

Level 3 Award in First aid at work Joining Instructions

Dear Candidate,

ILM Associates Ltd are delighted that you have chosen our company to provide you with the Level 3 Award in First Aid at Work qualification.

These joining instructions will provide you with details of your training and some mandatory identification requirements/documents that you will need to bring on day one of the course.

Unfortunately, if you do not bring the required documents with you on day one of the course then you would not be allowed to participate in this training.

Course Timings:

09:00 – 16:00 (approximately)

Course Location:

4 bridge house
sunderland
tyne and wear
SR1 1TE



ID Requirements:



ID requirements It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All training centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment.

We recommend the following as proof of a learner's identity:

- Valid passport (*any nationality*)
- Signed UK photo card driving licence
- Valid warrant card issued by HM forces or the police
- Another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, the training centre may accept identification by a third-party representative, such as a line manager, human resources manager.

Dress:

Comfortable clothing should be worn as you will be required to conduct activities on the floor.

Refreshments:

Tea & coffee will be provided free of charge.

Car parking

barrier code is **6497** if you require parking.

Please could you confirm your attendance to the email address below, and if you have any questions about your course please do not hesitate to contact us

info@ilmassociates.co.uk