

Joining Instructions

Collision Investigation
Tachograph
Dangerous Goods
Highways Law
Software Courses
Road Policing Skills



Unit A5
Lakeside Business Park
South Cerney
Glos. GL7 5XL
Tel: 01285 864650
Fax 01285 864659

VENUE

The AiTS training centre is situated off the A417/419 Cheltenham to Swindon Road just outside the village of South Cerney in Gloucestershire. Student parking is on the service road adjacent to the offices (see map). Please do not park in the marked parking bays on the estate as these are allocated to the various units. For keen cyclists the hotel is 2 miles from the training centre and the route between the two is flat. *Please note that from 1st April 2012 there is no longer a shuttle taxi operating between the hotel and AiTS.*

ARRIVAL

Course start times for the start of each course are shown below. The start time on mid-week days (and subsequent weeks) is 9.00 am. Please report to reception on arrival.

Course	First day of course	Following Mondays
Collision Investigation Part I (Standard)	12.30	9.00
Collision Investigation Part II (Advanced)	12.30	9.00
Maths Primer	12.30	N/A
Roads Policing Skills (TPO)	12.30	9.00
Transport of Dangerous Goods	10.30	N/A
Ai Damage Operators	10.30	N/A
Ai Damage Advanced	12.30	N/A
Pedestrian and Pedal Cycle Collisions	12.30	N/A
All Tachograph and Forensic Analysis	10.30	N/A
Road Safety Audit including Advanced	09.00	N/A
RelMo 3D Software	10.30	N/A

ACCOMMODATION

Accommodation is at the Four Pillars Hotel, Spine Road East, South Cerney GL7 5FP. Students wishing to arrive on the Sunday evening prior to the course should complete the relevant section on the student details sheet. ***(Payment for accommodation and meals is initially borne by AiTS but will be included in our invoice to you or your employer).*** If you ***do not*** require accommodation, please let us know in advance. If you do not, this may result in a cancellation fee. Please note that all rooms are non smoking.

If you wish to change the basis of your accommodation, this must be done in advance through ***us***. The hotel will not make changes to your accommodation unless authorised by us.

MEALS

Breakfast at your accommodation is included in the accommodation fee and lunch at the training venue is included in the course fee (including late starting courses). Evening meals at the hotel **are not** included unless you or your employer has specifically asked for them. Please let us know of any special dietary needs you may have by completing the relevant section on the student details sheet.

STUDENT DETAILS SHEET

A student details sheet is enclosed with these instructions. *It is essential* that this form is returned to us at least one month prior to the start of your course.

MEDICAL ASSISTANCE

There is a trained first aider on site. Outside normal hours medical assistance can be obtained from the local A & E Department of Cirencester Hospital.

DRESS AND EQUIPMENT

Generally, dress for courses is casual however please note that the hotel does not allow shorts or 'distressed' jeans to be worn in the restaurant. Smart jeans without holes and scuffs are fine! The courses listed on the opposite page require the specified additional clothing and equipment at some time during the course.

Course	Specialist equipment/clothing
Collision Investigation Part I	Scientific calculator, stout boots, high visibility clothing
Collision Investigation Part II	Scientific calculator & course notes from part I course
Pedestrian & Pedal Cycle Collisions	Scientific calculator, stout boots, high visibility clothing, video and or stills camera
Tachograph Calibration (level III)	Boots, overalls, disposable gloves, safety glasses, calculator and high visibility clothing
Dangerous Goods	High visibility clothing and uniform required on certain days
Roads Policing Skills (TPO)	High visibility clothing and uniform required on certain days
Ai Damage Measurement	Boots, overalls, disposable gloves, scientific calculator high visibility clothing
Ai Damage Advanced/ and Maths Primer	Scientific calculator

PRE-READS

Pre-read material is available for the following courses, Collision Investigation, Analogue Tachograph and Forensic Calibration of Tachographs. These can be downloaded from the student support pages of our website at www.aituk.com.

APPEALS PROCEDURE

AiTS seek to ensure fairness throughout training. If you are the subject of an assessment and you wish to appeal there are procedures in place for you to do so.

