

JOINING INSTRUCTIONS

Venue:	Unit 4 Millbank Business Centre, Millbank Street, Northam, Southampton, Hampshire SO14 5QH (Click here for directions)
Course Start Time:	9:00am (Please allow enough time for traffic and parking to enable the course to start on time)

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.

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. 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.

The entrance to the training room is on Millbank Street between Tyre-Fit (Unit 3) & Anthony Forfar Carpets & Flooring (Unit 5). The classroom and office are up a short flight of stairs. If you require assistance then please let us know.

There is free first-come-first-served on-street parking around the industrial estate or you can use the pay a display carpark adjacent to Alligator Self-Storage (yellow building) on Millbank 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 3 hours. 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 an independent parking enforcement company and we will not be liable for any enforcement notices served nor any associated fine.**

At the start of the course you will be required to complete a **Course Registration Form** which will be submitted to the awarding body 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.**

