



## Standards Verification Training

Where is my standardisation training taking place?

June 7, 2017·Associate Support

### Issue

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

### FAQ

#### **How do I sign up for a standardisation training event?**

For all qualifications and sectors that you are eligible, an invitation will be sent by email to you no less than six weeks before the first available event.

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

The event details will be listed in the electronic confirmation email you are sent after signing up to an event.

#### **Which venue is my meeting taking place at?**

The location of your event will be stated in the confirmation email you receive after signing up to an event.

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

If you have booked onto an event and not received your confirmation email, please contact Capita Travel & Events on [eventregistration.travelandevents@capita.co.uk](mailto:eventregistration.travelandevents@capita.co.uk) or Tel: 0844 836 9796 ext 4861 Mobile: 07753 301 999.

*\* Calls to the 0844 number will cost 3 pence per minute, plus your telephone company's access charge.*

If you have not booked onto an event, please complete the booking form via the link in your invitation email. If you require an invitation to be resent, please continue with your query.

### **Step-By-Step Signing Up to an Event**

1. Click on the [link](#) provided in the invitation
2. Select the relevant qualification you are training for (e.g QCF, NQF/QCF Combined, CQR)
3. Click on the Registration tab on the top of the screen
4. Complete the registration form with your details, selecting your preferred date and location
5. Click submit
6. An automatic confirmation will be sent to the email address you added to the booking form