

## **CPCS Technical Test Terms & Conditions**

All tests are held at CTA Centre, on site we have the following available:

Lunchtime meals are available from our café at extra cost – With The Exception Of Havant & Truro – please find menu attached – orders can be taken for special dietary requirements, please call and let us know.

Tea/Coffee is available and is free to course attendees. - With The Exception Of Havant & Truro

“In Scope” CITB levy paying companies should always advise their levy number prior to the start date of the course so that any grants can be dealt with immediately.

You will sit the theory test with a maximum test time of 1hr, this test will be recorded with a Dictaphone, should you disagree with this then you will not be able to commence with the test, should you not achieve the theory test you will not be allowed to take the practical test. If the theory test is achieved you will then proceed onto the practical test, the timings will vary from machine to machine, your tester will advise the time limit applicable to your test. Again, this test may be subject to mandatory video recordings, should you disagree with this we would suggest that complaints are made to:-

Management Committee, CPCS Department, Bircham Newton, Kings Lynn, Norfolk, PE31 6RH

## **Streetworks Re-Assessment Terms & Conditions**

If completing a New Roads & Streetworks Act Re-assessment you MUST BRING with you, a CURRENT IN DATE Scotvec Card and 2 x SIGNED PASSPORT PHOTO's, if these are not bought on the day, the exam WILL NO go ahead.

## **General Terms & Conditions For ALL Bookings**

You will be required to sign in on attendance to the centre and sign to say you agree with the centre “site safety rules” and that you will abide by these rules during your visit, these will be with your course paperwork given by your instructor.

CTA Centre will not be liable to customers in any way for any cancellation, postponement or failure of completion of tests booked within the scheduled dates on the booking form, or at all, where such cancellation postponement or failure is caused directly by flood, fire, storm, explosion, accident, theft, storage of electricity or fuel, shortage of material or labour, or any other circumstances beyond our control.

## **Cancellations**

To cancel a course please call 01271 858575 immediately, charges will apply as listed:-

Cancelled 14 days prior to the start of the course:- NO CHARGE

Cancelled between 7 and 14 days prior to the start of the course:- 50% of TOTAL cost of course

Cancelled with less than 7 days notice:- 100% of TOTAL cost of course

Should we receive no communication from yourself, the course/ test booking will stand and you will be charged the full amount as shown on the course confirmation.

## **Payments – Individuals**

**Individuals who have booked to attend one of our training courses will be required to send 50% of the course cost prior to the start of the course, if you wish to pay by cheque, please make payable to CTA Centre, quoting the course reference on the rear, payment can also be made by all major credit/debit cards, if you have already paid a deposit, the receipt should be attached.**

## **Payments – Credit Account Customers**

Credit account customers will be invoiced on the start date of the course and payment in full will be required within 30 days, failure to pay within the stated time will result in additional interest charges being added to your account as per the Late Payment Of Commercial Debts Regulations 2013.

## **Security**

CTA Centre will not be liable for loss or damage of candidates property whilst attending a course at CTA Centre, we will however charge any delegate or their respective employer for any damages caused to CTA Centre property whilst attending a training programme.

## **Issue Of Certificates etc**

CTA Centre reserves the right to withhold the issue of certificates until payment in full has been made for the course

