# **LOOKOUT INITIAL COURSE 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:**

* 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 18.
* Must bring Sentinel smart card with PTS (must not be in learning support or have red triangle on card).
* 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.
* PPE Visibility clothing to RIS-3279-TOM standard, white hard hat, Safety boots with full ankle and mid-sole protection and gloves.
* Minimum Requirement; Medical level 3 (must be eligible to work alone), & Drug and Alcohol Network Rail Standard NR/L1/OHS/051
* Network Rail Rulebook module 3 - optional (we recommend that you revise this module before attending the course).
* 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**

**A reminder to all sponsors**

Following successful completion of the Lookout, candidates undertaking initial lookout training will be required to complete the e-learning and the post training development workbook following their initial lookout training in order to convert their competence from ‘probationary’ to ‘competent’. This must be successfully completed within a 12-month period, whilst under probationary competence. The completion of this E-learning module and the post training development workbook is the responsibility of the sponsor. Sponsors will be required to record the completion of the E- learning and the post training development workbook via Sentinel. Upon completing this, the competency will then be awarded a further 2 years.

Please click on the below link for a copy of the Lookout Rulebook;

<https://www.rssb.co.uk/rgs/rulebooks/gert8000-hb3%20iss%201.pdf>