical sessions, engaging discussions, and hands-on practical training exercises that will be recorded for review. These exercises include scenario-based training and role-play activities, tailored for Close Protection Operatives aspiring to work in an Executive setting.

Please note: realistic language may be used during scenario training sessions, aimed at enhancing the learning experience.

**PURPOSE**

You should read these joining instructions carefully, as there are several things you need to prepare and complete before your arrival. Should you have any further questions having read these instructions, please do not hesitate to contact us.

We kindly ask that you carefully review these joining instructions, as there are important tasks and preparations to be completed prior to your arrival. If you have any additional questions after reviewing this information, please feel free to reach out to us.

**VENUE AND ACCOMMODATION INFORMATION**

The course will take place at Buchanan Arms & Leisure Club, located at 22 Main Street, Drymen, Glasgow, G63 0BQ. The venue is conveniently situated just a 35-minute drive from Glasgow International Airport.

For accommodation reservations at the hotel, please contact Buchanan Arms & Leisure Club at 01360 660588 and mention that you are attending a Horizon course to avail of a discounted rate. All accommodation enquiries should be directed solely to Buchanan Arms & Leisure Club and not to Horizon.

For further information, please visit www.buchanan-arms.co.uk.

In the event that Buchanan Arms & Leisure Club is fully booked, there are alternative accommodation options available nearby. Here are a few suggestions for consideration. Please note that this list is not exhaustive:

- The Winnock Hotel: [www.winnockhotel.com](http://www.winnockhotel.com)

- The Drymen Inn: [www.thedrymeninn.com](http://www.thedrymeninn.com)

- Loch Lomond Hotel: [www.lochlomondhotel.co.uk](http://www.lochlomondhotel.co.uk)

- The Balloch House Hotel: [www.vintageinn.co.uk/restaurants/scotland-northern-ireland/theballochhouselochlomond#](http://www.vintageinn.co.uk/restaurants/scotland-northern-ireland/theballochhouselochlomond#)

- The Tullie Inn: [www.pubanddining.co.uk/tullie-inn-balloch?utm\_source=gmb&utm\_medium=organic&utm\_campaign=homepage](http://www.pubanddining.co.uk/tullie-inn-balloch?utm_source=gmb&utm_medium=organic&utm_campaign=homepage)

- Queen of The Loch: [www.marstonsinns.co.uk/inns/queen-of-the-loch-hotel-balloch](http://www.marstonsinns.co.uk/inns/queen-of-the-loch-hotel-balloch)

Additionally, you can explore accommodation options on comparison websites like Airbnb for more affordable choices in the area.

**COURSE PAYMENT TERMS AND CONDITIONS**

In line with our Terms and Conditions you are reminded that unless previous arrangements have been agreed, **full payment of the course fee must be made 1 week before commencement of the course.** Failure to carry out the aforementioned will result in the forfeit of your place on the course and loss of your holding deposit.Payment can be made by calling our office + 44 (0) 1389 755551 or via BACS/online payment with the following details:

Starling Bank

Name: Horizon Security Solutions Ltd

Account Number: 95829230

Sort Code: 608371

IBAN: GB43SRLG60837195829230

BIC: SRLGGB2L

Please use the reference below when paying for a course:

* Course, First Name and Surname (Example: CPBRUCEWAYNE)

**MEALS**

There is a restaurant conveniently situated within Buchanan Arms, and several alternative dining options are available in close proximity to cater to your dining requirements.

**COURSE COMMENCEMENT & DISPERSAL**

The course commences at 09:00 hrs on the first day. Students can depart from the course after 17:00 hrs on the final day of the course. However, please bear in mind that flights and/or trains may not be available for that specific time. Please ensure any transport arrangements you make takes this into consideration.

**COURSE CERTIFICATES & REPORTS**

Certificates of qualification will be dispatched to your designated address. The Awarding Body will dispatch course certificates to Horizon for onward forwarding, and this typically takes place several weeks after the course results are provided to them. **PLEASE DO NOT CONTACT THE COURSE INSTRUCTOR AFTER THE COURSE HAS FINISHED, ENQUIRING ABOUT YOUR CERTIFICATES.** All certification enquiries should be addressed, via e-mail, to [training@horizon.uk.com](mailto:training@horizon.uk.com).

On the final day of the course your instructor will give you a course report, which will summarise how you performed over the duration of the course. The course report is written honestly and accurately and will highlight strengths, weaknesses, and employment recommendations. Potential employers may request a copy of your course report (with your consent).

**TERMS AND CONDITIONS**

Our training terms and conditions are listed on our website; <https://horizon.uk.com/training-t%26cs-1>. Please ensure you have read and understood them prior to arrival.

**POLICIES & PROCEDURES**

At the beginning of the course, you will be presented with a Housekeeping/Welcome PowerPoint presentation that covers essential points relevant to the course. This presentation will also include discussions on our various policies, such as our Complaints and Appeal Policies. You will have the chance to review these documents at any time, and copies can be provided to you upon request.

**BEHAVIOUR**

Students are required to demonstrate respect towards the training center, accommodation (if chosen), staff, fellow students, vehicles, and any provided equipment. Course Instructors should be treated with courtesy and good manners.

**Horizon is committed to being an equal opportunities training provider, welcoming students from diverse backgrounds, including various ethnicities, religions, and sexual orientations. We enforce a strict No Tolerance policy against any form of racial, sexual, or religious bigotry**.

**HEALTH & WELLBEING**

All learners are encouraged to speak to a Horizon representative should you have any health or wellbeing issues.

