



Rolls-Royce

Customer Training Centre

Visitors information sheets



Please complete and return the attached registration form to confirm your place on the course

Rolls-Royce plc
Learning & Development Centre
Customer & Product Training
Wilmore Road (Gate 5A)
Sinfin
Derby (Sat nav – DE24 9BD)

Tel: 44 (0)1332 244350

Email: customer.training.derby@rolls-royce.com

Registration form

Full company address (in block capitals please)

Tel: _____ Fax: _____

Rolls-Royce Service Representative's Name _____

Name(s) of attendee(s) Please include Dates of Birth and Places of Birth which will be required for EASA 147 Certified Courses

Last Name _____ First Name _____

Date of birth _____ Place of birth _____

Email address: Please type email address _____

Last Name _____ First Name _____

Date of birth _____ Place of birth _____

Email address: Please type email address _____

Course details

Engine type _____

Title of course _____

Dates _____

Course times

09.00 am – 16.15 pm (with breaks and lunch)

Sponsor details (who to send confirmation of exam results to)

C:\Users\U520030\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\80SQZ95K\Info_enrolment_UK_2013_NEW.doc

Sponsor's name _____

Full Address _____

Tel Fax: _____ Email: _____

Visa requirements

If a visa is required for entry into the United Kingdom, invitation letters will be supplied by Rolls-Royce plc. Please send passport details, and address to where the letters are to be sent, to the course administrator at Rolls-Royce plc. The letters will then be issued and sent to the address supplied.

Contact details are below:

samantha.l.kinsey@rolls-royce.com (telephone number +44 1332 244350)

Invoice details

Must be completed in full – unless training is covered by Total

Care Agreement – please confirm

Person to invoice _____ Purchase Order No _____ (MUST BE SUPPLIED)

Full Address _____

Tel: _____ Fax: _____ Email: _____

VAT number: _____ (MUST BE SUPPLIED)

Cancellation policy

Cancellations should be made at least 16 working days prior to commencement of the course; otherwise a cancellation charge will be made. Please see cancellation policy.

Airport details

East Midlands Airport - approximately 30 minutes from Derby	Pick up cost (approximate) (£35.00)
Birmingham Airport - 1hr.15 mins from Derby.	(£70.00)
Manchester Airport - 1½ hours from Derby.	(£110.00)
London Heathrow Airport - 2½ hours from Derby.	(£160.00)
London Gatwick Airport - 3 hours from Derby.	(£195.00)

Travel to Derby

Transport from airport (if required) to be booked and paid by the individuals

Please contact: **Four Seasons Transport** +44 (0) 1332 371729
(bookings@fourseasonstransfers.co.uk). A deposit will be required a time of booking.

Indirect train services operate between **all** the above airports.

Alternatively, taxis are available at all the airports, however, it is usually cheaper to arrange the pick up with a local company than taking a taxi from the airport rank. A list of prices and contact details are above.

Hire car companies are located at the airports, should you wish to drive yourself.

Local hotels and apartments

Accommodation - listed below are a selection of local hotels and their rates - accommodation must be arranged by the individual.

Apartments

Birchover House Apartments £72 + VAT
(1 bedroom Apartment) (own cooking facilities)
(2 bedroom Apartment) £110 + VAT

www.birchover.com

Bay Tree Apartments £86.40 per night
(1 bedroom Apartment) (own cooking facilities)

Bay Tree Apartments £132.00 per night
(2 bedroom Apartments) (own cooking facilities)

Bay Tree Apartments £160 .00 per night
(3 bedroom Apartments) (own cooking facilities)

www.baytreeapartments.co.uk

SACO Citybase Apartments £90.00 + VAT
The Millhouse, Brook Street, (own cooking facilities)
(1 bedroom Apartment)
(2 bedroom Apartment) Price on request

www.sacoapartments.com/Derby

Hotels

Mickleover Court & Leisure Centre	£87.00	www.menzieshotels.co.uk
Ramada Hotel – Pride Park	£68.51	www.ramada.co.uk/Derby
Hallmark Hotel (formally Midland Hotel)	£90.50	www.hallmarkhotels.co.uk
Holiday Inn – Pride Park	£65.00	www.hiexpress.com/Derby
Hallmark Inn (formally European Inn)	£66.90	www.hallmarkhotels.co.uk
Jurys Inn	£63.00	www.jurysinns.com/Derby Hotels
Hampton by Hilton (Morledge)	£70.00	www.placeshilton.com/derby-city-centre
Holiday Inn Riverlights	£85.00	www.holidayinn.com/Derby-Riverlights

All the prices are for a **standard double – bed and breakfast (unless stated)**,
These are approximate prices and prices may vary.
Hotel bills must be settled by the individuals on departure.

Transport whilst in Derby

A free shuttle bus will be provided by the Customer Training Centre from the following hotels: **Hampton by Hilton, Holiday Inn Riverlights, Hallmark Hotel, Hallmark Inn, Holiday Inn, Ramada Hotel and Jurys Inn. The Mickleover Court** also provide a free shuttle service to Rolls-Royce. Please book at their reception. Alternatively, taxis are also available and can be booked by the individual, or at the hotel reception.

75	01332 757575
A1 Taxi	01332 363333 / 01332 366266
Abbey Cars	01332 364441
Chad Cars	01332 280555 / 01332 666222
Eagle Taxi	01332 600222 / 01332 200100
Western	01332 331331

Meals

Are **NOT** included in the cost of the course but canteen facilities are available on site from 07:30 – 3.30.

Health & Safety Requirements

Frequent visits will be made to the CTC workshop during the training, Health and Safety requirements stipulate that appropriate footwear **must** be worn in the workshop environment, therefore **safety shoes are MANDATORY and must be brought with you**. Failure to bring appropriate footwear will exclude the student from the practical exercises conducted on-engine in our workshop, resulting in a 'theory only' accredited certificate being issued to the student upon completion of the 'Line and Base Maintenance course'. 'Coveralls' must also be worn or appropriate clothing for the workshop.

Cancellation policy

Cancellations received between 15 and 11 working days before the class start date 25% of the full tuition charges apply. Cancellations received between 10 and 5 working days before the class start date will be 50% of the full tuition charges. Cancellations received less than 5 working days before the class date will be 100% of the full tuition charges.

Payment

Payment of the course will be via an invoice which will be e-mailed to your company and **must be paid** prior to course commencement. All invoices, for training courses in Derby, are in UK Pounds Sterling however we can receive payment in US Dollars.

Registration

Please complete the attached Registration Form and return it to us to secure your booking and return to:
customer.training.derby@rolls-royce.com

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Files\Content.Outlook\80SQZ95K\Info_enrolment_UK_2013_NEW.doc

Please ensure you include a contact name, full e-mail and invoice address of whom is to receive our invoice.

Please ensure all attendees receive copies of these information sheets