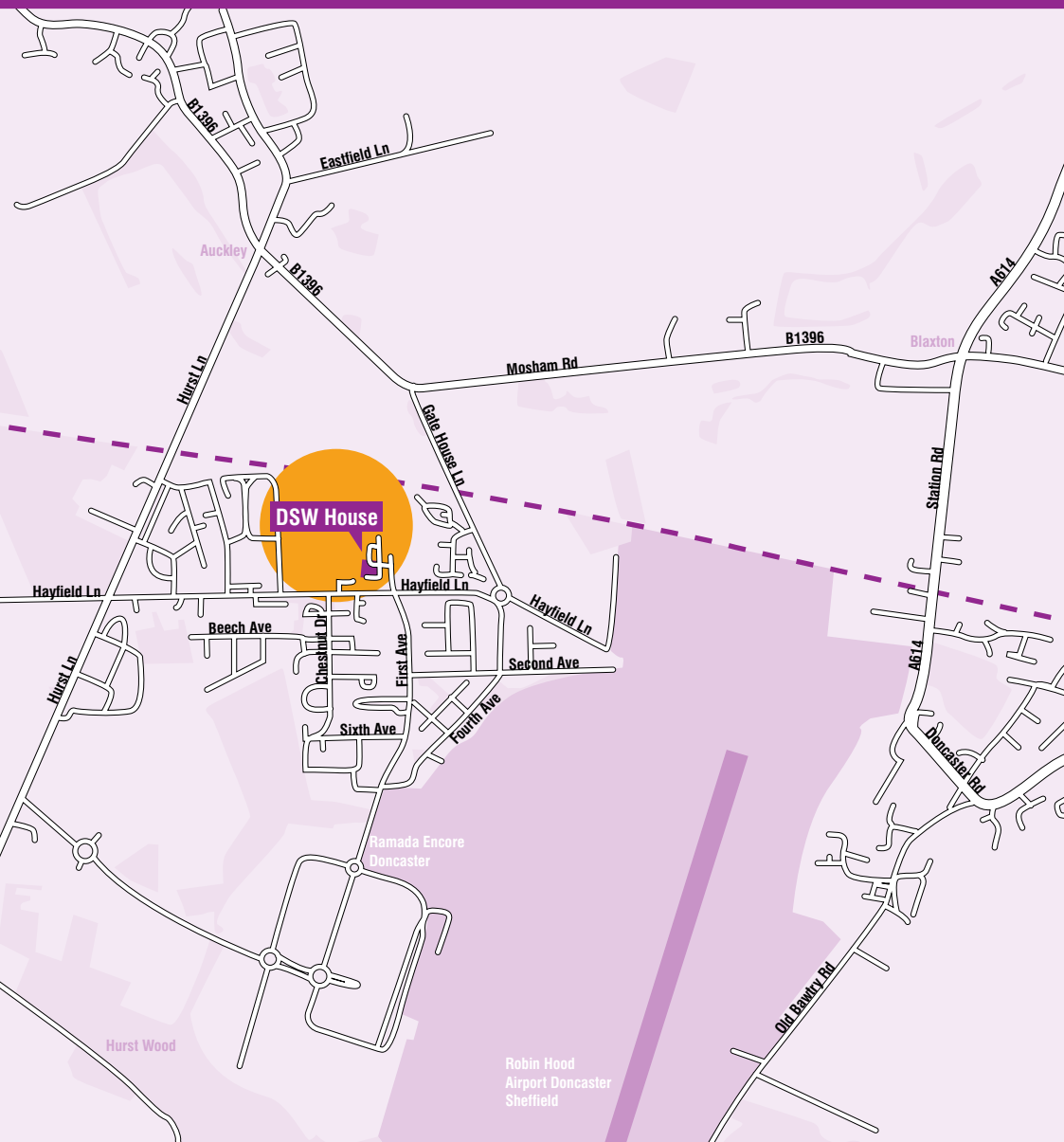


## How to find DSW House

**Doran Scott Williams & Co Ltd (DSW), DSW House, Unit 3, Hayfield Business Park,  
Field Lane, Auckley, Doncaster, DN9 3FL  
Tel: 01302 760 008**

The nearest mainline railway station is Doncaster.



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](mailto:face-to-facetraining@cii.co.uk)

### Parking

Ample free parking on site.

### On arrival

Please report to the ground floor reception desk stating that you are attending a 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](mailto: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 telephone 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 coursebook, writing materials and a calculator.

### Absence

If for any reason, you can not 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.

### Mobile telephones

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 them on 01302 760 008.

### 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](mailto: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