SPECIAL NEEDS

If you have any special needs or requirements and would like to discuss these with your Trainer prior to the start of the course, please contact us.

MORE ABOUT YOUR ACCOMMODATION

The Four Pillars Hotel is a four star hotel situated on the edge of its own lake within the Cotswold Water Park and 2 miles from training venue. Guests staying in the hotel have free use of the modern Gym, 11 metre hydrotherapy pool, sauna and steam room. There is also an excellent Spa within the hotel offering a wide range of treatments.

Internet

Free Wi-Fi is available throughout the public areas of the hotel and bedrooms have free wired broadband connections. Sky sports 1, 2 and 3 are available in the 1st Floor Mezzanine Lounge and the Gym.

Your evening meal entitlement – for students booked on a dinner bed and breakfast basis.

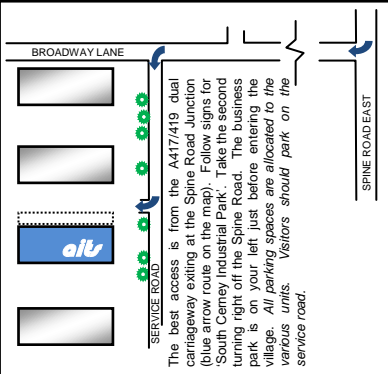
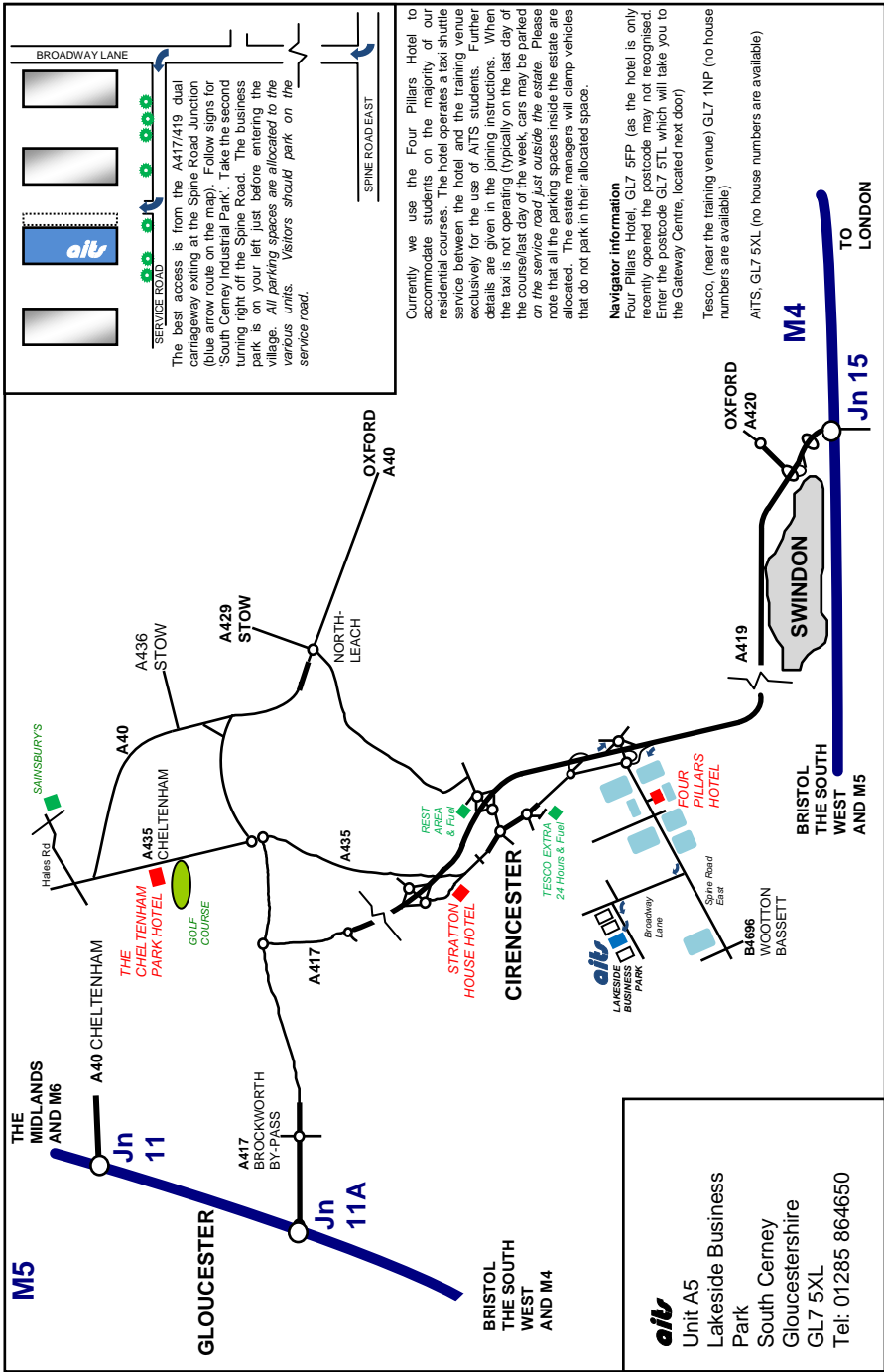
In The Lakeside Restaurant you have a £22.50 allowance from the extensive Brasserie Menu. The hotel also has a Gastro pub, The Old Boathouse, a short lakeside walk from the hotel, your meal allowance here is £15. Please note a dinner reservation will be made in the main hotel restaurant unless you advise the hotel otherwise. If you wish to eat in the Old Boathouse please make your reservation at reception on check-in. Your allowance can only be used for food not drinks.

