

Corona Virus - We have taken all available steps to reduce the risk, including regular hand washing, smaller class sizes so delegates can spread out and no physical contact.

a1 Training

a1 Training is a national training centre (HABC), and offers training courses to staff, business clients' and the general public based at our own classrooms in Luton, as well as at client premises. a1 Training is able to provide in-house or bespoke training tailored to the needs of the individual or a particular organisation. The tutors are all experienced professionals with the relevant qualifications and practical experience in their particular subjects. Full details of other courses that a1 offer can be found on our website www.a1training.biz



Venue: Petra House, 9 Cardiff Road, Luton, LU1 1PP.

Time: 09:00 – 17:00 Daily.

Cost: £175

Dress Code: Smart / Casual.

Lunch: Lunch will not be provided. Various food/snack shops are within easy reach of the training facilities..

Parking: Free parking is NOT available .

ID Requirements: Please bring 1 passport sized photographs, and either two or 3 forms of ID (Please refer to the enclosed "Acceptable proof of ID" form)

About the Course

This course is for anyone looking to work in the Security Industry as a CCTV operative. This could either be a standalone licence or for those already in the industry wanting to expand their knowledge and gain further job opportunities.

This course is designed to assist individuals by providing basic job training that meets the Security Industry Authority requirements for licensing.

Learners will gain an in-depth understanding of the current legislation pertinent to their work and invaluable knowledge relating to the purpose and principles of CCTV surveillance systems, along with skills enabling the operator to operate the CCTV system. The two modules are:

- **Working in the Private Security Industry**
- **Working as a CCTV Operator**

This course contains two multiple choice examinations and a further practical exam where you will be required to operate the monitors. Certificates will be issued on successful completion of the course by the awarding body and a1 Training.

License application: To obtain the SIA license you will need to successfully complete the course and the examinations.

Terms and Conditions:

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The following applies to **all** course bookings:

A non refundable deposit of £25 must be paid within two days of booking the course to confirm your place. The remainder is to be paid at least two days before the course start date. Fees are payable by cash, cheque or electronic bank transfer.. Spaces on these courses are limited, so we advise you do this at your earliest convenience. Should you wish to pay by electronic payment, please contact the office to obtain our bank details?

All cancellations are to be notified to a1 Training verbally and in writing.

10 working days or more in advance of the course - no charge.

7 - 9 working days in advance of the course - 25% of the deposit.

2 - 5 working days in advance of the course - 40% of the deposit.

Less than 2 working days in advance of the course and non attendance on the course - 100% of the deposit.

Should you have any queries, please do not hesitate to contact us on; 01582 618000, and ask to speak to a member of our Training Team.

Yours Faithfully,

Lyndon Elliott

Lyndon Elliott
HR and Training Manager

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a1 Training Booking Form

Personal Details:



Title: _____ Forename: _____ Surname: _____
Address: _____
Postcode: _____ Telephone number: _____
Mobile Number: _____ Email: _____

Course Details:

Course Title: _____
Course Date: _____

Fitness Assessment:

Have you ever been diagnosed as having, currently experiencing, or on medication for any of the following:

<input type="checkbox"/> Back Injury / Impairment	<input type="checkbox"/> Arm / Wrist Injury / Impairment
<input type="checkbox"/> Neck Injury / Impairment	<input type="checkbox"/> Knee / Leg Injury
<input type="checkbox"/> Hernia	<input type="checkbox"/> Hip Injury / Impairment
<input type="checkbox"/> Heart Condition / Impairment	<input type="checkbox"/> Angina
<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Arthritis
<input type="checkbox"/> Bronchitis	<input type="checkbox"/> Asthma
<input type="checkbox"/> Are you Pregnant?	<input type="checkbox"/> Do you wear contact lenses?

Do you have any learning needs, which you feel the organization should know about?

Yes ☐ No ☐

If YES please give

details: _____

Declaration:

I declare that I have answered the above questions accurately to the best of my knowledge and by signing this form understand the full terms and conditions as stated on the invite letter.

Name: _____ Signature: _____ Date: _____

For Office Use Only

ID Group	Type of ID	Original Seen By	Date
Group A			
Group A			
Group B			
Group B			

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ACCEPTABLE PROOF OF IDENTIFICATION

2 identity documents from the Group A list. At least 1 document must show the learner's current address and at least 1 document must show their date of birth

or

1 identity document from Group A together with 2 documents from Group B (at least 1 document must show the learner's current address and at least 1 document must show their date of birth)

Group A Documents

A1 Signed valid passport of any nationality.

A2 Driving licence photocard if it was issued by the DVLA in Great Britain.

A3 Driving licence photocard **and its paper counterpart** issued by the DVA in Northern Ireland.

A4 UK original birth certificate issued within 12 months of birth.

A5 UK biometric residence permit card.

Group B Documents

B1 Valid UK firearms licence with photo.

B2 Current UK driving licence - paper version (not the counterpart to a photocard).

B3 P45 statement of income for tax purposes on leaving a job issued in the last 12 months.

B4 P60 annual statement of income for tax purposes issued in the last 12 months.

B5 Bank or building society statement issued to current address, less than 3 months old. You can use more than 1 statement as long as each is issued by a different bank or building society.

B6 Mortgage statement issued in the last 12 months.

B7 Utility bill (gas, electric, telephone, water, satellite, cable) issued to your current address within last 3 months. **Please note that you can only submit 1 utility bill in support of your SIA application.**

B8 Pension, endowment or ISA statement issued in the last 12 months.

B9 Letter from HM Revenue & Customs, Department of Work and Pensions, employment service, or local authority issued within the last 3 months. You can submit more than 1 letter if each is issued by a different government department or a different local authority.

B10 A credit card statement sent to your current address within the last 3 months. You can submit more than one statement if each is issued by a different issuer.

B11 Council tax statement issued in the last 12 months.

Documents that confirm your identity

B12 Valid EU photo ID card.

B13 Driving licence photocard (without a paper counterpart) issued by the DVA in Northern Ireland.

B14 Marriage certificate or civil partnership certificate, with translation if not in English.

B15 UK birth certificate issued more than 12 months after date of birth, but not a photocopy.

B16 Non-UK birth certificate, with translation is not in English.

B17 UK adoption certificate. 5.1 All documents from Group A and Group B must be originals and, in the learner's current name, unless accompanied by a deed poll document that confirms a change of name, or a valid adoption certificate.