

## JOINING INSTRUCTIONS

### FORS Safe Urban Driving Course

### Sigma Studies



Course times 08:00-16:00

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 with 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



## Documents

Please ensure each candidate attending the Driver CPC course provides a photocard driving license and driver qualification card if applicable. Failure to produce these documents may lead you to being unable to sit the course. Please send Sigma candidates driving licenses and DQC card (if applicable) prior to the booking to check if you are eligible to sit the course.

## Inclement weather conditions

Please check the weather prior to your course date. In the event of inclement weather- the practical element of the course will continue in the classroom with an alternative module.

If rain is forecasted, please bring waterproofs in the event of light rain.

## Additional Support

With full confidentiality call us on 01375 671111 in advance if you have any learning requirements.

## 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 with 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](http://www.gov.uk))



## 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)

