



Secure Prospects Training
Improving job performance and prospects

2nd Floor
48 A Union Street
Aberdeen
AB10 1BB

Dear Sir/Madam,

A Level 2 Door Supervision (Scotland) training course is taking place on the 17th 18th 24th 25th June. The course is approved by the NOCN and SIA respectively. The course costs £170*; this fee includes lunch, learning materials, training and certification upon successful completion.

The course will start at 09:00 and end at 17:00

The course will take place at:

The City 37-39 Ntherkirkgate
AB10 1AU



To reserve a place on this course:

Make payment via one of the methods listed below. Once payment has been received a receipt will be sent via email.

* (Delegates without a national insurance number may be subject to additional charges)

Payment can be made via:

1. Visa, Maestro, MasterCard Visa Electro, American Express
Via the "Book Now" section on the website.
2. Cheque:
Payable to "Secure Prospects Training" to 2nd Floor 48A Union Street
Aberdeen AB10 1BB
3. Postal order:
Payable to Secure Prospects Training
(For details on how to obtain a postal order visit:
<http://www.postoffice.co.uk/portal/po/jump1?catId=19400177&mediaId=73500709>)
4. Bank Transfer:
You must first register a user account via the "Book Now" section on the website. Then transfer payment to the account details listed below ensuring you reference your payment with your first initial and last name:
Payable to Secure Prospects Training
Sort Code – 20 29 23
Account Number – 23688720
5. Cash
Please visit 48 A Union Street Aberdeen AB10 1BB on Tuesday - Friday
between 12:00 and 16:00 on Mondays 10:00 16:00 on Tuesdays.

Learning materials will be distributed on each training day. The course will cover a multitude of areas in relation to door supervision and will require that you sit and pass two multiple choice examinations. Further information can be gained at www.secure-prospects.com or alternatively you can send any question to info@secure-prospects.com.

Should you decide to book a place on this course you will be required to bring a combination of identification documents (listed below) and a passport sized photo. The accepted forms and combinations of identification are listed below.

If you require any further information please do not hesitate to contact me via one of the mediums listed below.

Delegates whom fail to present documentation proving their identity and a passport sized photo will not be allowed to sit the examination and are not subject to a refund though alternative arrangements for a re-sit examination may be arranged at Secure Prospects Training's discretion.

Results:

Result will be posted within your user account at www.secure-prospects.com. Simply select "Book Now" and login. Results will be posted ten working days after the final day of training.

Certificates:

Certificates for successful candidates will be received 15 working days after the last day of training.

Accepted Combinations of Identification Documents

Accepted Identification Documents

Following a review undertaken by the SIA, the documents that may be accepted as proof of identity have changed. As a result, the Response Sheets have been updated and the tick boxes have been replaced with a section where the invigilator should write in the documents that have been checked together with the date of issue.

The requirement is now:

- Two identity documents from Group A. At least one document must show the candidate's current address and at least one document must show the candidate's date of birth.

OR

- One identity document from Group A and two documents from Group B. At least one document must show the candidate's current address and at least one document must show the candidate's date of birth.

The list of acceptable documents is as follows:

Group A Documents

- Signed valid passport of any nationality
- Signed UK photo driving licence (both parts of the full or provisional licence are required)
- Valid UK firearms licence with photo
- UK birth certificate or certified copy issued within 12 months of birth, but not a photocopy
- UK adoption certificate

Group B Documents

- Valid EU photo ID card
- Signed UK paper driving licence
- Marriage certificate or Civil Partnership certificate, with translation if not in English
- Certified copy (not a photocopy) of a UK birth certificate issued more than 12 months after the date of birth
- Non-UK birth certificate, with translation if not in English
- P45 statement of income for tax purposes on leaving a job issued in the last 12 months
- P60 annual statement of income for tax purposes issued in the last 12 months
- Bank or building society statement issued to your current address, less than three months old. More than one statement is acceptable if they are from different banks or building societies.
- Mortgage statement issued in the last 12 months.
- Gas, electric, telephone, water, satellite, cable, mobile phone contract, or utility bill issued to your current address within the last three months. Only one item may fall into this category.
- TV licence if issued to the candidate at their current address in the last 12 months
- Pension, endowment or ISA statement issued in the last 12 months
- Certificate of British nationality
- British work permit or visa issued in the last 12 months

- Letter from the Inland Revenue, Department of Work and Pensions, Employment Service, or local authority. More than one letter is acceptable if they are from different Government departments
- A credit card statement sent to the candidate's current address within the last three months. More than one statement is acceptable provided they are from different service providers
- Court summons issued in the last 12 months
- Child benefit book issued in the last 12 months
- A payslip with the candidate's address and employer's name or logo on provided it is less than three months old

All documents presented must be original and are in the delegate's current name unless they are accompanied by a deed poll document that confirms a change of name, or a valid adoption certificate.

