

**HOSTILE ENVIRONMENT CLOSE PROTECTION OPERATIVE (HECPO)**

**JOINING INSTRUCTIONS**

**GENERAL**

Thank you for choosing Horizon as your training provider and booking a place on our Horizon Hostile Environment Close Protection Operative course.

The course syllabus is directed towards Close Protection Operatives wishing to pursue a career within a hostile/ fragile environment and contains a mixture of classroom-based theoretical lessons and discussions as well as practical training exercises, involving scenario-based training and role-play exercises.

**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 non-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 taught in English only and therefore it is a requirement for you to be able to speak, read and write English fluently. This is to ensure that at no stage on the course you misunderstand the instructions and guidance being delivered which could result in you failing the course. **You will not be selected for an interview with a recruiter unless your English is of a good standard.**

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.

**DRESS & EQUIPMENT**

A comprehensive dress and equipment list for students is contained below. Students are permitted and encouraged to bring their own tactical equipment; although it will be supplied at the Training Centre should they require it.

Please be aware that some of the training is robust, aggressive and conducted in conditions not conducive to expensive clothing brands. Therefore, casual clothing is all that is required during this phase of the course. All pistol drills and training will be from a waist-holstered position.A robust belt is required.No Thigh Holstered or Plate Carrier-Mounted drills will be taught.

The West Coast of Scotland has an extremely variable and unpredictable weather cycle. During summer months (Apr-Sep), temperatures rarely surpass 25C. Please bring sun block. Please also consider bringing mosquito repellent, as Scottish Midges can be relentless during the summer at certain times of day and night.

During autumn/winter months (Oct-Mar), temperatures can fall to around -5C and snow, rain and wind are all common occurrences. So please bring appropriate warm and waterproof clothing.

There may be evening work during the course and students should make their own fitness/running arrangements.

A small rucksack is also required for the Hostile Phase of the course.

During the Hostile Phase of the course, you will be using and firing AIRSOFT weapons. Eye protection will be supplied. However, feel free to bring your own. Body armor, holsters, magazine holders and rifle slings will also be provided. However, at Horizon, we acknowledge that personal kit is a matter of choice for each individual and if you already have your own, tried and tested kit, then please feel free to bring your own belt kit, holsters, slings and magazine holders as long as they are compatible with a Glock 17 AIRSOFT pistol and the pouches fit AK-47 and/or M4 rifle magazines.

Clothing requirements are governed by the time of year that the course is being run. Please look at this clothing suggestion and amend appropriately for the time of year. We suggest that you consult either weather apps or weather websites for accurate forecasts, before course attendance.

* Robust footwear
* Robust trousers (walking trousers or jeans) – **NO MILITARY/DPM TROUSERS**
* T-shirts/fleeces/shirts (as appropriate for the weather conditions)
* Waterproof/warm jackets (as appropriate for the weather conditions) – **NO MILITARY/DPM JACKETS**
* Cold weather wooly hats and gloves are permitted as long as neither interferes with the ability to carry out the necessary weapon drills.
* Large scrubbing brush (for cleaning footwear)
* Eye protection (although this will be supplied)
* PT/Running Kit.
* A riggers style belt
* Ladies ONLY; dress shirts, sports bra,
* A sufficient quantity of casual clothing for duration of the course
* **NO TRACKSUITS OR SHORTS ARE TO BE WORN IN THE CLASSROOM**

**PERSONAL ITEMS**

You are strongly encouraged to bring items that will be helpful to you during the course. Such as:

* A head torch (with sufficient batteries), required for medical exercises.

**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 read all instructions that are emailed to you carefully. There may be other documents that are requested from you prior to attending our courses. 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 you. 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**