

Security Officer Top Up

(without EFAW)

Booking Confirmation

Hello, thank you for booking your Training course with Security Kings.

We are very much looking forward to meeting you. Please ensure you read all the information within this document.

Before you attend the course:

Complete ACT Awareness E-Learning with the link below. This must be completed prior to the course and certificates either emailed to info@sktraining.co.uk or in paper copy on arrival. You will be unable to sit the course if you fail to meet the requirements.

<https://ct.highfieldlearning.com/>

Location: RTC Business Park, London Road, DE24 8UP
Head to the RTC Meeting rooms, located in the café the guard on site will help assist you.

Time: Day 1 – 14:30 – 18:00

What you need to bring:

- ID – please bring the requested ID documents from the list at the bottom of this email. (Exams cannot be taken without this)
- Passport photo - please also bring a photograph of yourself, the photo must meet the passport photo guidelines.
- FIRST AID Certificates – please bring a copy with you. The qualifications need to be Ofqual regulated and have at least 1 year validity
- Pen, Paper, and a mobile device may be helpful but not essential.
- You will be required to complete a short English language assessment test. This is straightforward and is to confirm to our awarding body that all learners are at least at level 1 in the English language.

- **Tea and coffee are provided, food is available to purchase at the café on site.**

Course expectations:

Please ensure you arrive on time and attend every session; attending all sessions is essential to obtain the qualification.

We expect learners to be respectful of others and the tutor. Failure to do so may result in removal from the course.

Come prepared! Bring all the correct documents.

Please note that we use video recording throughout the duration of the course. This will be to assess and review your training. Consent forms are attached to this email, you should complete these along with the other required documentation before course commencement.

Other information:

This level 2 course is accredited by QNUK.

One free of charge examination re-sit is included in the cost of your course. Should you fail this second attempt you will need to pay for a resit up to a maximum of two more times. If you fail these, you will be required to complete and pay for the course again.

If you have any questions or are unsure about something, feel free to contact one of the team at any point before or during the course on 01283 553122.

If you have any concerns about yourself or someone else's health and wellbeing, please do not hesitate to contact the centre manager, Macauley Carruthers
Macauley.carruthers@securitykings.co.uk or 01283 553122.

Data

You should note your identification documents and first aid certificate will be copied and securely held on file by the centre for 3 years from your course end as will other course records. This is to comply with quality assurance and regulatory purposes. Further the practical assessment and theory examinations will be video recorded for quality assurance and regulatory purposes. Such videos will be stored securely by the centre for 12 months from the end of the course.

Welfare

The course is both physically and mentally demanding, students should arrive fit and well and not under the influence of drink or drugs. Any problems with health should be addressed with your line manager if appropriate in the first instance and if necessary, with ourselves prior to the course being commenced.

Clothing

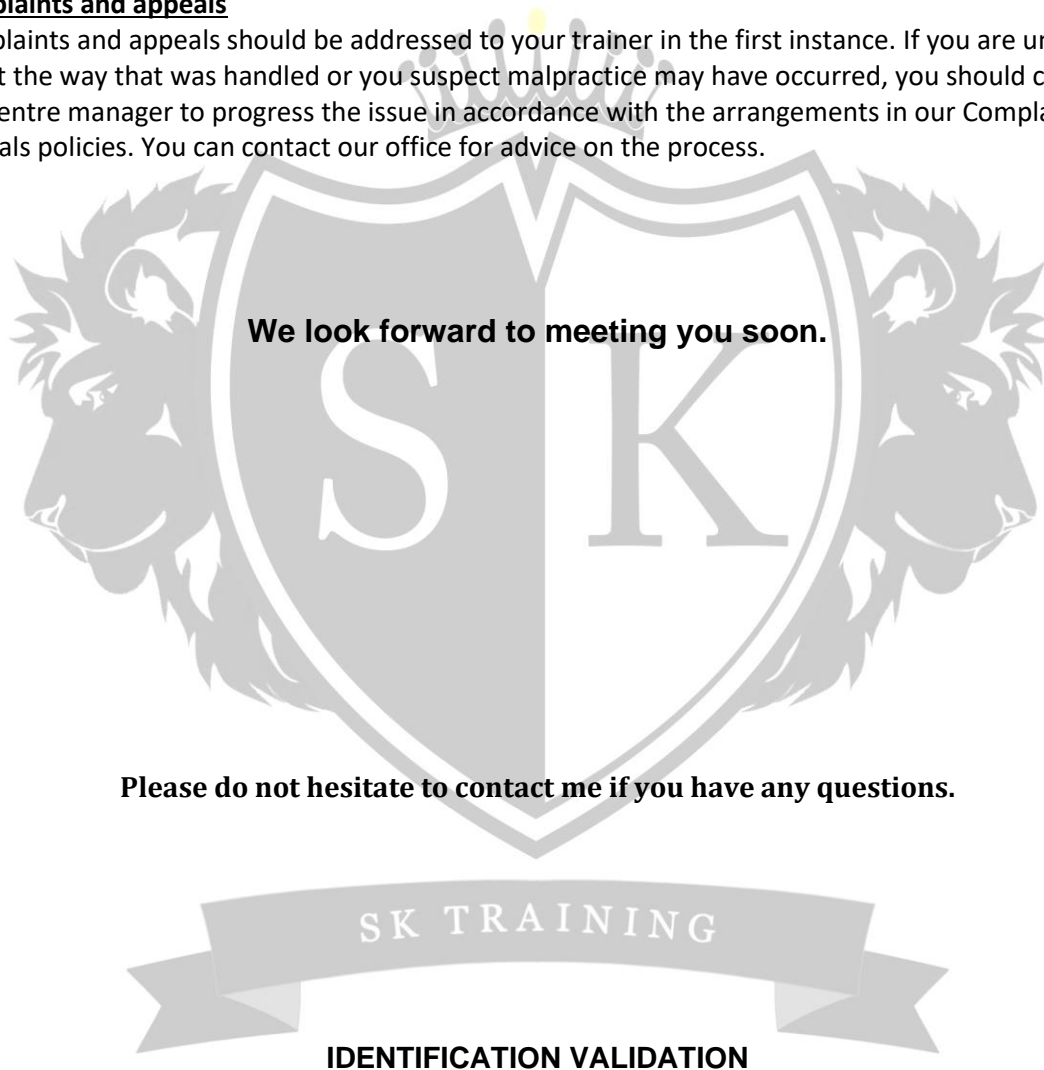
You should be wearing comfortable, smart and clean clothing during the course, during the Physical intervention training and assessment it is important your clothing enables freedom of movement and you wear suitable footwear, certainly not sandals so for example trainers would be suitable.

