Joining Instructions

AiTS, JRC and DMU programmes
**Venue**
The AiTS training centre is located in two buildings situated off the A417/419 Cheltenham to Swindon Road just outside the village of South Cerney in Gloucestershire.

**Parking**
There are 23 student parking spaces on the MALLARDS site (see map). Please park in the bays marked blue on the map. **DO NOT** park in parking bays belonging to other companies as you may be clamped, and a release fee charged. Students are not permitted to park at the LAKESIDE site which is reserved for staff and visitors.
ARRIVAL
All programme modules and courses start at 9.30 am on the first day and 9.00 am thereafter. The email accompanying these joining instruction tells you which building you will be in, please go straight to that building. Included in the email is the access code to gain entry (codes only work from 08:30hrs). At the Mallards a refresh area is available downstairs to the left as you enter. Please help yourself to tea/coffee or water. Your lecturer will meet you here on the first day. If attending Lakeside, please report to reception on day one.

ACCOMMODATION
If booked through us, your accommodation is at the Blunsdon House Hotel, The Ridge, Blunson, Swindon SN26 7AS. This is about a 15-minute drive from the training venue. Payment for accommodation and meals is initially borne by AiTS but will be included in our invoice to you or your employer unless we have alternative arrangements with you. Any changes to your accommodation must be made through us. The hotel will not make changes to your accommodation unless authorised by us.
**GENERAL**
The Blunsdon House Hotel is a four star hotel situated in the grounds of its own nine hole golf course (green fees apply). Guests staying in the hotel have free use of the modern gym, swimming pool, sauna and steam room. There is also an excellent Spa offering a range of chargeable treatments. All rooms have a full range of Freeview television channels and free Wi-Fi is available throughout the hotel including in your room.

**Your meals at the hotel**
All accommodation is on a DB&B basis. Evening meals operate on an allowance basis. You may eat either in Flame restaurant or at Carrie’s bar. In Flame you can choose to eat from the main menu where the allowance is £25.00 or you can choose to eat at Carrie’s bar the allowance is £15.50. If you exceed your allowance in either Flame or Carrie’s bar, that’s fine, the extra will either be charged at the end of the meal or be transferred to your tab if you have set one up. If you spend less than your allowance, the difference is lost. Please note drinks are **not** included in your allowance.

**Tab**
You may set up a tab at the hotel by allowing reception to swipe your credit card. Drinks, excess spend in the restaurant and other extras may be charged to your tab. You must settle your tab on leaving or at the end of each week. AiTS will not be responsible for unsettled bills.

**Extra provisions**
A large Sainsbury supermarket can be found 4 miles south of the hotel. Head south on the A419 taking the exit for the A420 turning towards Oxford. The supermarket (with fuel) is located on your right.

Further details about the hotel can be found at [www.blunsonhouse.co.uk](http://www.blunsonhouse.co.uk)

**LUNCH**
A light lunch at the training venue is included in the programme/course fee. *Please let us know of any dietary requirements in advance.* We cannot deal with general requests such as ‘I don’t like peas’!

**Medical Assistance**
There is a trained first aider on site at Lakeside. Outside normal hours medical assistance can be obtained from the A&E at Swindon’s St Margaret’s Hospital.
VIRTUAL LEARNING ENVIRONMENT
We are loading more and more material onto our Virtual Learning Environment for you to access when away from the centre. Laptops, tablets or iPads are now considered essential for all CI and Vehicle Examination programmes.

DRESS AND EQUIPMENT
Dress on all our programmes is casual. You will need to bring paper for note taking, pens, pencils and rulers. See below for specific items of equipment/clothing.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Specialist equipment/clothing</th>
</tr>
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<tbody>
<tr>
<td>Collision Investigation Part I and UCPD Summer School</td>
<td>Scientific calculator, stout boots, high visibility and wet weather clothing. Laptop/tablet with Internet access and Microsoft Excel or similar is required for Part 1 students</td>
</tr>
<tr>
<td>Pedestrian &amp; Pedal Cycle Collisions/Motorcycle</td>
<td>Scientific calculator, stout boots, wet weather clothing, video and or stills camera</td>
</tr>
<tr>
<td>Tachograph Calibration and Ai Damage Operators</td>
<td>Boots, overalls, disposable gloves, calculator and high visibility clothing (safety glasses – Tachograph only)</td>
</tr>
<tr>
<td>Vehicle Examination</td>
<td>Boots, overalls, bump cap, high visibility and wet weather clothing, calculator</td>
</tr>
<tr>
<td>Accelerometers</td>
<td>High visibility and wet weather clothing</td>
</tr>
</tbody>
</table>

SPECIAL NEEDS
If you have any special needs or requirements and would like to discuss these with us prior to the start of the programme, please contact Anna.

REGISTRATION
If you receive a student registration form, please complete and return prior to the start of your programme.

Students at the start of a DMU programme will be required to register with the University. Further details will be supplied at the start of the programme.

HOMEWORK
Most residential programmes have homework to complete in the evening; collision investigation programmes have additional weekend work.

DATA PROTECTION
AiTS processes your personal data, and your sensitive personal data, for a variety of purposes, involving all aspects of the administration of your education and your welfare, associated financial matters and use of our facilities.

AiTS will use your contact details to keep you informed of events relevant to your studies and to notify you of circumstances in cases of emergency.

Decisions on your progress made through the stages of your course, and on the final award you receive from AiTS at the end of your studies, are originally made through automated decision-making processes, but samples of the decisions are
checked before they are confirmed. You have the right to have decisions made in relation to yourself checked manually.

It is your responsibility to inform us as soon as possible if any data we hold about you is incorrect or requires updating. We will provide an annual opportunity for you to check your data each time you re-register, but it remains your responsibility to notify AiTS of any changes to your details throughout the year.

Further data protection information is available from this link.

**FURTHER INFORMATION**
Contact Anna on 01285 864650 or email ahowe@aitsuk.com
Access is from the A417/419 dual carriageway exiting at the Spine Road Junction (black arrow route on the map). Follow signs for South Cerney Industrial Park. Take the second turning right off the Spine Road to avoid travelling through the village. The Mallards complex and STUDENT PARKING (23 spaces) is on the RIGHT. The Lakeside complex and limited temporary visitors parking is on the left. Please note that all parking spaces are allocated to the various units. Only use the spaces marked in blue on this map.

Currently we use the Blunsdon House Hotel to accommodate students. The hotel is 20 minutes by car from the training venue.

**Satnav information**
Blunsdon House Hotel, SN26 7AS
AITS, (Lakeside) GL7 5XL (may take you to a residential street on road from the venue)
AITS, (The Mallards) GL7 5TQ