

## JOINING INSTRUCTIONS

### MCPC 2 Day Refresher

**IMPORTANT  
INFORMATION**

**Course Timing 09:00-17:00 (Day 1&2)**

Please arrive 15 minutes prior to your course starting

Thank you for choosing Sigma Studies your preferred course provider. Course details and start times would have been sent via email and / or SMS.

Below you may find additional information that may be of use during your time at Sigma.

#### Course Payment and Booking

To confirm your place on the course, full payment should be made at the time of booking. Where a deposit has been paid to secure the course, full payment will be required prior to commencement of the course.

We accept BACS, FPS and cash. Sorry we do not accept cheques.

Full booking Terms and Conditions are available on our website [www.sigmastudies.co.uk](http://www.sigmastudies.co.uk)

#### Company Details

Sigma Studies Ltd

Company Reg 04188260

VAT Number 778033216

#### Bank Details

Account Number 01324216

Sort Code 30-18-34

DUNS 32462148

#### DCPC Hours

7 Hours DCPC can be claimed for this course- please ask a member of the team for more information if this is required.



### DCPC Hours

If you wish to add 7 hours Driver CPC on the Management CPC refresher course, we must be informed at least 48 hours before the course commences. You will only be able to get 7 Hours for Day 1 and no hours for Day 2.

### Getting to Sigma

A map is provided for your convenience. Please arrive in good time for your course.

### Signing In

Upon arrival you are required to sign in. If you have an apple phone or an app that scans QR codes, you can sign in by simply scanning the QR code and entering your name and registration. If you are an Android user with no QR scanner you can manually enter your details on the iPad at the reception desk.

### Additional Support

With full confidentiality call us on 01375 671111 in advance if you have any particular learning requirements, specifically if you are attending an ADR course.

### Catering Facilities

A vending machine is available at Sigma. However, you will need to bring your own lunch if you wish for something more substantial.

There is a BP service station with an M&S Simply Food and a Wild Bean Café. There is a McDonalds on the opposite side of the A13; please be aware that there is no walkway, and you can only access by car.

### COVID-19

Throughout our premises we operate hygienic practices and adhere to the current COVID-19 legislation. You may be asked to provide a self-test result, prior to attending a class. We can provide Rapid Covid-19 (Antigen) Self-Test test kits if required. Please note self-test kits may be chargeable in line with current government guidelines.

Should you wish to continue to wear a face covering throughout your time at Sigma Studies then please feel free.

The latest government advice can be found at the below link ...

[Coronavirus \(COVID-19\): guidance and support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support)



## Checking your drivers' hours

You can check your hours online at [Online Driver Enquiry login \(dft.gov.uk\)](https://www.dft.gov.uk/online-driver-enquiry)

Please note you will be required to register if not done so.

Alternatively, you can contact the DVSA:

### **DVSA Driver CPC enquiries**

Telephone: 0300 123 7721

Monday to Friday, 8am to 5pm

## Working Time Directive

The above course is classified as 'work related training' and will therefore be included within your drivers working time directive hours.

## Sigma Studies – over 28 years of experience

Sigma Studies has over 28 years' experience and has grown to be one of the largest transport training solution companies within the industry, covering all aspects of transport training as well as offering consultancy services, Driver CPC & PDP consortium for companies delivering in-house training.

At Sigma we provide you with a professional training experience, whether it's from our training premises, located in the Southeast of England, or at one of our nationwide training venues.

We can also provide many of our training courses at your own premises.

For the latest courses check us out on our Facebook page or go to [www.sigmastudies.co.uk](http://www.sigmastudies.co.uk)





**Sigma**  
Studies Ltd  
ADR & Transport Training Specialists

**Sigma Studies Ltd.**  
**Sigma House**  
**A13 Eastbound**  
**Orsett**  
**Grays**  
**RM16 3AY**

**Tel: 01375 671111**  
**E-mail: info@sigmastudies.co.uk**  
**Online: www.sigmastudies.co.uk**

**TRANSPORT INFORMATION**



**From the M25 Jct. 30:**

Exit the M25 at Jct. 30 and join the A13 towards Grays and Basildon. After 6.5 miles (just after the exit for the A128) exit the A13 into the services. On leaving the A13 keep left and into BP Service Garage and Sigma House is on your left.



**From Basildon:**

Leave Basildon on the A13, at the junction for Orsett. Go all the way round the roundabout taking the 6th exit back onto the A13 heading eastwards. After 0.5 miles exit the A13 into the services. On leaving the A13 keep left and into BP Service Garage and Sigma House is on your left.



**By Rail:**

Stanford le Hope Station is 1 mile away. For train times telephone 08457 48 49 50.



**Walking:**

People can walk from Stanford Le Hope station by walking along London Road into Stanford Road then over A13 at Saffron Gardens then along A13 into BP Service Garage and Sigma House is on the left.



**Parking:**

Parking is available directly in front of Sigma House.

