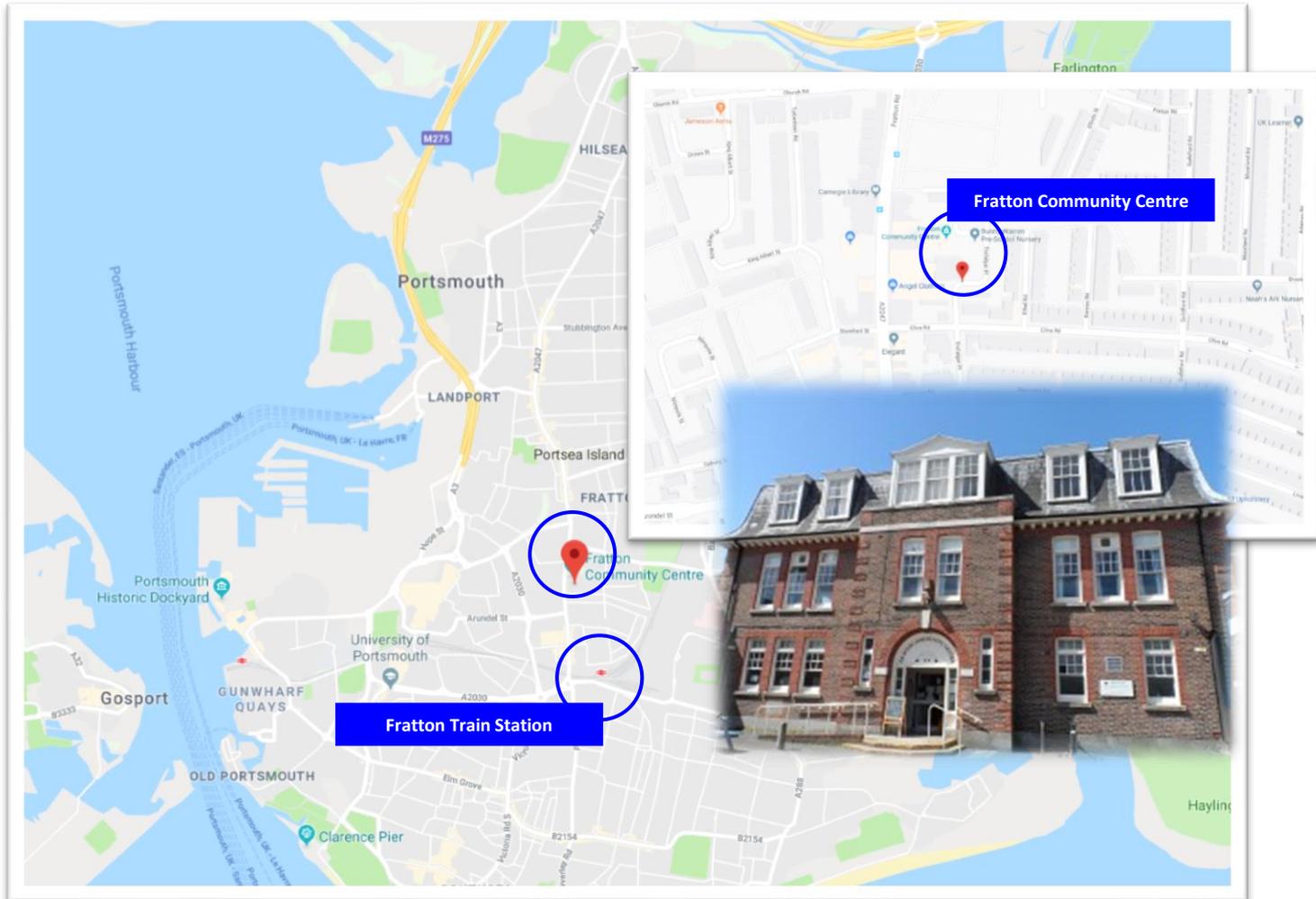


## HOW TO FIND US

Our Portsmouth classrooms are co-located in **Fratton Community Centre, Trafalgar Place** off the A2047 Fratton Road. The nearest train station is Fratton which is ½ mile/5-minute walk. Please report to reception and you'll be directed to the training room.



## PARKING

**There is free car park at the venue.** Please note that local roads are controlled parking zones. Parking is at your own risk so please be courteous of other businesses if using the on-street parking. Please do not park in any of the allocated spaces around the building or in any other business premises around local area. These areas are monitored by independent parking enforcement companies and we will not be liable for any enforcement notices served nor any associated fine.

## LUNCH

**Refreshments are provided and included in the cost of the course.** There is a café at the venue where you can purchase a wide range of hot and cold food and drinks at additional cost. If you have any special dietary requirements or allergies then please let us know. There are also local shops and cafes within a short walking distance from the venue.

### WHAT TO BRING

At the start of the course you will be required to complete a Course Registration Form which will be submitted to the awarding organisation with your final results & includes required information such as name, address, gender, date of birth, contact telephone & email address. Please ensure you have this information with you including your National Insurance Number or equivalent (if you have one).

**Please also provide a form of ID such as a photocard driving licence or passport.** If you are attending a refresher course please also bring a copy of your previous certificate. If your company is registered to receive funding, such as CITB, please ensure you bring with you the registration number, employers name, address & postcode.

### OTHER INFORMATION

There will be a multiple choice/short answer examination paper on the last day of the course. If you have any specific learning requirements please let us know prior to the commencement of the course. Additionally some of our courses are highly practical and will require some work at floor level. If you have any physical limitations then please let the instructor know at the start of the course.

**Doors open at 8:30am and the course starts at 9:00am daily unless otherwise instructed by your tutor.** If you are going to be late please call through to head office. We'd rather you let us know as we may still be able to accommodate you. Please allow enough time for your journey and for parking.

### COURSE CHECKLIST

- ✓ **Identification** (Passport/driving licence/CSCS Card)
- ✓ **Notepad / paper & pen**
- ✓ **Laptop / tablet** (if you have one)
- ✓ **Means to pay for lunch** (if required)
- ✓ **Copy of previous certification** (refresher courses only)