

Joining Instructions

City and Guilds Collision Investigation
City and Guilds Tachograph
Advanced Road Safety Audit
Road Safety Audit
Software Courses
Road Policing Skills
Motorcycle Dynamics
Analysis of Digital Tachograph Data
Pedestrian and Pedal Cycle Collisions



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. There is no student parking available at the centre for residential students except on the final day of the course. Residential students arriving *on the day of the course* should go directly to the hotel and check in. A free shuttle taxi, provided by the hotel, will leave for the training venue 20 minutes before the start of the course so please ensure you leave enough time to check in. For those arriving *the night before the course* details of the shuttle taxi departure times are on your welcome letter from the hotel. The shuttle bus does not operate on Fridays or the final day of a course. Neither does it operate on days when there are outside visits.

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	Shuttle taxi departs	Following Mondays	Shuttle taxi departs
Collision Investigation Part I (Standard)	12.30	12.10	9.00	08.40
Collision Investigation Part II (Advanced)	12.30	12.10	9.00	08.40
Maths Primer	12.30	12.10	N/A	N/A
Roads Policing Skills (TPO)	12.30	12.10	9.00	08.40
Traffic Vehicle Examiners Certificate	12.30	12.10	9.00	08.40
Ai Damage Advanced	12.30	12.10	N/A	N/A
Pedestrian and Pedal Cycle Collisions	12.30	12.10	N/A	N/A
Tachograph Level II, III, Digital and Forensic Analysis	10.30	10.10	N/A	N/A
Road Safety Audit including Advanced	09.00	08.40	N/A	N/A
RelMo 3D Software	10.30	10.10	N/A	N/A
Ai Damage Measurement	10.30	10.10	N/A	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 and Pedestrian & Pedal Cycle Collisions	Scientific calculator, stout boots for practical work, high visibility clothing. Camera and video recorders are useful on the pedestrian course
Collision Investigation Part II	Scientific calculator & course notes from part I course
Tachograph Calibration (level III)	Boots, overalls, disposable gloves, safety glasses, calculator and high visibility clothing
Traffic Vehicle Examiners Certificate	Boots, hard hat, overalls, safety glasses, face mask. Uniform & high vis clothing required on some days
Roads Policing Skills (TPO)	High visibility clothing and uniform required on certain days
Road Safety Audit and Advanced Road Safety Audit	High visibility clothing. Plans and photos of any unusual or interesting audits
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, Vehicle Examiners, Analogue Tachograph and Forensic Calibration of Tachographs. These can be downloaded from the student support pages of our website at www.aitsuk.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.

INTERNET

Free internet connection is available at AiTS. Please ask staff for the password.

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 Gastropub, 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.

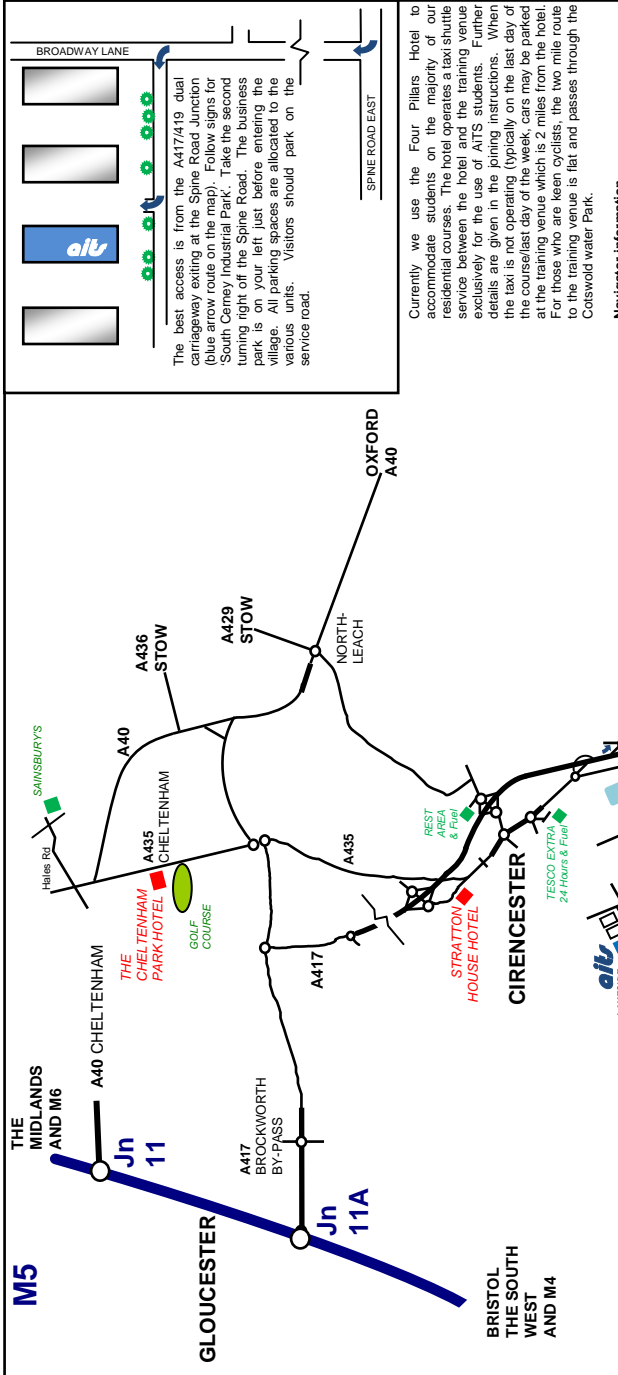
A Tesco's 24 hour supermarket is located within 3 miles of the hotel on the main road into Cirencester.

Further information on the hotel can be found at www.cotswoldwaterparkhotel.co.uk.

Recreation - more information from www.waterpark.org

FURTHER INFORMATION

Contact Lea-Anne on 01285 864650 (09.30 to 17.00 daily) or email LStanley@aitsuk.com



M5
THE MIDLANDS AND M6
Jn 11
A40 CHELTENHAM
THE CHELTENHAM PARK-HOTEL
A435 CHELTENHAM
GOLF COURSE
A417 BROCKWORTH BY-PASS
Jn 11A
GLOUCESTER
A417
A435
CIRENCESTER
STRATTON HOUSE HOTEL
REST AREA & Fuel
TESCO EXTRA 24 Hours & Fuel
LAKESIDE BUSINESS PARK
A420
OXFORD
A420
Jn 15
M4
BRISTOL THE SOUTH WEST AND M5
SWINDON
TO LONDON

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 at the training venue which is 2 miles from the hotel). For those who are keen cyclists, the two mile route to the training venue is flat and passes through the Cotswold water Park.

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
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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 Cerney 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.

SPINE ROAD EAST

BROADWAY LANE