Terms & Conditions:

Payment

Once you have made a booking, you will receive an invoice from Secure Prospects Training.

Cheques should be made payable to **Secure Prospects Training** (other methods of payment may be accepted, please ask for details). Secure Prospects Training reserve the right to re-allocate the place(s) to other delegates if fees are not paid on time. Upon receipt of your payment, your booking will be confirmed and you will receive further information about the course from us.

Course Cancellations:

Secure Prospects Training reserve the right to cancel or amend dates and times of any course at any time without liability. Should this unlikely event occur, Secure Prospects Training will do everything reasonably possible to notify all course delegates at the earliest opportunity of such changes. All delegates will be offered either a full refund, an alternative course date.

Delegate Cancellation:

Should any delegate fail to appear on any part of the course they shall be disallowed from sitting the examination and shall not be subject to a refund. Should a delegate wish to cancel their booking on a course they must notify Secure Prospects Training at least 7 working days prior to the start date of the course.

Change of Delegates:

We are happy to allow changes to the delegate(s) from your organisation. If you wish to substitute a delegate for another person (providing it is for the same course, on the same day, at the same location) please contact us with the amended details as soon as possible. There is no charge for this service.

Equal Opportunities Policy:

Secure Prospects Training aims to be an equal opportunity employer, and has a policy for this purpose.

This policy covers all aspects of employment, from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of employment.

To ensure that this policy is operating effectively (and for no other purpose) the company maintains records of employees' applicants' racial origins, gender and disability.

Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

The company EOEP, and the measures to implement it, have been devised on the basis of advice from the relevant bodies.

The director is responsible for the effectiveness operation of secure prospects EOEP.

A copy of the EOEP is available from the director.

The policy

Vacancy advertising

Wherever possible, all vacancies will be advertised simultaneously internally and externally.

Steps will be taken to ensure that knowledge of vacancies reaches underrepresented groups internally and externally.

Wherever possible, vacancies will be notified to job centers, careers offices, schools, colleges, polytechnic, ect, with significant minority group rolls, as well as to minority press/media organisations.

All vacancy advertisement will include an appropriate short statement on equal opportunity.

Selection and recruitment

Selection criteria (job description and employee specification) will be kept under constant review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

Wherever possible, more than one person must be involved in the selection interview and recruitment process.

Wherever possible women minorities and disabled persons will be involved in the short listing and interviewing process.

Reasons for selection and rejection of applicants for vacancies must be recorded.

Positive action – training, promotion and conditions of service

Underrepresented groups will be encouraged to apply for employment opportunities with the company. Wherever possible special training will be provided for such groups to prepare them for to compete on genuinely equal terms for their jobs and promotion. However, actual recruitment on all jobs will be strictly on merit.

Wherever necessary, use will be made of lawful exemptions to recruit suitably qualified people to cater for the special needs of particular groups.

Wherever possible, efforts will be made to identify and remove unnecessary/unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of particular groups.

Personnel records

In order to ensure the effective cooperation of the equal opportunity policy (and for no other purpose) a record will be kept of all employees' and job applications' gender racial origins and disability.

When necessary, employees will be able to check/correct their own record of these details. Otherwise, access to this information will be strictly restricted.

Such records will be analysed regularly and appropriate follow-up action taken.

General

The objectives of this EOEP are to:

Ensure that the company/ect has access to the widest labour market and secures the best employees for its needs.

Ensure that no applicant or employee receives less favourable treatment, and that, wherever possible, they are given the help they need to attain their full potential to the benefit of the company and themselves.

The cooperation of all employees is essential for the success of this policy. However, ultimate responsibility for achieving the policy's objectives, and for ensuring compliance with the relevant Act of Parliament as well as various codes of practice, lies with the company. Behaviour or actions against

the spirit and/or letter of the laws on which this policy is based will be considered serious disciplinary matters, and may, in some cases, lead to dismissal.

7.2 Information on candidates undertaking NOCN Security Industry Qualification will be acquired via the candidate Enrolment Form. Said information will be transferred on to a pass worded computer. Hard copies of forms will be stored in a locked cabinet. Information will be reviewed annually to ensure Secure Prospects Training is in line with its equal opportunities policy. This included the review of candidate evaluation forms.

Appeals Procedures:

Should you wish to appeal a result you must first contact us via info@secure-prospects.com or visiting:

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AB10 1BB

The marking procedure will be explained in full, if following said discussion you are still not satisfied the matter Secure Prospects Training will review the situation internal and either proposes an appropriate resolution or state that no further actions shall be undertaken internally.

Should the delegate wish to take their complaint further. Their query will be passed onto our awarding body.

Sincerely,

Kay Somshor

Course Coordinator