**National Speed Awareness Course**

**Frequently Asked Questions**

**How much does the course cost?**

The cost of the course is ninety pounds (£90 GBP) This fee is non-refundable and is payable at the time of booking your course by credit or debit card.  We cannot accept any other forms of payment.

**Can I pay by instalments?**

No, the course must be paid for in full, online, at the time of booking.

**Where will the course be held?**

Due to the COVID-19 pandemic, and our ongoing commitment to keeping clients and staff safe, the vast majority of courses can only be accessed online, using Zoom.

If you are unable to book an online course, please contact the office on: 0345 600 1291 or 0345 606 6043 for further advice.

**When are courses available?**

Courses are available Monday to Saturday, am and pm.

Please note: late arrivals will not be allowed to join the course.

**How many people will be on the course?**

There’s likely to be another 8 people joining the online course.

Should you need to attend a course in person, there will be up to 17 other clients. Measures to reduce the risk of infection are in place and must be respected.

**Is there a test? Can I fail?**

There is no test, but you must be present and complete the whole course, make a positive contribution through participating and show that you have a responsible attitude towards safe driving. You must also show respect for others on the course and their health and safety.

**I have special needs, can these be accommodated?**

We endeavour to make reasonable adjustments wherever possible. Please contact a member of the team to discuss your requirements at: NDORS.courses@suffolk.gov.ukor telephone: 0345 600 1291 PRIOR TO BOOKING

**What do I need to join the course?**

Please ensure that you have your driving licence readily available. The easiest way to verify your identity is for you to show the trainer your photocard licence. If your licence does not include a photograph you will need to provide additional photographic evidence, such as a passport, or suitable alternative. You will not be able to participate without photographic ID.

**Can I have someone to help me with the technology?**

If you need some help with joining the course you may have someone at home to help you register, but they must leave before the course starts. Please let us know you may need extra help by calling 0345 600 1291 to discuss your needs. We may be able to offer log-in support by having a member of staff available to talk you through the  process at the start of your course if you have noone at home to help.

**Can I change my course date?**

Course dates can only be changed in exceptional circumstances and in most cases, changing your course date will incur a £50 charge.

**What happens if I arrive late or do not attend?**

If you are late, you will not be admitted. Unless there are exceptional circumstances, you will have your file returned to the Police and the offer of a course withdrawn.

If you do not attend your file would usually be returned to the Police. If you call the office to re-book and your file is still open, we may be able to book you onto another course, subject to Police timescales. Re-booking will incur a £50 fee.

**Can I take part voluntarily?**

No, at this time courses are only offered on a referral basis from the Police.

**Do I need to inform the police I have attended?**

No, the Driver Education administration team will update the National Driver Offender Retraining (NDORS) database with your attendance. Your Police force will be notified accordingly.

**What happens after the course?**

Upon successful completion of the course the Police may notify the client that no further action will be taken in regard to that particular incident. The client’s name will, however, be held on the Police NDORS database for a minimum period of three years from the date of the offence.

**If I offend again, will I be able to attend another course?**

If you are involved in another incident falling under the same criteria within a three year period of your original offence, you cannot be offered another course in lieu of Police proceedings.