

## DRIVER CPC JOINING INSTRUCTIONS – generic template

### **Sure Training Locations:**

**Belfast**, c/o Sure Recruitment, 1a Jennymount Business Park, North Derby Street. BT15 3HN

**Glasgow**, David Dale Centre, 159 Broad Street, Glasgow. G40 2QR

**Livingston**, Livingston Business Centre, Kirkton Road South, Livingston, EH54 7BT

Please ensure you arrive at **07:45** for a **08:00** start, ensuring that you bring with you your **driving license**.

If you have an 'old-style' paper license (not photocard), this together with a valid passport will be accepted.

Note, this is a periodic Driver CPC course, meaning that the attendees must already hold a Driver Qualification Card, or if you do not, then you must hold a Cat C1 entitlement from before 2009 in order for us to be able to upload your hours.

Each CPC module is 7 hours, so with 1hrs of breaks throughout the day it will finish by 16.00.

Tea/Coffee & Biscuits are provided at break times, but please bring some lunch or be prepared to purchase some from nearby shops/ snack vans.

**PLEASE NOTE: If you arrive late or do not have valid up to date documents as stated above you will be turned away and lose the cost of the training.**

If you are unable to attend the dates booked you may reschedule, free of charge, provided you give at least 14 days' notice. For cancellations with less than 14 days' notice, a credit for the DSA upload fee element will be applied to your account for use against future bookings.

If you have any questions, please call us ASAP on 0141 530 7393.

We look forward to seeing you on the course.

Kind regards

Sure Training