Standards of behaviour

Candidates must always behave in a professional manner, any unprofessional behaviour will result in you being removed from the course. You should be aware during scenarios robust language may be used to make the training realistic, this will be strictly controlled. This is not a licence to use unacceptable language or behaviour at any other time.

Complaints and appeals

Complaints and appeals should be addressed to your trainer in the first instance. If you are unhappy about the way that was handled or you suspect malpractice may have occurred, you should contact our centre manager to progress the issue in accordance with the arrangements in our Complaint and Appeals policies. You can contact our office for advice on the process.



We look forward to meeting you soon.

Please do not hesitate to contact me if you have any questions.

SK TRAINING

IDENTIFICATION VALIDATION

Following SIA (Security Industry Authority) guidance, Security Kings requires learners to provide various forms of identification documentation. Failure to provide such documentation may lead to the learner losing their place on the course. Accepted forms of ID include:

ONE identity document from Group A and TWO from Group B. At least one document must show the individuals current address and at least one showing their date of birth.

Group A

- A1 - Passport (signed, current & valid)
- A2 - Driving licence (UK)
- A4 - Birth certificate issued within 12 months of birth (UK, certified copy)
- A6 - UK biometric residence permit

Please note:

We are unable to accept A1 & A4 / A1 & A6 / A4 & A6 documents if provided together, due to documents not identifying both address and date of birth.

Equivalently, learners with the above combinations can produce 2 x Group B documents to demonstrate current address if needed.

Group B

- B1 - Valid EU photo ID card
- B2 - Valid UK firearms licence with photo
- B3 - Signed UK paper driving licence
- B4 - Marriage or civil partnership certificate (with translated copy if not English)
- B5 - Certified copy of UK birth certificate issued more than 12 months after birth (not a photo copy)
- B6 - Non-UK birth certificate (with translated copy if not English)
- B7 - P45 statement of income for tax purposes on leaving a job issued within the last 12 months.
- B8 - P60 annual statement of income for tax purposes issued within the last 12 months.
- B9 - Bank or building society statement issued to current address, less than three months old. You can use more than one statement as long as each is issued by a different bank or building society.
- B10 - Mortgage statement issued in the last 12 months.
- B11 - Gas, electric, landline phone, water, satellite, cable bill issued to current address within last 3 months. (mobile phone contract are exempt) You can only use one utility bill in support of your application.
- B12 - Pension, endowment or ISA statement issued in the last 12 months.
- B13 - British work permit or visa issued in the last 12 months.
- B14 - Letter from H.M. Revenue and Customs, Dept of Work and Pensions, employment service or local authority issued within the last 3 months. More than one letter can be used if issued by different government departments or different local authorities.
- B15 - Credit card statement sent to current address in the last 3 months. More than one statement can be used if issued by different service providers.
- B16 - Council Tax statement issued in the last 12 months.
- B17 - UK adoption certificate.



SK TRAINING