

# Course Joining Instructions

Thank you for choosing to train with ST Academy below are details of the course.



**Training Duration**  
**6 Days Training +**  
**1 Day First Aid**



**Timings**  
**08:30-17:30**



**Course Assessment**  
**Multiple Choice**

## Introduction:

Welcome to your course here at ST Academy. We want you to get as much as you can from the course you are attending and to enjoy yourself while you are here. This instruction will allow you to plan your visit to us and give you general guidance. There is also useful information that will help you to plan your stay and other points of interest.

This award comprises 4 units:

**Unit 1** – Principles of Working within the Private Security Industry.

MCQ Exam 72Q 70% To Pass – 1.50hrs

**Unit 2** – Principles Working as a Door Supervisor within the Private Security Industry.

MCQ Exam 50Q 70% To Pass – 1.10hrs

**Unit 3** – Application of Conflict Management within the Private Security Industry.

MCQ Exam 20Q 70% To Pass – 0.30hrs

**Unit 4** – Application of Physical Intervention Skills within the Private Security Industry.

MCQ Exam 30Q 80% To Pass – 0.45hrs

Distant learning material will be sent via email/hard copy/or WhatsApp PDF for Unit 1 (8rs) and a multiple choice quiz will be need to be passed before you can continue on the SIA Course (Quiz Friday before the course starts)

Before you can start this course, you will need to have a valid First Aid certificate or equivalent. As part of the price, we offer all our students A **level 3 emergency** First Aid at work certificate. For this you will need to attend an extra day of First Aid training.

## Parking and Getting to the Centre:

There is on street parking.

We are also adequately served by buses for connection to most parts of Birmingham. The centre is also about 10 minutes' walk from the **number 8 bus**, the bus stop is on Park Lane. The city centre bus number **65 bus stop** on Burlington Street.

**Location:** Telsen Centre, Thomas Street Aston Birmingham B6 4TN

**Refreshments:** Third floor, located in room 307  
Hot and Cold drinks available  
Snacks and drinks available from vending machine.

## Booking:

To book on to this course, please deposit £50 to secure your place. Please use ref: DS and your full name to the following bank account.

**TSB Bank**  
ST Academy Ltd  
Account No: **55861368**  
Sort Code: **77-85-09**

Your deposit is non-refundable if you fail to attend or do not notify us 48 hours before your appointment to reschedule.

**Travel:**

Please ensure that your travel arrangements are made in good time, and you arrive on site before the course start time. If you experience any delays on route then please contact us to let us know your estimated time of arrival.

**On Arrival:**

On arrival, please report to the office 307, to be directed to the training room.

**Start and Finishing Times:**

Start time for the course, will be 08.30hrs and finish at 17.30hrs daily.

We recommend that you arrive by 08:45hrs for the days training so you are not rushed, and have time for refreshments prior to course commencement at 09.00hrs. Late coming is not acceptable. You must attend all days for the required timings.

**Entry Requirements:**

Learners must be able to communicate in English (oral and written) to a Level 1 standard.

Learners must be 18 or over to undertake this qualification and apply for the necessary SIA licence to work.

All candidates must understand that all test/ assessments can **ONLY** be taken in English therefore an understanding of Level 1 English must be insured.

Learners must have achieved the Level 3 RQF/QCF Emergency First Aid at Work EFAW qualification or equivalent. First Aid certificates presented by learners must be valid for at least 12 months from the start date of their door supervisor training course. ST Academy will only accept regulated qualifications.

**What to Bring:**

- You will need to provide us with 2 x good-quality, passport-style colour photograph (45mm x 35mm)
- Identification as per Annex B.
- Writing implements. Notebook and pen – Whilst handouts are provided, self-written notes are always better for future reference.
- Water bottle.

**Medical:**

It is important to understand that here is physical training included in this course and there is a risk of injury. You will be required to sign a statement confirming that you are physically fit and do not carry any injury or condition that may put yourself or others at risk. Although, we have taken measures to reduce the risks, participants must understand that there is always a risk of injury when physical interventions are taught and practiced.

If you have any problems, please make it known to the course tutor as soon as possible, at the start of the course. If you do have any medical concerns, our instructors are first aid trained and all matters discussed will be kept in the strictest confidence. The instructors shall provide primary medical cover during any training periods for any accidents or emergencies and will co-ordinate movement with the emergency services if required.

### Dressing mode for the PI unit:

- For the physical intervention unit, you are advised to wear loose comfortable clothing, but it is not necessary to wear sports kit.
- All footwear must be closed in i.e., no sandals should be worn.
- Trainers are ideal footwear for this training.
- Jewellery and watches must be removed prior to physical training, so candidates are advised not to wear any to avoid loss or breakages.
- Our Centre takes no responsibility for any items left in the classroom.

