



## BTEC Examiner Training

Where is my standardisation training taking place?

6th June, 17.Associate Support

### Issue

I am due to attend standardisation training but do not know where this will be held.

### FAQ

#### **Where can I check my event details?**

Training information such as date, format and location for training is available within the invitation & confirmation emails, or via the [Capita portal here](#)

#### **I have not received confirmation for attending training, where are my event details?**

If you have booked onto the event via the [Capita booking portal](#) then you can log into the portal and view a confirmation of your booking. Or alternatively request a confirmation to be sent by emailing [eventregistration.travelandevents@capita.co.uk](mailto:eventregistration.travelandevents@capita.co.uk)

#### **Do I need to book to attend training?**

Yes, you will need to book onto your BTEC training event via the booking form given in your invitation email.

#### **Do I need to book travel and accommodation?**

All travel must be booked via the [Capita Portal](#). You are entitled to book hotel accommodation if you are required to leave your home before 6am on the day of travel. This can be done via the booking form given within the invitation.