

## **RAD TRAINING (MIDLAND) LTD.**

Unit 7 Willow Court, Crystal Drive, Smethwick, West Midlands, B66 1RD  
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### **JOINING INSTRUCTIONS**

Start	09:00
Morning break	10:30 – 10:45
Lunch	12:15 – 13:00
Afternoon break	14:30 – 14:45
End	16:00

On the first day of the course please bring:

- Photographic proof of identity (driving licence or passport)
- Previous certificates (not needed for foundation courses)
- Your National Insurance number

We can take and print the required photographs (at no additional charge) or you can bring your own passport photographs if preferred.

During practical work there is a small risk of clothes being dirtied or damaged. Candidates should not wear open-toed shoes or sandals.

Some assessments involve reading small text. Please remember to bring any reading glasses.

Mobile phones should be switched off during training and assessment.

Parking spaces are available at the driver's risk. Multiple candidates from the same company are advised to use separate vehicles owing to possible different finishing times.

Biscuits and tea or coffee are provided. Lunch is not provided. There are several cafés and takeaways nearby.

Please call us if you need any more information.

### **COVID-19 POLICY**

Candidates are expected to use the provided hand sanitiser each time they enter the building. Candidates are expected to follow all current government requirements. Masks and gloves will be available.

Please do not attend if you are showing any symptoms of illness such as a cough. Candidates showing symptoms will be asked to leave immediately. We can re-schedule any courses missed through illness.