**Iain Riddell**

**iainrid@hotmail.co.uk**

**07720052435**

 **Dear Participant**

 Please read all of this pre course information, well in advance of the course start date. It is designed to ensure you arrive fully prepared for the course and to assist you to complete the course

**: Please bring your lunch as this is not supplied .**

Attendance of all the sessions and being on time is part of the course requirements. This is to comply with industry regulations. If you miss any part of a session of the course then you may not be able to complete the course in relation to the certification.

**Identification**

Identity fraud is a matter that we take very seriously. When completing the course register you will be asked to provide a form of identification. The following is acceptable.

1. The individual candidate has official photographic ID such as driving licence or passport , If you do not have official photographic ID then please email us.

**Personal Details / Data Protection / GDPR / ICO**

We will request personal details from you to include as a minimum, name, date of birth & address. We need your personal details to allow us to process you on the training course. We will keep your details until they are no longer needed or you request their removal. You are allowed to request your details to be removed at any time, we are sometimes not allowed to delete your personal details. For example if you complete a qualification with us then there are regulated requirements for us to keep a record of your attendance, completion and result in connection with your personal details for a time period (normally 5 years from course completion date). We will be often associated as a processor of information and therefore the forms we ask you to complete will have been created by someone else. If we ask you to complete any primary evidence created by us then we will be registered with the ICO and our number will be displayed at the bottom.

**Course Adjustments & Special Requirements.**

 We aim to create an easy to learn training environment.

If you feel that you may need some adjustments to the course for whatever reason then please don’t hesitate to contact us (this could be for medical reasons or academic reasons such as dyslexia, English as a second language,)

**Informing Us**

Please detail any requests for adjustment or concerns in writing to the email address above.

You may wish to discuss your concerns with us. Our email address and telephone number are at the start of this information. Please be aware we could be training so please leave a message and your contact details.

  **Course Dress code**

The course is practical and active. Please dress appropriately in easy clothing casual trousers and sweatshirts are best (**not work suits and skirts)** as throughout the session you will play the role of casualty and rescuer. Footwear is another consideration, flat and firm are best (no high heels please). No low cut tops. It is an idea to bring something to tie your hair back with.

It is very important that you attend all of the sessions, as this is a progressive course and is continually assessed throughout the duration . ( Outdoor First Aid courses will require candidates to bring suitable outdoor clothing )

**Health & Safety**

Participants are expected to turn up ready for work. Therefore, not under the influence of drugs or alcohol.

If the trainer has any doubts, for other participants safety you may be asked to leave.

Participants are expected to behave in a safe and reasonable manner towards other participants and our equipment

 If at any time you feel uncomfortable, unease or being asked to do something you don’t understand then immediately STOP and bring this to the attention of the lead trainer for guidance.

**Personal Awareness**

At times we talk in about certain subjects as part of the course. This may remind you of personal experiences, if this happens please bring this to the attention of the trainer at the earliest opportunity.

Kindest Regards

 Iain

 Centre Manager

ICO Registration Number: ZA125501

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| **Iain Riddell Training** |
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## Booking Form

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| Full Name: |  |  |  |
| Date of Birth: |  |  |  |
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| Address: |  |  |
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| Home Phone: |  | Alternate Phone: |  |

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| Email |  |
| Course Details | **Yarrowford village hall , yarrowford,TD75NA** |

**Please Note:**

Payment to be made upon boking by BACS or personal cheque. 50% is non refundable if you cancel the course after payment . Cancelation within 7 days of start date Incurs full payment charged.

All cheques payable to Iain Riddell and sent to the address below. BACS payments to account: Iain Riddell SO Trading , 03982491, sort code: 09-01-50 .

Please be advised that as I am not a V.A.T registered company, the total price advertised, is the price you pay.

**Please bring a form of photographic I.D with you such as: driving license, passport etc, this must have a signature .**

I have read pre course information and agree / disagree to my personal details being kept securely & confidentially by Iain Riddell .

Photos may be taken on the course by Iain Riddell to be used for future advertising and promotions , I agree / disagree to allow to be photographed for these purposes. ...................................................................

 **Iain Riddell Training, 14 Bannerfield Drive, Selkirk, TD7 5BE**

**Tel: 01750 721090 or 07720 052 435**