A Tesco's 24 hour supermarket is located within 3 miles of the hotel on the main road into Cirencester.

Further information on the hotel and area can be found at;
www.cotswoldwaterparkhotel.co.uk and www.waterpark.org

FURTHER INFORMATION

Contact Anna on 01285 864650 (09.00 to 17.00 daily) or email ahowe@aitsuk.com



The best access is from the A417/419 dual carriageway exiting at the Spine Road Junction (blue arrow route on the map). Follow signs for 'South Cemei Industrial Park'. Take the second turning right off the Spine Road. The business park is on your left, just before entering the village. All parking spaces are allocated to the various units. Visitors should park on the service road.

Currently we use the Four Pillars Hotel to accommodate students on the majority of our residential courses. The hotel operates a taxi shuttle service between the hotel and the training venue exclusively for the use of AITS students. Further details are given in the joining instructions. When the taxi is not operating (typically on the last day of the course/last day of the week, cars may be parked on the service road *just outside the estate*. Please note that all the parking spaces inside the estate are allocated. The estate managers will clamp vehicles that do not park in their allocated space.

Navigator information

Four Pillars Hotel, GL7 5FP (as the hotel is only recently opened the postcode may not be recognised. Enter the postcode GL7 5TL which will take you to the Gateway Centre, located next door)

Tesco. (near the training venue) GL7 1NP (no house numbers are available)
AITS, GL7 5XL (no house numbers are available)

ait
Unit A5
Lakeside Business
Park
South Cemei
Gloucestershire
GL7 5XL
Tel: 01285 864650

**BRISTOL
THE SOUTH
WEST
AND M4**

**BRISTOL
THE SOUTH
WEST
AND M5**

M4
Jn 15
**TO
LONDON**

STUDENT DETAILS SHEET

Course Details

Course Title	
Start Date	

Personal Details

Surname	
Forename(s)	
Date of Birth	
Employers Name	
Work Tel. No	
Work Fax. No	
Home Tel: No	
E-Mail Address	

Accommodation

Do you require accommodation	
Do you require Sunday night accommodation	
Please list any special dietary requirements	

Certificate Details

Please PRINT your name as you would like it to appear on any certificate	
City & Guilds Candidates, Print any existing City & Guilds No.	Example EJX 1471

IMPORTANT

Please return at least one month prior to the start of the course to:
Anne Howe, AiTS, Unit A5 Lakeside Business Park, South Cerney GL7 5XL, or
Email ahowe@aitsuk.com or Fax back on 01452 865019