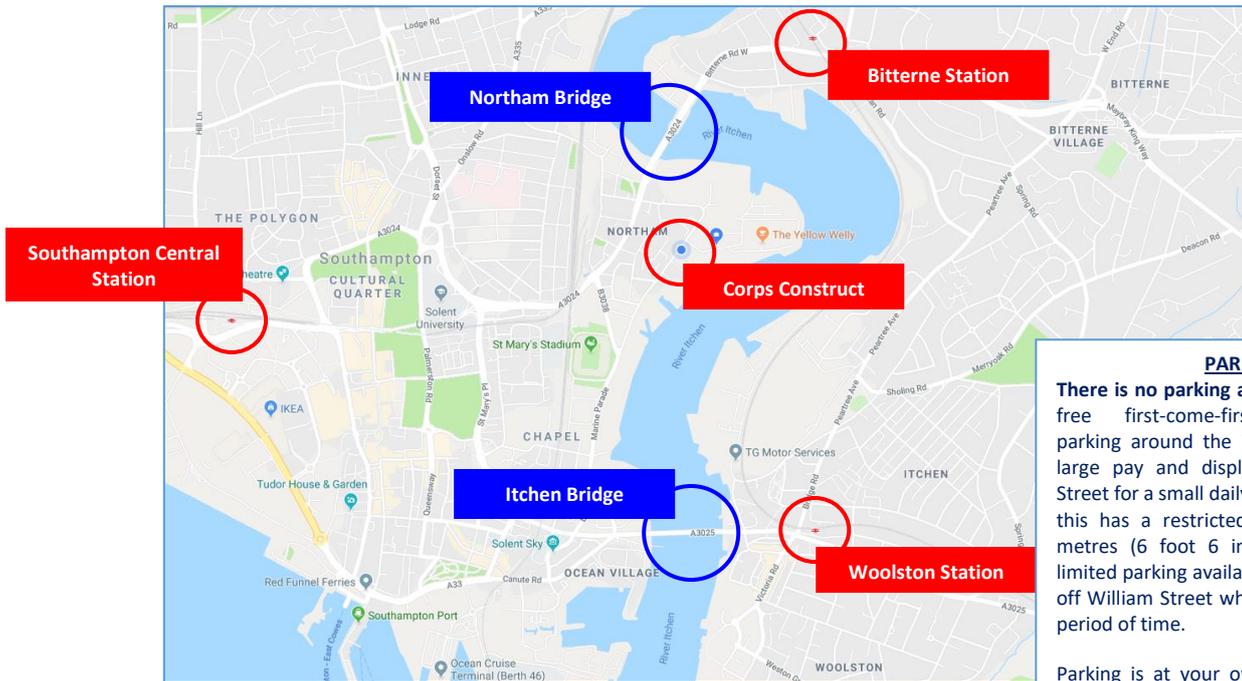


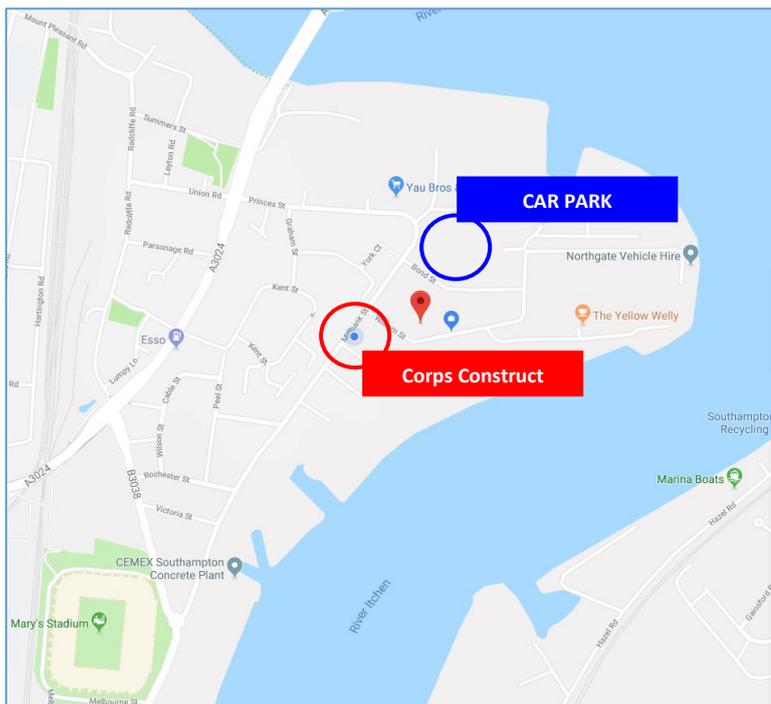
HOW TO FIND US

Our Southampton classrooms are located on **Millbank Street** very close to St Mary's Stadium in Northam, Southampton off the A3024 Bitterne Road West. **Please note the postcode will take you to the end of the building on William Street.** The nearest train stations are Bitterne (Short cycle or 15-minute walk across Northam Bridge approaching from the North), Woolston (Short cycle or 15-minute walk across Itchen Bridge approaching from the South) or Southampton Central (Short cycle or 30-minute walk approaching from the West). The classrooms are up short flight of stairs so if you require any assistance then please let us know.



PARKING
 There is no parking at the venue. There is free first-come-first-served on-street parking around the industrial estate or a large pay and display carpark on Bond Street for a small daily fee. Please note that this has a restricted access height of 2 metres (6 foot 6 inches). There is also limited parking available at Shamrock Quay off William Street which is free for a short period of time.

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 the industrial estate. 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

Lunch and refreshments are included in the cost of the course. 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

Please ensure that you bring a bag to the training venue as books will be provided at the start of the course & will be required daily. Please also ensure you bring a pen & paper to take notes during the presentations.

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.

Courses start at 9:00am daily unless otherwise instructed by your tutor. If you are going to be late please call through to the 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 parking** (if required)
- ✓ **Copy of previous certification** (refresher courses only)