

# Level 2 Door Supervisor



## Basic Package Deal Description – Page 1 of 3

All course & exam fees are included.

Offered training is guaranteed.

£100 rescheduling fee applies.

For cancellations, please see our [T&Cs on our website](#).

FREE retake of 2 units out of 4 (if unsuccessful).

24/7/365 Customer support.

FREE - Royal Mail 1st Class Recorded Delivery.

### REQUIRED DOCUMENTS

#### Required Documents

It is the candidates' responsibility to make sure the correct and valid documents are made available to SWBM ACADEMY. In line with the Security Industry Authority's documentation requirements, as an approved Highfield Qualifications Centre we accept the following forms of identification:

- 2 identity documents from the Group A list. At least 1 document must show the learner's current address and at least 1 document must show their date of birth;
- OR
- 1 identity document from Group A together with 2 documents from Group B (at least 1 document must show the learner's current address and at least 1 document must show their date of birth).

#### Group A

- Current, valid UK passport.
- Signed valid passport of any other nationality.
- Driving licence photocard if it was issued by the DVLA in Great Britain. We will not accept the photocard on its own if it was issued by the DVA in Northern Ireland.
- Driving licence photocard and its paper counterpart issued by the DVA in Northern Ireland.

#### Timing

Day 1: 08:45 to 18:00

Day 2: 08:45 to 18:00

Day 3: 08:45 to 18:00

Day 4: 08:45 to 18:30

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- UK original birth certificate issued within 12 months of birth.
- UK biometric residence permit card.

### Group B

- Bank or building society statement issued to your current address, less than three months old. You can use more than one statement as long as each is issued by a different bank or building society.
- Utility bill (gas, electric, telephone, water, satellite, cable) issued to your current address within the last three months. You can only submit one utility bill in support of your application.
- A credit card statement sent to your current address within the last three months. You can submit more than one statement as long as each is issued by a different issuer.
- Council Tax statement issued in the last 12 months.
- Mortgage statement issued in the last 12 months.
- Letter from H.M. Revenue & Customs, Department of Work and Pensions, employment service, or local authority issued within the last three months. You can submit more than one letter as long as each is issued by a different Government department or a different local authority.
- P45 statement of income for tax purposes on leaving a job issued in the last 12 months.
- P60 annual statement of income for tax purposes issued in the last 12 months.
- Current UK driving licence - paper version (not the paper counterpart to a photocard).
- Driving licence photocard (without a paper counterpart) issued by the DVA in Northern Ireland.
- Pension, endowment or ISA statement issued in last 12 months.
- Valid UK firearms licence with photo.

### Photos

- Two passport size photographs

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We are required to see original forms of identification to verify each candidate, without these documents candidates will not be able to begin training and it will result in the candidate being refused from admission on the course (please also see Section 3:6 for admin charges in our Terms & Conditions).

### OPTION TO PURCHASE SEPARATELY EXAMINATION RETAKES

- £40 - 1 exam retake
- Blue Bonus Card £60 - 2 exam retakes
- Green Bonus Card £80 - 3 exam retakes
- Golden Bonus Card £120 - 4 exam retakes

### CERTIFICATE/DOCUMENT DELIVERY

- a. FREE - collection from one of our training centers or admin office. Collections can be made by customers with prior notification only.
- b. FREE - Royal Mail 1st Class Recorded Delivery.
- c. Royal Mail Special Delivery (Recorded & Signed) is charged SEPARATELY at £10 per postage.

SWBM ACADEMY will not be liable to pay for any damages, including replacement certificate charges, for any claims of lost/misplaced certificates for this service.

**Should you have any questions, please get in touch with us:**

T: 020 3375 8565

E: [info@swbmacademy.co.uk](mailto:info@swbmacademy.co.uk)

C. Chat-box

Thanks for showing interest in our services.

SWBM ACADEMY