

TRAINING COURSE FACT SHEET



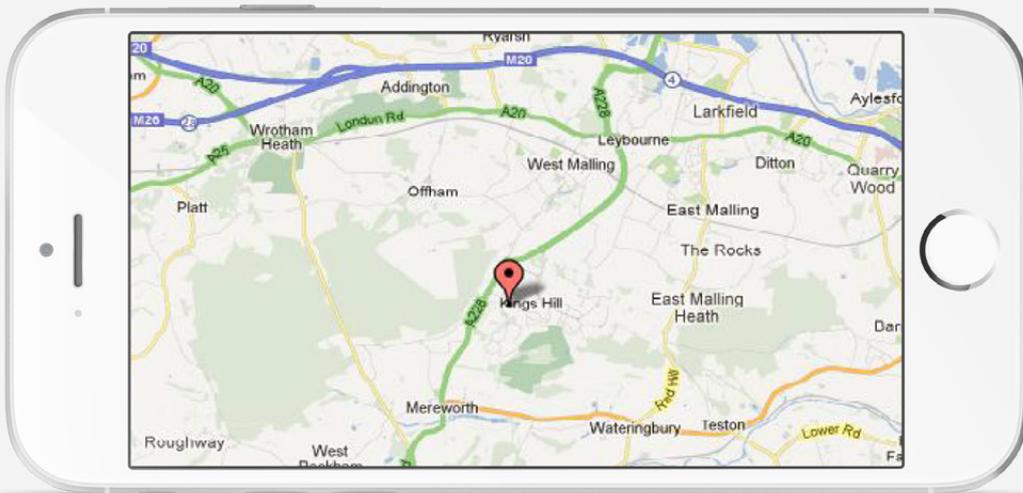
FREQUENTLY ASKED QUESTIONS

? Where is the training course held?

A. The training course will be held at the following address:

Churchill Square Business Centre
Building 70
Churchill Square
Kings Hill
Kent
ME19 4YU

A map of the local area can be found here:



To obtain detailed directions on how to get to the training centre by road, please enter your postcode in to the FROM field and the postcode **ME194YU** in to the TO field at the AA ROUTE FINDER page below:

<http://www.theaa.com/route-planner/index.jsp>

(Please note: we are not responsible for the content on external sites)

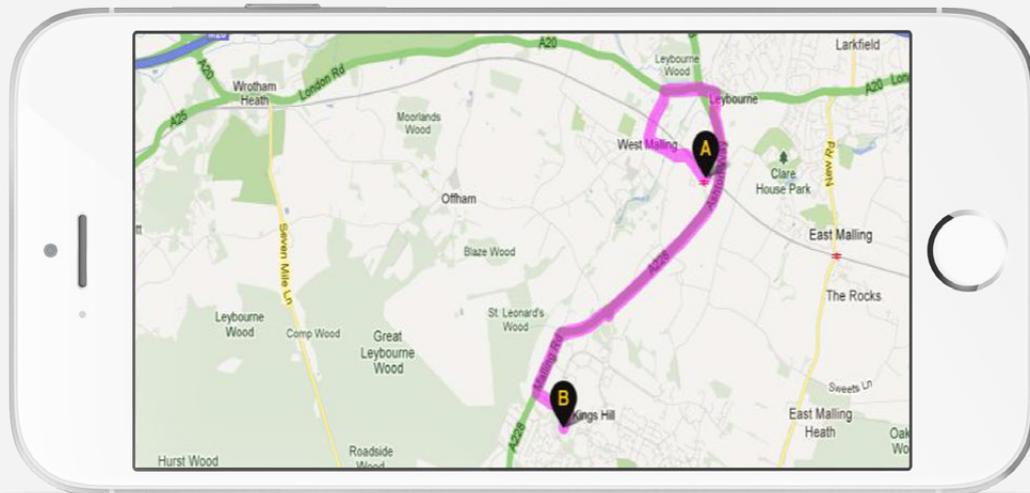
? Where is the nearest train station to the venue?

A. The nearest train station is **WEST MALLING**. The station is located at the following address:

Station Approach

Swan Street
WEST MALLING
Kent
ME19 6HJ

A map detailing the location of the train station (A) and the training course location (B) can be found below:



There is a taxi office located at the train station and you can pre-book a taxi by calling the following number:

West Malling Taxis - 01732 845 535

There is also a taxi office located very close to the training centre at ChurchillSquare. Their details are as follows:

Kingshill Cars - 01732 871 234

? Is there parking at the train centre?

A. Yes, there is free unlimited parking in Churchill Square. Please feel free to park anywhere you like.

? Where is the course held?

A. When you arrive at Churchill Square, Kings Hill, ME194YU, please make your way to building 70. It is the main reception area that you want. Please press the buzzer and the tutor will come out to meet you.

? Is there any accommodation nearby?

A. The following bed and breakfasts are in the West Malling/Kings Hill areas:

KINGSLEY BED AND BREAKFAST (closest to the venue)

3 Epsom Close, West Malling, Kent.

Telephone: (0)1732 847678

SCOTT HOUSE (in West Malling)

37 High Street, West Malling, Kent. ME19 6QH

Telephone: (0)1732 841380

? What time does the course commence?

A. You can gain access to the training room from 0845hrs. The course will start promptly at 9am. Please note, all Sunday courses will commence at 0930hrs. Access to the room will be available from 0915hrs.

? What if I am late for the course?

A. We understand that sometimes people get held up either by traffic or by late transport. Although the course will start at 9am you can still join it at any time after it has started. Please note that courses held on a Sunday will begin at 9:30am.

? What is the dress code?

A. Please feel free to whatever you feel comfortable in. The dress code is casual.

? Will we receive course hand-outs?

A. Yes, you will receive full course hand-outs on the day and there will be free pens and paper if you need them.

? Do you supply refreshments?

A. We will supply fresh tea, coffee, water and biscuits throughout the day but you will need to bring your own lunch or bring money in order to purchase your lunch. There are the following retail outlets in close proximity to the training course venue:

Costa coffee / Asda supermarket / The Spitfire Pub (family pub)

? I feel anxious and nervous about attending the course.

A. Please try not to worry. Our tutor is very welcoming and friendly and you will certainly be made to feel at ease. The courses are not assessable and you will be able to learn in friendly and comforting atmosphere and environment.

How many people will be on the course with me?

A. This varies. However, we usually stipulate that there be no more than 18 students on any one course. The magistrate course will only have a maximum of 12 people.

Will I receive a certificate after attending the course?

A. We do not, as a matter of course, provide course certificates. However, if you do want one, please email us at info@how2become.com following your course and we will be pleased to provide you with one.

If your question is not answered within this fact sheet, please contact us directly at info@how2become.com and we will be more than pleased to assist you.

Kind regards

Richard McMunn

How2become Ltd

Managing Director