

Sample Joining Instructions Letter

EXAMPLE TRAINING
123 STREETSVILLE
HAPPYSHIRE
AB1 2BA

Dear DRIVER NAME

Course Title: (INSERT COURSE TITLE)

Course Type: (NATIONAL / INTERNATIONAL / RETURN TO DRIVING)

Course Objective: (INSERT COURSE OBJECTIVES)

Date/Time: (DATE AND TIME)

Thank you for choosing to undertake Driver CPC periodic training with **Example Training**. We confirm that a place has been booked for you on the above course commencing at **PRE COURSE ADMIN START TIME**.

The course is to be held at **FULL VENUE ADDRESS** (location map attached). You should arrive at the venue in readiness for course commencement at ____ **TIME 10 MINUTES BEFORE PRE COURSE ADMIN DUE TO START** on the day of the course.

Please be aware that in order to enrol on the course you MUST bring one of the following forms of identification:

- Photocard driving licence
- Digital tachograph card
- Driver qualification card
- A valid passport accompanied by evidence of your driving licence number

If you have Grandfather Rights i.e. if you obtained your licence entitlement before 10.09.08 (for PCV), and 10.09.09 (for LGV) or you have passed Modules 2 and 4 of your initial qualification you must bring your Driver Qualification Card (DQC) so we can verify your eligibility.

If you are attending a Return to Driving Module, you will only be eligible if your International or National Driver CPC has been expired between 60 days and 2 years.

No other forms of ID will be accepted. Failure to bring the appropriate identification will make you ineligible for the course and therefore you will not be able to attend and accrue periodic training hours.

If you are unable to produce one of the above for any reason please contact us immediately on **EXAMPLE TRAINING TELEPHONE NUMBER**.

Please note that drivers cannot repeat the same course module within a 5 year rolling period, without valid reason. This is a requirement from the DVSA. If you have completed the above course title previously within the last 5 years, please let us know as we will need to either change the course title or book you onto a different course. Failure to notify us, may result in the hours being removed from the DVSA and the hours needing to be re-taken.

We want to support all the drivers attending our courses to participate fully and have an enjoyable and educational day; we therefore ask that you adhere to a mutual respect agreement, ensuring that you treat your trainer's and fellow trainees' opinions with respect and confidentiality.

We also ask that you keep mobile phone usage to a minimum, and leave your devices on silent during the course. If you feel you may need any help in order to achieve the most from the day please do not hesitate to contact us prior to course attendance for a confidential chat about your needs.

We look forward to welcoming you to **Example Training** and hope you will have a pleasant, informative and successful time with us. Whilst training with **Example Training** we expect you to abide by the venue health and safety rules.

Should you have any queries, please do not hesitate to contact us on **TELEPHONE NUMBER**.

Yours Sincerely,

EXAMPLE TRAINING