

UK Face-to-Face Training Checklist

Takeoff Aviation Academy – Innovation Hub, Lancing, West Sussex

Use this checklist to prepare for your in-person aviation or professional training programme in the UK. It includes travel, accommodation, and training readiness steps.

Before Travel to the UK

- Confirm Enrolment:
 - ☐ Reply to your offer letter and confirm acceptance
 - ☐ Ensure course payment is complete
 - ☐ Receive your Admission Confirmation Letter
- Visa & Immigration Documents:
 - ☐ Apply for visa if required (Short-Term Study / Visitor)
 - ☐ Carry your Visa Support Letter, Admission Letter, and Accommodation Confirmation
 - ☐ Check passport validity (minimum 6 months from date of travel)
- Book Travel & Accommodation:
 - ☐ Flights to London Gatwick or Heathrow (Gatwick preferred)
 - ☐ Confirm accommodation booking through us or independently
 - ☐ Notify us of your arrival date

What to Pack

- ☐ Passport and Visa documents
- ☐ Admission Letter and course documents
- ☐ Suitable clothing for UK weather (layers, raincoat)
- ☐ Notebooks, stationery, laptop/tablet (optional but recommended)
- ☐ Any prescription medication (with letter if needed)



Arrival in the UK

- ☐ Arrive latest on the Sunday before course starts (Monday)
- ☐ Attend the Welcome Briefing
- ☐ Collect your course schedule and student ID (if applicable)



During Training

- ☐ Attend all training sessions daily
- ☐ Engage in practical sessions, simulations, and group work
- ☐ Follow the Code of Conduct and safety instructions
- ☐ Ask questions and participate actively



After the Course

- ☐ Complete feedback form
- ☐ Collect your Certificate of Completion
- ☐ Request a verified or employer-endorsed certificate (if required)
- ☐ Join the alumni or professional network



Support & Assistance

Email: info@toaa.aero

Emergency UK Contact: 0 20 4552 2792

WhatsApp and onsite assistance available during training