

TRANSPORT MANAGER REFRESHER TRAINING COURSE JOINING INSTRUCTIONS

Remote Transport Manager Refresher Training Course

Course start time:

08.00 each day (unless informed otherwise) please log in at least 10 minutes before course starts

Before a course:

1. Book your place by calling 0800 112 5900 or via email to: info@drivercpc4u.co
2. Provide us with your mobile phone number and email address
3. Ensure that you have a reliable internet service and a PC, laptop or tablet that has a camera and a microphone. **PLEASE NOTE: Smartphones may not be used**
4. Download the Zoom app on to your PC, laptop or tablet:
 - For PCs and laptops: www.zoom.us/download (download Zoom Client for Meetings)
 - For iPads: apps.apple.com/us/app/id546505307
 - For Android tablets: play.google.com/store/apps/details?id=us.zoom.videomeetings
3. Send a clear, photographed copy of both sides of your driving licence at least 24 hours before the course. This can be sent by:
 - MMS or WhatsApp to: 07922 407781
 - Email to: info@drivercpc4u.co
4. Make sure you are aware of our remote training course terms and conditions, available at: www.drivercpc4u.co
5. We will provide any relevant course notes or materials to you via email

On the day of the course:

1. Ensure that you are in a location that will offer the minimum of distractions
2. Log in to Zoom using these details:
 - Meeting ID: 565-880-4419
 - Passcode: 123456
 - **PLEASE NOTE: Courses will start promptly, and all attendees must have logged in at least 10 minutes prior to the course start time**
3. If you have any problems connecting to the course you can call the trainer directly on 07922 407781

After the course:

1. A Certificate of Attendance will be sent to you via email
2. Driver CPC courses will be uploaded to DVSA as soon as possible after course completion
3. You will receive an email asking you to provide feedback via an online survey (your participation would be greatly appreciated)

Please call 0800 112 5900 or email info@drivercpc4u.co if you have any problems or questions

T: 0800 112 5900 E: info@drivercpc4u.co W: www.drivercpc4u.co F: www.facebook.com/drivercpc4u