



Registered Headquarters
Northern House
Units 7-8 Talisman Business Centre
Bicester
Oxfordshire
OX26 6HR

DRIVING EDUCATION CENTRE

Joining Instructions

FutureQuals Level 3 Certificate in Emergency Response Ambulance Driving – 4 week course

Dear Colleague,

Please find below joining instructions and venue details for the **FutureQuals Level 3 Certificate in Emergency Response Ambulance Driving Course** you will shortly be attending.

The venue address:

**South Central Ambulance Service NHS Foundation Trust
Education & Recruitment Centre
Bone Lane
Newbury
West Berkshire RG14 5UE
Telephone : 01869 228442 / 228461**

Please report at **08:00** hours on the first day of the 4 week course.

Prior to attending the course, please visit the DVLA website and carry out your UK license check <https://www.gov.uk/view-driving-licence> - you will be issued with a 'check code' and at this point you can request a driving licence summary – this is only valid for 14 days – please print out/or save and email yourself a copy of the summary to bring on the first day of your driving course.

Please remember to bring your Driving Licence, Driving check summary and your National Insurance number.

The Recruitment & Education Centre is also the base for The Driving Standards Manager, Mr Jon Porter, Darren Best and the Specialist Education Team, Recruitment and HR, PTS and ECA Clinical Education. As well as the delivery of a vast range of driving education activities the centre is also used as venue for corporate meetings and recruitment.

The Driving Education Department

Stuart Warner – Head of Driving Education
Nick Lambert – Senior Education Manager
Lisa Maskery – Education Co-ordinator

All Education Managers/Instructors are qualified IHCD/FutureQuals or ADI Instructors, who hold a wide range of qualifications and have an extensive background in training and education.

Education Centre Facilities

There are 4 main classrooms on site, a reception area and a common room together with a dedicated visitors kitchen area. Please keep all areas clean and tidy.

Beverages

Refreshments are available at the Centre with tea, coffee and milk provided. The refreshment area must be left in a clean and tidy condition. This is the responsibility of the students using the facility.

Lunch breaks

On most days of the course, you will be away from the driving centre for the entire day. Food is not provided and you will need to make your own arrangements for this at lunch breaks. You can either bring a packed lunch or purchase something (from a shop or garage) during the morning. There is a sandwich van that calls in to the centre mid-morning.

Pre-existing Appointments

Some new entrants to the Trust may have pre-existing appointments with, for example, Occupational Health or Human Resources. Please make the tutors aware of these at the earliest opportunity.

Dress code

During this course you will be in public view. If you have not yet been issued with a Trust/Organisation uniform it is important that an appropriate and professional image is projected. You will be required to wear a smart plain top and dark trousers and appropriate footwear (dark sturdy shoes or boots). Consider your choice of footwear – remember this is a driving course.

Training Schedule

Courses are conducted through the normal working week, Monday to Friday. The normal hours within the Driving Education department are 08:00-16:00; Monday to Friday, although you will be advised exact start and finish times. Students on Driving Courses will be away from the Centre for most of the day. A late drive (1200 – 0000) will be incorporated into week three, day 4 of your course, day 5 will then be a rest day with a three hour e-learning module to undertake.

Resources and Pre Learning

If you have access to SCAS Intranet please use the following links to access a current copy of The Highway Code and Roadcraft the Police Drivers Handbook. Follow the links from – **Do it online - Learning:-**

http://intranet/sorce/apps/sorce_doc_manager/Actions/view_doc.aspx?docid=6276&revid=6367
http://intranet/sorce/apps/sorce_doc_manager/Actions/view_doc.aspx?docid=6221&revid=6312

Otherwise please purchase an up to date copy of the Highway Code. The Roadcraft Handbook may be borrowed from the Driving Education department, please ask the Course Lead on day 1.

