Dear Delegate

**Ref: Joining Instructions for SIA HABC Level 2 Award in Door Supervision (DS)/ Security Guarding (SG)**

Thanks for booking the DS/SG course with us.

**General information for attending the training sessions:**

**Course Name:** SIA HABC Level 2 Award in Door Supervision/Security Guarding

**Date: Start Time: 8.30am**

**Location:** The Innovations Training Centre (see location and full address below)

**Registration:** The instructor will complete your registration before the start of the sessions.

**Cost:** Course price £150.00. Te full amount must be fully paid before the commencement of training.

**Identification:** You must provide identification as shown on the attached sheet

**Photographs:** You must provide 2 recently taken passport-sized photos.

**Attendance and Punctuality**

The course starts at 8.30am. You must attend all three days and late coming is not acceptable. This qualification is accepted by the SIA for the SIA Front Line Door Supervisor/ Security guarding License.

**Parking and getting to the centre**

There are some free off-street parking spaces available in the area and the centre is just right next to the **New Cross underground/overhead train station**. We are also adequately served by buses for connection to most parts of London. The centre is also about 5 minutes walk from the New Cross Gate station, the DLR and Deptford stations. I have enclosed a map for your convenience. We are a short walk from both stations.

**Course & Training Units**

The Level Two Award in Door Supervision consists of four units:

1) Unit one - Working in the Private Security Industry

2) Unit two - The Role of the Door Supervisor

3) Unit three – Conflict Management for the Private Security Industry

4) Unit four - Physical Intervention

Units one, two and three are each assessed by an externally set and marked multiple-choice examination. The physical intervention unit is assessed by means of a short test with the tutor throughout the training.

**Important Information for the Physical Intervention aspect of your training**

It is important to understand that there is physical training included in this course and there is a risk of injury. You will be required to sign a statement confirming that you are physically fit and do not carry any injury or condition that may put yourself or others at risk. Although, we have taken measures to reduce risks, participants must understand that there is always a risk of injury when physical interventions are taught and practiced.

**Dressing mode for the PI unit**

* For the physical intervention unit you are advised to wear loose comfortable clothing, but it is not necessary to wear sports kit.
* All foot wear must be closed in i.e. no sandals should be worn.
* Trainers are ideal footwear for this training.
* Jewellery and watches must be removed prior to physical training, so candidates are advised not to wear any to avoid loss or breakages.
* Our centre takes no responsibility for any items left in the classroom.

The training of physical intervention includes input on the use of force and accountability, and the medical implications thereof. The practical skills have been designed to provide simple non-aggressive responses that can be used, where lawful, to:

 Reduce the risk of assault

 Protect oneself and others against assault and to disengage from an assailant

 Guide and escort people more safely

 Hold a violent person

As a condition of attendance all candidates accept that the trainer has the right to remove anyone from the training course at any stage, if necessary, to ensure a safe and effective learning environment for other participants. In the unlikely event this is necessary, no refunds will be granted.

**Identification**

You must bring with you:

1. **Identification as stated below in the attached sheet,**
2. **3 colour passport-sized photographs taken recently with no sunglasses, hats or bluetooth/mobile accessories.** Failure to provide the necessary forms of identification will lead to your not being permitted to sit the examinations.

**Language and Others**

The medium of delivery for the course is English language. So If you have any particular learning requirements, or have trouble reading, please contact us to discuss what measures can be taken to support you. Any special measures must be arranged in advance and cannot be arranged during the course.

The tutor can provide a copy of our equal opportunities policy or complaints procedure on demand.

Please note that our centre has no control over any examination results. All course fees are non-refundable. Should you fail to pass any of the examinations you can resit them at a cost of £30.00 per exam. To gain the qualification, you must pass all three examinations and the physical intervention assessment.

Please note that payment of a deposit secures your place on this course only. Your deposit will **not be refunded** if you fail to turn up for this course. If, however, for any reason our centre cancels the course, we will offer a full refund or a place on another course.

Our centre reserves the right to cancel the course at any time should they feel it necessary.

If you have any questions please do not hesitate to contact the centre manager below

Yours sincerely

D.Kenomore

ITC Centre Manager

**Health Questionnaire**

Please complete, sign and submit this form back to us before the start of your course.

**Full Name** ------------------------------------------------. **Gender: M/F**

**Course:** Door Supervisor/Security Guarding

**Age as at the start of the training:** ---------------------

**Address: -**-----------------------------------------------------------------------------------------------------

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|  |  | YES | NO |
| 1 | Do you currently have any health related issues that might be an obstacle to your attending the full training sessions? |  |  |
| **2** | **Do you suffer from any heart related health issues?** |  |  |
| 3 | Do you suffer from any epileptic or other fits? |  |  |
| 4 | Have been taking and prescribed medications? |  |  |
| 5 | Do you suffer any muscle pains? |  |  |
| 6 | Do you suffer from dizziness |  |  |

**Declaration:**

I accept that the information provided above is true and that Mulad Technical Alliance Ltd, the owners of the Innovations training centre are not legally liable for my existing conditions of health. I also accept that I am joining the training sessions including the module related to physical intervention with the full understanding that I am responsible to ensure that I am fit and fully capable of completing all the modules as required by the SIA and the awarding body.

**Delegate’s Signature: -----------------------------------------. Date: ------------------------------**

**Acceptable forms of ID**

Two forms of identity from list A. At least one of these must show your current address and at least one other must show your date of birth OR;

One forms of identity from list A plus 2 documents from the list B. At least one document must show your current address and at least one document must show your date of birth.

**List A Documents**

* Signed valid passport of any nationality
* Identity Card issued by the UK Home Office
* Signed UK photo driving license (both parts required)
* UK birth certificate or certified copy issued within 12 months of birth, but not a photocopy
* UK adoption certificate

**List B Documents**

* Valid EU photo ID card
* Valid UK firearms license with photo
* Signed UK paper driving license
* Marriage certificate or civil partnership certificate, with translation if not in English
* Certified copy (not photocopy) of a UK birth certificate issued more than 12 months after date of birth
* Non-UK birth certificate, with translation if not in English
* P45 statement of income for tax purposes on leaving a job issued in the last 12 months
* P60 annual statement of income for tax purposes issued in the last 12 months
* 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.
* Mortgage statement issued in the last 12 months
* Gas, electric, phone, water, satellite, cable, mobile phone contract or utility bill issued to current address within last 3 months. You can only use one utility bill in support of your application.
* TV license in your name and current address issued in the last 12 months
* Pension, endowment or ISA statement issued in the last 12 months
* Certificate of British nationality
* British work permit or visa issued in the last 12 months
* 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
* 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
* Council Tax statement issued in the last 12 months
* Court summons issued in last 12 months.

Our Location

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