## **Data Protection Notice**

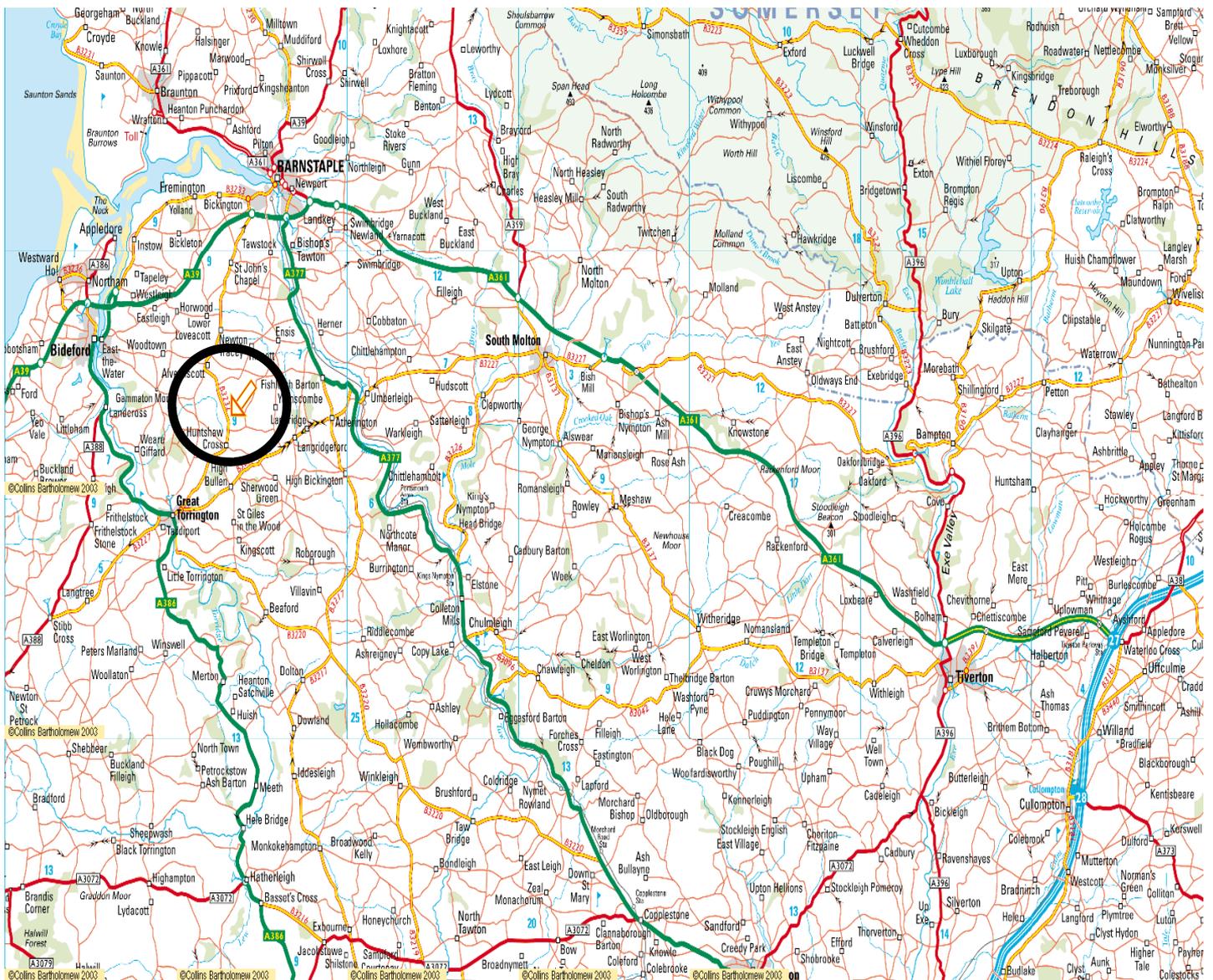
CTA Centre, City & Guilds, Scotvec, SQA, NPORS and CITB/CPCS will use candidates personal information for awarding body registration and recording of qualifications only, these personal details will not be issued to any 3<sup>rd</sup> party, company or individual unless you have appointed someone to act on your behalf.

You have a right to request a copy of your information held and to correct any inaccuracies in your details.

## **Refreshments**

Refreshments are available throughout the day, tea/coffee/water is available free of charge. Food is freshly cooked on the day, a copy of the menu is attached, should you wish to place an order prior to your course, please let us know.

## Map & Directions To The Test Centre



CTA:CENTRE - HEAD OFFICE - West Park, Yarnscombe, Barnstaple, North Devon, EX31 3LZ

CTA:CENTRE - HAVANT OFFICE - 67 New Lane, Havant, Hampshire, PO92LZ

CTA:CENTRE - TRURO OFFICE - Newham Road, Truro, Cornwall TR 1 2DT

Company Registration Number: 8757400 Curtis Training Associates Ltd

T: (01271) 858 575

F: (01271) 858 574

E-Mail: [training@ctacentre.co.uk](mailto:training@ctacentre.co.uk)

Web: [www.ctacentre.co.uk](http://www.ctacentre.co.uk)

## Directions To The Test Centre

### Nearest Public Transport

Barnstaple train station is approx. 8 miles from the Centre, Umberleigh train station is approx. 6 miles away.

