We look forward to welcoming you onto your CITB approved training course, as detailed below:

**Course Information**

**Course Title:** Site Supervisor Safety Training Scheme Refresher

**Duration:** 1 Days **Course Date(s)**: 10th May

**Times:** 8.30am – 4:30pm **You must attend all sessions**

**Location:** Speller Metcalfe, George House, Chequers Close, Malvern, WR14 1GP

**Parking**

Parking is available in the Speller Metcalfe marked bays. Additional parking is available either in Chequers Close or in Grovewood Road. **Please do not park in any other marked spaces, nor obstruct other vehicles or parking spaces.**

Alternatively, please park at the main Malvern office and walk the short distance to the Small Works office building.

**Course materials**

You will need to provide a set of Company Tool Box Talks (or similar)

**It is a CITB requirement that you provide your National Insurance number and show proof of identity (Driving Licence or Passport) to the course tutor on the first day of the course.**

**REFRESHMENTS**

Tea and coffee will be available prior to the start of the course, during the mid-morning break, lunchtime and during the mid-afternoon break. A buffet lunch will be provided. If you have any special dietary requirements, please let us know.

**Practical support**

To participate in this course, you will be required to read, write, speak and understand English. For example: be able to read and understand a daily newspaper or magazine and hold a conversation in English.

Should you have special needs, dietary or mobility requirements, please let us know so that we can inform the course tutor or plan accordingly. Any information you provide us with will be treated in confidence.

A certificate will be issued 4 to 6 weeks after the successful completion of your course.

**Personal property**

HWCTG cannot be held responsible for any loss or damage to personal property while attending the course.