Roadsigns Examinations - A Roadsigns Exam generally takes place on weeks 1 and 2 of your course, you will be advised of the dates on day 1 of your course. Please pre-study for this by gaining access to the Highway Code – whether in a hard copy or online, where you will find all of the Roadsigns that are covered and general study of Highway Code Rules within the publication alternatively please also see attached an answer sheet for revision of all roadsigns covered in the 2 exams. Students are required to supply their own pens and stationery.

FutureQuals Registrations

If you have been awarded any previous qualification with FutureQuals, for example if you have completed the PTS Foundation Course you will have attained a First Aid at Work Level 3, you will have a unique Learner ID number. This number can be found on your certificate - please bring details of this on the first day of the course.

Your Learner ID number is unique to you. This will be used for any future registrations but due to GDPR it is your responsibility to source and declare this number to us. If you are unsure of your number, please contact FutureQuals prior to the course start date on 01530 836662 and they will be able to help.

Fire

If the alarm goes off at any time during the time that you are in the Centre, the building must be vacated following the instructions given at the commencement of the course, and of the fire notices displayed at strategic points throughout the building. N.B. There is a signing-in book located just inside the door to the unit. A routine alarm test is carried out on a Tuesday at 09.30hours.

Please ensure that you sign in and out on a daily basis.

Travel To and From Education Centre / Accommodation

Travel between home and the Education & Recruitment Centre is the student's responsibility.

Car Parking

There is limited on-site parking. A minimum of 3 people per car applies if you wish to park onsite and this is on a first come first served basis - we cannot guarantee spaces. Please consider alternative car parking, there are a number of options, we have a free parking facility at Newbury Rugby Club (a map is enclosed) where you can meet with colleagues and car share to the venue, otherwise there are various pay to park multi storey car parks within a 15 minute walk to the centre, Kennet Centre Multi Storey, The Wharf and Library car parks, Park Way Multi Storey, West Berkshire Council car-park.

Exclusion of liability

All vehicles and any articles therein are left entirely at your own risk. Responsibility cannot be accepted for any loss or damage to your personal property. You are advised to ensure adequate personal insurance against such costs

Access

On arrival, a member of the Driving Education team will be on hand to allow access to the building at the Education & Recruitment Centre. Please ensure that you sign in and wait in the reception area.

Health matters

Advice is available from Team Prevent regarding health matters. In case of medical emergency the Driving Educator will organise appropriate care. Outside of the Education Centre, for non-urgent assistance dial 111 or contact a local health centre.

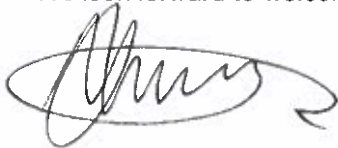
Tutorials

Regular tutorials are held with students so that their progress can be discussed with the Education Managers involved. Extra tutorials and support will be given should the need arise. You will be made aware of your progress on a regular basis.

Unsuccessful Candidates

Unsuccessful candidates will be managed under the Trust Probationary Policy initially. This is an intensive '**Pass or Fail**' course requiring your full commitment. Much of the theory study will be left to you to undertake – there will be only a limited amount of in-class time. The tutors will make every effort to support, guide and help you but ultimately it is **you** who will determine the outcome.

We look forward to welcoming you on your driving course.



Nick Lambert
Senior Education Manager

URGENT OR EMERGENCY CONTACT INFORMATION

The information on this page is intended for all delegates attending SCAS courses and those people who may need to contact them whilst they are here.

We have deliberately included this page twice. It is recommended that the student retains one copy and leaves the second copy with their partner or relative so that in event of any emergency, the information is at hand.

Driving Education – Co-ordinator	07776 164366 / 01869 228442
Senior Education Manager	07500127045 / 01869 228461
Scheduling Team (South and North)	0300 1239846

If you should become unwell please ensure that someone on your course is aware and an Educator is informed. If we do not know, we cannot help.

Students, who fall ill outside of normal working hours, should contact the Driving Education Centre as soon as possible. Medical cover during course time is provided by Team Prevent Occupational Health.

If your partner needs to contact you in an emergency during normal working hours, they should contact the Education Centre direct. A member of staff will ensure that a message is passed to you immediately.



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