



City and Guilds 1916 Level 3 Award in Notice Processing Delivery

There are three options for delivery (please see diagram below):

Option 1 – One Sitting: the whole course is taken by delegates over 5 consecutive days (includes exams)

Option 2 – Modular: We will split the training into three modules (2 days each including exams) to spread the time delegates are away from their work

Option 3 – Blended: Delegates are provided with a study book which contains the course material and exercises necessary for self learning (Alpha staff will be on hand to answer any queries about the course by e-mail). Delegates are also provided with 3 days (including exams) classroom training with our experienced staff to apply the knowledge they have learnt

Delegate numbers for the course: up to 8

For those local authorities who have smaller numbers we are happy to combine training amongst local authorities

For a quote please e-mail parkingenquiries@aparking.co.uk

Alternatively councils may wish just to take our ILM Notice Processing course

[Click here to see this pathway](#)

City & Guilds 1916 Level 3 Award in Notice Processing

WHICH ROUTE?

**ONE
SITTING**

Duration:
5 days
(including an exam
for each unit)

RESULT
**City & Guilds
1916 Award in
Notice
Processing**

OR

MODULAR

Module 1: The legal and practical environment
Module 2: Challenges and representations
(inc. Unit exam)
Module 3: Appeals (inc. Unit 2 exam) or
Notice Processing on Private Land
(inc. Unit 3 exam)

Duration: 2 days each module

RESULT
**City & Guilds
1916 Award in
Notice
Processing**

OR

BLENDED

Duration:
3 days' **classroom-based
learning plus individual
study**
(including an exam
for each unit)

RESULT
**City & Guilds
1916 Award in
Notice
Processing**

THE NEXT STAGE...

- 1. Revision and updates via specialised one-day workshops**
e.g. Mitigation and challenges
- 2. NVQ Level 3 Business Administration with parking specialist unit**
Estimated duration: 3-6 months