# **OLEC 1: Access Overhead Lines Construction Sites**

# **JOINING INSTRUCTIONS**

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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 | |

**Course Pre-Requisites:**

* Proof of National Insurance number & Identification – Any photo ID. Please advise of any special needs
* Must be a minimum age of 18.
* Must bring Sentinel Smartcard endorsed with PTS AC & DCCR and not be in Learning Support.
* Please be aware that candidates will be treated on a training event as if they are at work and they must comply with the relevant medical policy and bring their Sentinel Smartcard which will be swiped at the start of the course.
* Requirements to minimum medical level 4 and Meet the requirements of Network Rail Standard NR/L1/OHS/051 (Drugs & Alcohol).
* NR/SP/ELP/29987 Green Book if desired
* It is the responsibility of the individual trainees Manager to decide upon their suitability to attend the course in accordance with the current issue of NR/L2/CTM/021 Competence & Training in Track Safety.
* 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

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