

Centre Attendance Guidance During COVID-19

Please read through the following COVID-19 guidance notes before you attend Southampton Engineering Training Association Ltd. (SETA) to undertake your Training or Assessment Course.

On Arrival

1. Candidates are to arrive at SETA 30 minutes before their Course or Assessment start time.
2. When you arrive, please follow these guidelines:
 - a. Face coverings are not mandatory and are optional but encouraged when in the centre.
 - b. Candidates will make their way to the front of the building, sign posted as 'COVID-19 Test Collection Point' and be asked to complete a COVID-19 Asymptomatic test in their vehicle. Those not arriving in a vehicle will have the opportunity to self-test in one of our testing booths available for use
 - c. Candidates will be issued with instructions as to how to complete the test and proceed following their results
 - d. All candidates will sign in and out using the self-service iPads located in 1st avenue reception and confirm their temperature is within safe parameters on the iPads, using the non-contact wrist scanners adjacent to them, and complete the COVID self-declaration
 - e. If the temperature is above the required limit, it may be due to a number of situations; did they cycle, walk, run to Centre? Are they wearing heavy clothing or, a thick jumper or coat? If there is an agreeable explanation, candidates will sit/settle for 10 minutes in/out of their vehicles, or outside the premises then take again when they return
 - f. If their temperature is ok, they will be allowed access
 - g. If their temperature is still not ok, they must return to their vehicle or move away from the premises and phone the main SETA Line for further discussion and advice
 - h. Candidates will be directed to the Assessment or Course room, where the Assessor/Tutor will register their attendance, provide all induction information necessary, place them in a designated Assessment area or seating arrangement and the Assessment or Course will begin
 - i. When candidates complete an Assessment or examination, they will leave the room or area, go to reception and then through to the carpark at the front of the building

General Notes

- The side gate will not be in operation. It will serve only as an emergency exit
- Protective gloves will be provided for Candidates to wear.
- Hand sanitizer will be provided throughout the Centre, candidates will be instructed to either apply hand sanitizer or wash hands at regular intervals
- Candidates to bring own Calculators, pens and other required stationary items as required, which will be checked by the Assessor or Tutor for conformity on Assessments. SETA will not provide these due to the added possible spread of COVID-19
- All tools and equipment for practical Assessments or Examinations (including electrical cables and clips etc.) will be provided to the candidate that will solely be used by them
- Breaks will be staggered
- No food will be supplied by SETA. Please ensure you bring your own food. The consumption of food will only be permitted at candidates' individual desk, or in their cars if preferred
- The rest and refreshment area will not be in general use and will not be used for breaks
- Fresh drinking water will be supplied to all candidates via a water machine with disposable cups
- Tea and Coffee will be available to all candidates via the coffee machine with disposable cups and lids
- SETA will pass on certain personal information required by Governing bodies of Candidates when requested for the UK Governments 'Track and Trace' scheme

IMPORTANT

Candidates will be advised not to travel to SETA and partake in any Courses or Assessment if they claim to be showing symptoms of Covid-19 and thus risk spreading the virus.

