# **INITIAL COURSE JOINING INSTRUCTIONS**

**Track Induction**

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| **COMPANY NAME** |  | |
| **CANDIDATE NAME/NUMBERS** |  | |
| **COURSE TITLE** |  | |
| **DATE** |  | |
| **DURATION OF TRAINING** |  | |
| **REGISTAR & START TIME** | **R:** | **S:** |
| **LOCATION** |  | |
| **NEAREST TRAIN STATION** |  | |
| **CAR PARKING** |  | |
| **SMOKING POLICY** | Smoking is not permitted inside the training centre. Regular smoking breaks will be allocated with a  designated smoking area. | |
| **REFRESHMENTS** | Hot and Cold drinks will be available on site | |

**Mandatory Documents Required:**

* One passport size photograph.
* Passport / Driving Licence / Nationality card.
* National insurance number.

**Course Pre-Requisites:**

* Must have sufficient command of English language, and of the English language as detailed in Network Rail Company Specification NR/S/CTM/021 (Competence & Training in Track Safety).
* Must be a minimum age of 16.
* In date Medical, Drugs and Alcohol screening uploaded to Sentinel.
* Must bring Sentinel smart card with PTS (or have just completed PTS Practical training)
* Candidates will need to have successfully completed their PTS Initial training prior to attending the course.
* Safety Helmet (**Blue** safety helmets must to be worn as per Network Rail PPE Policy even if the candidate has held PTS before)
* PPE, Hi Visibility Clothing (vest & trousers), to GO/RT3279 & NR/L2/OHS/021 standard
* Safety Boots, with full ankle & Mid Sole protection (Not Rigger Boots)
* Candidates unable to provide appropriate relevant documents will not be admitted to the training course and full event fees will be charged.
* Please advise of any special needs i.e. Dyslexia

**Cancellation/No Show Policy**

We need to be notified of any amendments/withdrawals to the booking no later than 24 hours before the course time. Failure to do so or no show will result in full cost being incurred

A reminder to all sponsors: please ensure that the individual is provided with sufficient time to complete the e-learning in advance of the practical event. Failure to have completed e-learning successfully prior to the practical event will result in the candidate being denial training on the day

**LATE ARRIVALS WILL NOT BE ADMITTED ON ANY TRAINING COURSES AND FULL PAYMENT WILL BE APPICABLE**