Busses run from Barnstaple to Great Torrington (bus number 71) and Great Torrington to Barnstaple (bus number 71/71a) hourly most of the day with mid-morning and mid-afternoon exceptions

### From Great Torrington

Take B3232 - Barnstaple, on leaving Torrington, the senior school will be seen on the right hand side, continue along this road up over the hill, along the straight and the sign to the Recycling Centre will be seen on the left, once passed this sign, the Television Aerial will be seen on the left, continue over the crossroad, down the dip and up the other side, past the sign for Yarnscombe on the left, past the paintball centre on the right and CTA Centre will be seen on the left hand side at the bottom of the hill – we are approx. 3 miles from Torrington School on this main road – **DO NOT TURN OFF THIS ROAD**

### From Junction 27 - M5

Take A361 - Barnstaple, continue along this road until Tesco and Homebase is visible in front of you (on a roundabout), continue along A39 (1st Exit) - Bideford, at next roundabout, continue to Bideford on the A39 (go over a river and a railway), at next roundabout (BP Garage and KFC highly visible on the right hand side), turn left on the B3232 to Newton Tracey and Great Torrington, once through Newton Tracey ( a small village with a sharp right hand bend in the centre), continue up over a big hill to the village of Alverdiscott, (there is a church on the left hand side followed by a sharp left hand corner), continue along a straight for approx 1 mile, when approaching a slight hill, CTA Centre will be found on the right hand side opposite the Quad Bike Centre, we are approx.. 6.5 miles from the roundabout in Barnstaple – once on this road **DO NOT TURN OFF THIS ROAD**

### Parking At The Centre

Parking is available at the Centre at no additional cost and at the owners risk.

### BREAKFAST

Mans Fry Up	£6.00
<small>(2x Sausage, 2x Bacon, 2x Egg, Beans, 1x Toast, Black Pudding, Hash Brown.)</small>	
Boys Fry Up	£4.50
<small>(1x Sausage, 1x Bacon, 1x Egg, Beans, Hash Brown, 1x Toast.)</small>	

### Bap's

Bacon	£2.30
Sausage	£2.50
Bacon & Sausage	£2.80
Bacon & Egg	£2.60
Sausage & Egg	£2.60
Bacon & Cheese	£2.60
Sausage & Cheese	£2.60
Bacon, Egg, Sausage & Cheese	£3.80
Egg on toast <small>(Scrambled or fried)</small>	£2.00
Beans on toast	£2.00
Cheese on toast	£1.50
Toast with Jam/Marmalade	£2.00

*Any Extra Items - 70p Each*

### LUNCH

Chips <small>(With Cheese, Beans or Chilli 50p Per Item)</small>	£2.50
Sandwiches, Panini's & Bap's	
Chicken & Bacon	£3.00
Cheese & Onion	£2.50
Tuna & Mayonnaise	£2.50
Pasta	
Chicken & Bacon	£2.50
Tuna & Mayonnaise	£3.50
Jacket Potato's	£3.50
<small>(With any 1 filling from the menu, extra items 70p each)</small>	
Burger	£2.60
Cheese Burger <small>(With/Without Onions)</small>	£3.00
Bacon & Cheese Burger	£3.50

Chicken Burger	£3.00
Chicken, Bacon & Cheese	£3.80
Hot Dog <small>(With/Without Onions)</small>	£2.00
Cheese Hot Dog	£2.50
Bacon & Cheese Hot Dog	£3.00
2x Egg & Chips	£3.50
Sausage, Egg & Chips	£3.80
Ham, Egg & Chips	£4.50
Pukka Pie & Chips	£4.50
<small>(Steak &amp; Kidney, Chicken &amp; Mushroom, Pasty)</small>	
Soup, Bread & Butter	£3.00
<small>(Tomato or Chicken)</small>	
Cans of pop	50p
Crisps	50p
Chocolate	50p