



**Location**

On the covering letter you will find the address of the training centre. If the training centre is a QA training centre, you will find a map and information below to help you locate the venue.

**Prerequisites**

It is very important that the course delegate understands the course objectives and complies with the course prerequisites before attending the course in order to gain maximum value from training. Details of the prerequisites for this course are as follows:

**Registration and course timings**

Our training centres are open from 08:30. You should aim to be at the centre a minimum of 15 minutes prior to the course start time for a short course registration. Courses will start promptly at 09:30. There is a break at lunch time (approximately at 12:30) and courses generally finish between 16:30 and 17:30. Depending upon the course content, the instructor may require the course to start and finish at different times on subsequent course days (if any).

**Refreshments**

Tea, coffee and water are available in the delegate's areas of all QA training centres.

**Cancellation and Other Instructions**

We reserve the right to change course schedules, change course content, discontinue courses, limit class size and cancel courses in which event we will notify you 10 days prior to the course start date. Please refer to your booking document for more information.

**Security**

We accept no responsibility for any personal loss or theft whilst on the premises so please keep your valuables with you at all times.

**Smoking**

All our centres are smoke-free zones. Smoking is only permitted outside the building.

**Dress code**

Business Casual / casual in QA training centres

**Accessibility**

QA works to ensure that our centres are accessible to all learners including those with varying physical or mental abilities. If you have any special requirements then please contact us in advance of your course and we will do our best to meet your needs.