

Joining Instructions Short Courses

Please read the below joining instructions carefully. These apply to all short courses run at Cambridge Regional College.

Payment for all courses must be received prior to attending the course. Candidates will receive an enrolment form upon booking the course. This must be completed and returned in the SAE provided at least a week prior to the start date of the course.

Candidates must arrive with acceptable proof of identification. It is a requirement of our awarding bodies that we check candidate's id prior to registering them for the course. Please find below details of acceptable proof of identification.

Candidates can either provide one item from group A or three items from group B.

Group A	Code
Signed valid passport (any nationality)	A
Signed UK photo card driving licence / provisional licence	B
Valid EU photo identity card	C
Security licence issued by Security Industry Authority (SIA)	D
ID / Warrant Card issued by HM Forces, Police (must be current and valid)	E
Proof of Age Standards Scheme (PASS) card	F

Group B	Code
A credit / debit card produced by a bank / building society or credit card company which contains the candidates signature provided this is accompanied by a recent statement*	G
An original or certificates copy of a UK Birth Certificate	H
Marriage certificate (if in current name)	I
P45 or P60**	J
Mortgage statement	K
Utility bill from current address e.g. gas/electric/telephone – inc mobile phone contract*	L
Certificate of British Nationality	M
Addressed payslip*	N
TV License with your name and current address**	O
Bank or Building Society statement issues to current address *	P

*Document should be less than 3 months old

** Issued within the last 12 months

If you have any questions or queries please feel free to contact us on 01223 418778 or via email on training@camre.ac.uk