**SMOKING POLICY**

There is a strict no smoking policy inside the training venue. Designated smoking areas outside will be identified to you during your induction on the first day of the course. Students are asked to be mindful of cigarette disposal methods and to utilize the bins provided for this purpose.

**PRE-COURSE REQUIREMENTS**

**VERY IMPORTANT – PLEASE READ CAREFULLY AND ACT ON ALL REQUESTS:**

Language

The course is conducted exclusively in English, and proficiency in reading, writing, speaking, and listening in English at Level 1 (or higher) is mandatory. On the first morning of the course, you will need to take a Numeracy and Literacy assessment to confirm that you meet the required standard. This is to prevent any misunderstanding of the instructions and guidance provided during the course, which could lead to failure. Failure to pass these assessments will result in your removal from the course, with no refund provided in such cases.

Physical fitness preparation

There is a requirement for you to have a good level of fitness prior to attending this course and as such you will be required to sign a ‘Physical Activity Readiness Questionnaire’ (PAR-Q) on the first day of the course.

Accreditation of Previous and/or Prior Learning (APL)

To achieve the Level 3 Close Protection qualification, you are required to pass all learner outcomes of the course, which includes various multiple-choice examinations, final practical exercise and a portfolio of evidence.

Identification

As part of the Security Industry Authority (SIA) application and licensing process, you will be asked to provide two items of photographic identification from group A on the first day of the course. At least one must show your date of birth.

If you are unable to provide two items of photographic evidence, then you can provide one identity document from group A and two documents from group B. At least one document must show your current address and at least one document must show your date of birth.

Group A

* A signed valid passport
* Original birth certificate (no photocopies)
* Driving License (both parts if applicable)
* Valid EU Photo ID card
* Valid UK firearms license

Group B

* Marriage certificate
* P45 statement of income for tax purposes
* P60 Annual statement of income tax
* Bank or Building Society statement
* Mortgage statement (issued in last 12 months)
* Utility bills with current address
* Pay statement with your address and employers name.

The above-listed documentation is very important; to arrive without it will prevent you from the correct enrollment procedures or completing the Conflict Management and Physical Intervention Assessment. If you encounter any problems with obtaining any of this documentation, please get in touch with us as soon as possible and we will give you advice.

In addition to the above you will be required to provide us with a photograph (passport style picture) and a picture of your signature. Further information will be discussed within you regarding this on the first day of the course.

**MEDICAL COURSE(S)**

If you are enrolling in the Close Protection course as a standalone program, it is mandatory that you already hold a First Person on Scene (FPOS), First Response Emergency Care (FREC), or an equivalent qualification. **You must bring a copy of your qualification as proof of completion**. Without one of these certificates, you will not receive certification upon successfully completing the course. Additional information on this requirement will be provided during the course.

**DRESS & EQUIPMENT**  
The West Coast of Scotland experiences highly variable and unpredictable weather patterns. During the summer months (April-September), temperatures generally do not exceed 25°C. Please remember to bring sunblock and consider bringing mosquito repellent, as Scottish Midges can be particularly active during the Summer.  
  
In the Autumn/Winter months (October-March), temperatures can drop to around -5°C, with snow, rain, and wind being common occurrences. It is essential to pack appropriate warm and waterproof clothing for these conditions.  
  
Clothing requirements are determined by the time of year the course is conducted. Please review the clothing suggestions below and adjust accordingly based on the season. We recommend checking weather apps or websites for accurate forecasts before your arrival.  
  
Clothing and Equipment List:

* Sturdy footwear
* Durable trousers (such as walking trousers or jeans) – **NO MILITARY/DPM TROUSERS**
* T-shirts/fleeces/shirts suitable for the weather conditions
* Waterproof and warm jackets suitable for the weather conditions – **NO MILITARY/DPM** **JACKETS**
* Cold weather woolly hats and gloves that do not hinder weapon drills
* Large scrubbing brush for cleaning footwear
* Physical Training/Running Kit

For indoor and outdoor activities during the training course, you must bring:

* Smart, casual clothing (e.g., jeans, chinos, shoes, shirt, suit jacket/blazer)
* Equivalent appropriate attire for female students
* A pair of smart formal shoes
* Female students should also bring smart, formal shoes (e.g., Kitten Heel, Pumps, Slingbacks)
* Female students should pack dress shirts and sports bras
* Sufficient casual clothing for the course duration
* **NO TRACKSUITS OR SHORTS ARE PERMITTED IN THE CLASSROOM**

PERSONAL ITEMS:  
You are encouraged to bring personal items that will be beneficial during the course, such as:

* A head torch with ample batteries (required for medical exercises)

**ELECTRONIC EQUIPMENT**

Students **must also bring a laptop computer** with Google Earth, Microsoft Word, PowerPoint etc pre-installed (for the Ops planning phase). Horizon will not be held responsible for the loss or damage to your personal belongings should it occur.

Please ensure you have pre-installed Adobe Reader prior to arrival. Additionally, check that your workbook opens and edits and saves accordingly prior to arrival “this will save time on the first day”.

**STATIONARY & COURSE MATERIALS**

You are required to bring the following items to the course:

* A4 writing pad
* A good writing pen (black ink) and pencil

**MISCELLANEOUS INFORMATION**

Please ensure you have read this document carefully. There may be other documents that are requested from you prior to attending our course(s). If you have any special needs such as prayer time or medical requirements, please inform us prior to the course and we will try our best to accommodate your needs. There may be times when it is not possible, such as when it may cause disruption to the rest of the class or have a detrimental effect on other students learning experience and your understanding and cooperation is greatly appreciated.

WE LOOK FORWARD TO MEETING YOU