

### **SIA Course Bookings**

**Dates:**

2<sup>nd</sup> – 5<sup>th</sup> March 2009

**Duration** – 4 days

**Exams** – Two multiple choice exams

**Learner Suitability** – All candidates must take a basic literacy assessment

**Refreshments** – Tea & coffee is provided

**Lunch** – Lunch is provided each day

**Training packs** – Are provided but candidates should bring a writing pad for note taking

**Certification** – Takes roughly 2/3 weeks

**Passport Photos:** Candidates must bring with them on the first day of training two passport sized photos. Both photos should be the same, must have a white background and be recent.

**SIA License Application** – We will offer complete assistance with the SIA application and any further assistance once the application has been submitted to the SIA.

**Employment** – If candidates show the correct attitude during training we will recommend you to our recruitment team for an interview to be arranged.

**Course fee** - £250 (Payable to Knightsbridge Guarding LTD).

**License Fee** - £245 (Payable to the SIA when submitting your licence application form).

**To Book** - £100 deposit is required then remaining course fee is paid on first day of course. By appointment only, please call to arrange on 020 7448 1547 or email

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**Modules include**

- Roles & Responsibilities
- Customer Care
- Equality & Diversity
- Patrolling
- Access Control
- Searching
- Security Systems
- Fire
- Health & Safety
- Law
- Emergencies
- Communication & Reporting
- Assessing & Reducing Risk
- Self Awareness
- Proactive service Delivery
- Blocks to Communication
- Signalling non Aggression
- High Risk Conflict
- Problem Solving
- Post Incident Considerations

**Documents that are required for showing proof of identity:**

On the first day of your training you must bring with you the below documents for proof of your identity. Copies will be taken for audit purposes for the training provider.

There are 2 options:

1. **Two Identity documents from Group A. – The documents from this group must show your date of birth, current address and Full Name.**

*E.G. - If you supply your Passport and a UK driving licence these will show your date of birth, full name on both documents and your current address on your driving licence.*

If you are unable to comply with the above option then you may use option 2.

2. **One identity document from Group A and 2 documents from Group B.**

**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
- HM Forces ID card (UK)
- 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 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.
- 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. You can only send us one utility bill.
- TV licence in your name and current address issued in last 12 months.
- Pension, endowment or ISA statement issued in last 12 months.
- Certificate of British nationality.
- British work permit or visa issued in last 12 months.
- Letter from H.M. Revenue & Customs, Department of Work and Pensions, employment service, or local authority. You can use more than one letter as long as each is issued by different Government department or different local authorities. A local authority is someone you pay council tax to.
- A credit card statement sent to your current address within the last three months. You can use more than one statement as long as each is issued by a different service provider.
- Court summons issued in last 12 months.
- Child benefit book issued in last 12 months.
- A payslip, with your address and the employer's name or logo, that is less than three months old.

**All documents from group A and group B must be originals and in your current name unless accompanied by a deed poll document that confirms a change of name, or a valid adoption certificate.**