The training of physical intervention include input on the use of force and accountability, and the medical implications thereof. The practical skills have been designed to provide simple non-aggressive responses that can be used, were lawful, to:

- Reduce the risk of assault
- Protect oneself and others against assault and to disengage from an assailant
- Guide and escort people more safely
- Hold a violent person

As a condition of attendance all candidates accept that the trainer has the right to remove anyone from the training course at any stage, if necessary, to ensure a safe and effective learning environment for other participants. In the unlikely event this is necessary, no refunds will be granted.

Please be warned that realistic language may be used during the scenario-based training but this will be appropriate to support the learning, if at any time you feel that the language being used is inappropriate and not relevant, please speak to the tutor privately.

### Assessments:

All Assessments will be video recorded and provided to the Awarding Organisation or SIA on request.

### Health & Safety at Work:

As a training provider and under the Health and Safety at Work Act 1974, as far as practicable, that all personnel and visitors to the training location are not exposed to unnecessary risks or hazards which might cause them harm or injury. You are requested to co-operate positively to achieve a healthy and safe working environment. Further guidance will be given at the start of your course and before every activity.

### Welfare:

Should you need to speak to someone regarding any welfare issue arising during your course, the following is available:

- The first point of contact should be your course lead and they will be pointed out at the start of your course

No bad behaviour will be tolerated. ST Academy adheres to a 'Zero tolerance' policy on any form of bullying or harassment, if anyone is found committing, condoning or participating in such behaviour they will be escorted off the premises and no refund will be given.

### Not Happy:

If you are not happy with any aspect of our service, please tell the member of staff you are dealing with. Our staff will do all they can to resolve the difficulty.

We look forward to meeting you soon,

Should you have any questions or require any further information then please email [infostacademy@gmail.com](mailto:infostacademy@gmail.com)

Yours Sincerely

ST Academy Ltd

## LOCATION

**ST Academy, Telsen centre, Thomas Street, Birmingham, B6 4TN**



## I.D. Requirements

**One identity document from group A and  
Two documents from group B and  
A photo of yourself.**

Out of the three documents, at least one document must show your current address and at least one document must show your date of birth.

Each document should be the original, physical document. The SIA will not accept a scan or photocopy – unless they have notified you directly that they will accept a notarised copy.

### GROUP A DOCUMENTS

- A1** Current, valid UK passport.
- A2** Current, valid passport of any other nationality.
- A3** Current, valid photocard driving licence if it was issued by the DVLA in Great Britain.  
**We will not accept the photocard on its own if it was issued by the DVA in Northern Ireland.**
- A4** Current, valid photocard driving licence **and its paper counterpart** issued by the DVA in Northern Ireland.
- A5** UK original birth certificate issued within 12 months of birth.
- A6** Current, valid UK biometric residence permit card.

### GROUP B DOCUMENTS

- B1** Bank or building society statement issued to your current address, less than three months old. You can use more than one statement as long as each is issued by a different bank or building society.
- B2** Utility bill (gas, electric, telephone, water, satellite, cable) issued to your current address within the last three months. You can only submit one utility bill in support of your application.
- B3** A credit card statement sent to your current address within the last three months. You can submit more than one statement as long as each is issued by a different issuer.
- B4** Council Tax statement issued in the last 12 months.
- B5** Mortgage statement issued in the last 12 months.
- B6** Letter from H.M. Revenue & Customs, Department of Work and Pensions, employment service, or local authority issued within the last three months. You can submit more than one letter as long as each is issued by a different Government department or a different local authority.
- B7** P45 statement of income for tax purposes on leaving a job issued in the last 12 months.
- B8** P60 annual statement of income for tax purposes issued in the last 12 months.
- B9** Current UK driving licence - paper version (not the paper counterpart to a photocard).
- B10** Driving licence photocard (without a paper counterpart) issued by the DVA in Northern Ireland.
- B11** Pension, endowment or ISA statement issued in last 12 months.
- B12** Valid UK firearms licence with photo.

**FIRST AID CERTIFICATE** - If you are taking Door Supervision or Security Officer training, you will need to show that you hold a current and valid First Aid or Emergency First Aid certificate that meets the requirements of the Health and Safety (First Aid) Regulations 1981. It is an SIA requirement that training centres **must confirm** that each learner is sufficiently qualified in First Aid or Emergency First Aid. This certificate must be valid for at least 12 months from the security course start date.