**CONFIRMATION OF COURSE DETAILS**

**INITIAL ADR COURSE**

**Core, Packages and 7 Classes**

We are pleased that you are using Enterprise Transport Training for your training requirements and wish you every success in your course. This will be carried out in accordance with the current regulations.

Your course has been booked for the below dates:

8th February- 12th February 2021

Please read the following carefully.  It explains the admin process and will ensure your attendance of the courses runs as smoothly as possible.

It is a requirement for remote training that we verify candidate identity and eligibility in advance of the course. So that we can do this, we require you to send copies of the below.

* Driving licence or valid UK passport
* Current/expired ADR card (if you have one)
* Current/expired DQC (if you have one)
* Paper driving licence (and valid passport)

Please email these documents to adr-admin@edrtt.com. If you do not have access to email, you can send them using WhatsApp to **07933 979 667**. Unfortunately, this number will not accept MMS messages or incoming phone calls. If you do send by Whatsapp, please state that the pictures are for an adr course.

A link to the course will be emailed out the Thursday prior to the course starting. If you do not receive a link it is most likely because your email system security settings have blocked the message. If you have not received the link by the Friday prior to the course, please email us on adr-admin@edrtt.com and inform us you still require a link.

To attend the sessions you will be required to have **a stable internet connection** and the **ZOOM app** on your device. The ZOOM app can be downloaded free of charge from **zoom.us, the Google Play Store, or Applestore.** Your device should be tested so that it has a fully functioning camera, microphone and speakers prior to the course starting. To check your device is working you can test Zoom at <https://zoom.us/test> , follow the link and click “Join”, then you must “Join with Video” to ensure the camera is working. Once you are on and can see yourself, click the arrow on “Mute”, you will be given a few options – click “Test Microphone & Speaker”, from there simply follow the instructions. You must have a fully functioning camera, microphone and speaker, without these you cannot partake in the class and we cannot verify your ID. If you turn up on the day without your camera, microphone or speakers working, **you may be charged for the course.** Only use a PC, Laptop or Tablet, not a mobile phone. Phones can be unreliable and if you receive phone calls it can kick you off the course.

Please join the course every day at **07:30am** for a prompt **08:00am start.**

There will be breaks of 15 mins in the morning and afternoon and 45 mins at lunchtime. Please do not be late back from your breaks. Your course will finish around 04:30pm.

In order for you to be registered for your exams and have CPC hours uploaded to the DVSA (if purchased), you must be on screen for the complete duration of the course and need to be engaged with the course.  If the instructor feels that you are primarily focused on something other than the course you may be removed. You must also be stationary for the duration of the course, i.e. not be driving, walking or be in a moving vehicle. **If you are removed, you may be charged to reschedule the course.**

These rules apply for your remote training which is Monday – Wednesday. Your exams will take place on Thursday.

**Exam Day**

On Friday please ensure you **register at 07:30am** for your exams to **start at 08:00am**. You should be done for 12.00pmgiven there are no problems.

Your exams have been booked for the below centre.

David Dale Centre

159 Broad Street

Glasgow

G40 2QR

On the day, please ensure you bring with you one of the below for ID. **You won’t be allowed to sit your exams without it.**

* Driving licence
* ADR card
* DQC
* Digi card
* Valid passport

You will be sent out a manual and paperwork to the address you have provided. On exam day, please bring with you your completed paperwork.

Enterprise Transport Training

**ADR Certificate for the Carriage of Dangerous Goods by Road**

**Course Contents**

**Core Packages and 7 Classes**

**3.5-day course**

**Core Module**

Relevant Regulations.

UN Class Hazards.

Health and Safety implications.

Transfer and Disposal of Wastes.

UN Packaging Scheme.

Material Safety Data Sheets or Tremcards.(Instructions in Writing)

Personal Protective Equipment.

Site Rules.

Fire Safety.

First Aid.

Emergency Action Procedures.

Emergency Action Incident Test

**Packaged Goods Regulations.**

**Classes:**

1. **Compressed Gases**
2. **Flammable liquids**
3. **Flammable Solids**
4. **Oxidising Agents**
5. **Toxic Substances**
6. **Corrosive Substances**
7. **Miscellaneous**