

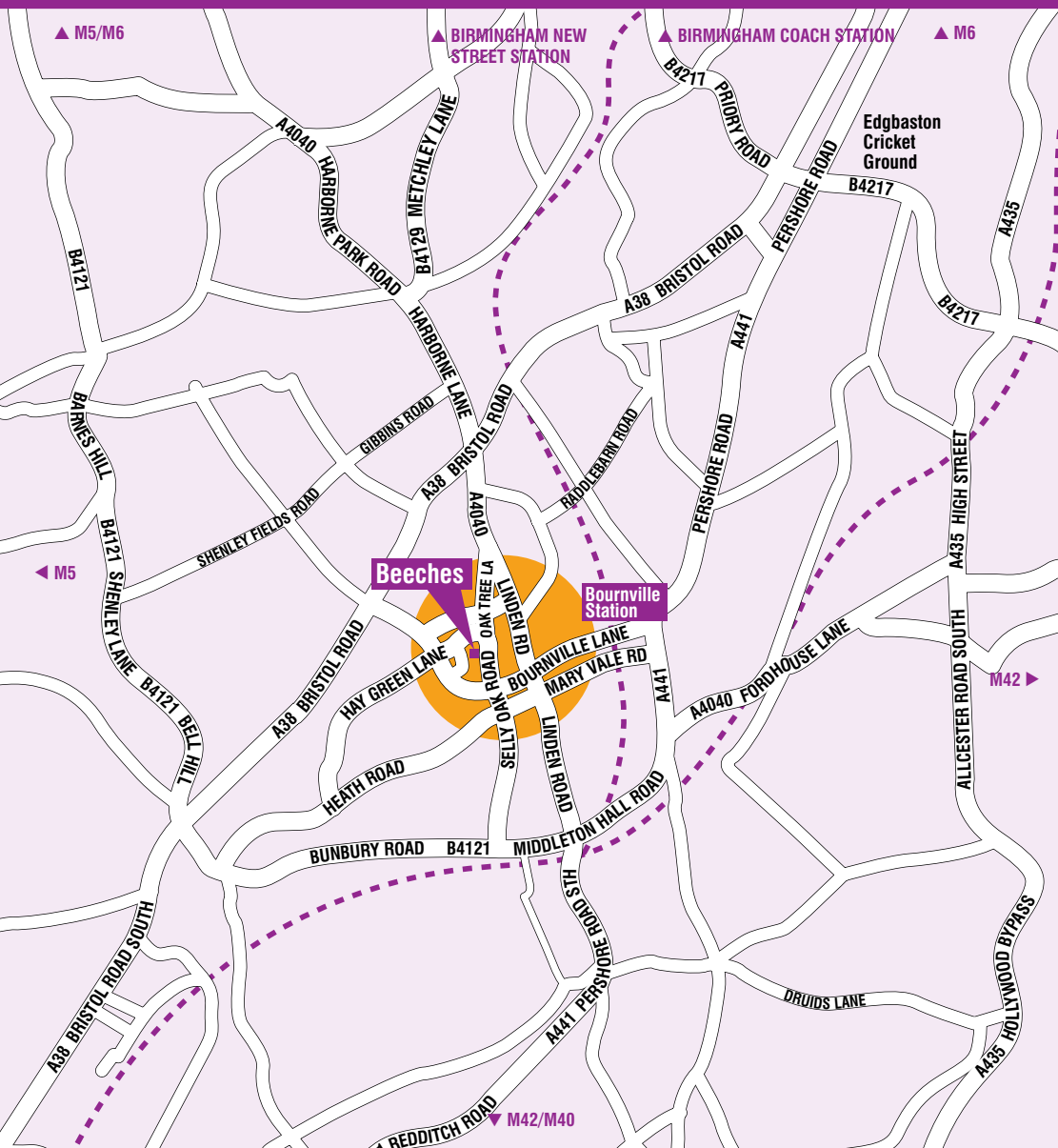
How to find The Beeches Management Centre

Selly Oak Road, Bournville, Birmingham B30 1LS Tel: 0121 433 3311

The Beeches Management Centre is easily accessible by public transport:

- Bus – Birmingham Coach Station is located nearby and is served by numerous bus routes
- Rail – 15 minutes walk from Bournville Station, which is 15 minutes by train from Birmingham New Street
- Road – accessible via the M6 Junction 6, M42 Junction 2 and M5 Junction 4 exits.

Please let us know of any particular needs that you may have which may affect your ability to attend to enable us to discuss your requirements and make any reasonable adjustments. Please contact 020 8989 8464 or by email on face-to-facetraining@cii.co.uk



Parking

Please call venue for details of parking.

On arrival

Please report to the reception desk stating that you are attending a CII Face-to-Face Training course.

Refreshments and lunch

These are included on all courses except for half day programmes where lunch is not provided. If you have any special dietary requirements please contact Face-to-Face Training on 020 7283 3117 or face-to-facetraining@cii.co.uk at your earliest convenience.

Course timetable

9.30 a.m. start to 4.45 p.m. finish. You should arrive at least 15 minutes before the course starts to allow for registration. If for any reason you will be arriving late, please phone to let us know.

Course material

Technical material and course notes will be supplied according to the needs of each course. For revision courses, workshops and intensive courses you must remember to bring the study text, writing materials and a calculator.

Absence

If for any reason, you cannot attend the course, please notify Face-to-Face Training and if appropriate your employer. The same procedure should be followed if you become ill once the course has started and cannot attend a session.

Dress

Smart-casual.

Smoking

Please refer to the venue's smoking policy.

Mobile phones

These must be switched off during the training sessions as they could disturb other delegates.

Fire precautions

On arrival you should read the fire notices displayed in the building. If there is a fire alarm test planned you will be informed on the day. If it sounds at any other time, then you should assume that it is a genuine alarm and follow the instructions given by a member of staff.

Lost property

If you lose any personal belongings whilst at the venue, please contact 020 8989 8464.

Any problems

We hope that you will have no problems during the course, but if you do, please contact Face-to-Face Training on 020 7283 3117 or face-to-facetraining@cii.co.uk

Special arrangements

For courses which include an exam it is essential to be able to show proof of identity. The following are acceptable as identification:

- A current passport;
- A company identification card containing both your photograph and signature;
- A driving licence containing both your photograph and signature;
- A national identity document containing both your photograph and signature.

If you do not hold one of these, you will be expected to obtain one before the exam. If you do not comply with these requirements, your exam result may not be released.

Exam results

If the course you are attending includes an examination, you will be advised by Face-to-Face Training when the results will be published.