

Information about Training

What to bring

To ensure that we can arrange a school visit for you as soon as possible, please bring the following with you to the training session:

- All necessary documentation for CRB check (please see attached information)
- A list of all of your places of residence (with postcodes) for the last 5 years
- Your CRB form/number if you have one
- One passport sized photograph
- Receipts for travel costs (Oyster card users please buy a ticket)
- Your bank details
- A 5 minute presentation on one of the following topics:
 - Why I love geography
 - Geography and careers
 - Working in another country or region
 - Gap years
 - My special project or research
 - Studying geography at university

Light refreshments will be provided and all reasonable travel costs will be reimbursed.

Ambassador Training – Evening Programme

- Registration and completing CRB forms
- Introductions, background and context
- A chance to hear from last year's ambassadors
- The role of the ambassador in the classroom
- Resources and ideas for creating lively sessions
- Scheme administration details
- Your feedback and evaluation

NB: *The first half an hour of each training evening is set aside for ambassadors who do not have a valid CRB form in order to complete the necessary administration. The training itself will commence half an hour after the time stated above.*

Confirming your identity

Your identity needs to be confirmed. You need to provide original documentation (no photocopies) to the person who asked you to complete this form. Please use the diagram below to determine which of these documents you need to provide.

Which documents do you need to provide?

Can you produce any documents from Group 1?

- If Yes - 3 documents must be seen. One document from Group 1 plus any two from Groups 1 or 2.

- If No - 5 documents to be seen. Five documents from Group 2.

List of Valid Identity Documents

Group 1

- Passport EU Photo Identity Card
- Driving Licence (UK) (Full or provisional)
 - England/Wales/Scotland/Northern Ireland/Isle of Man ; either photocard or paper (a photo card is only valid if the individual presents it with the counterpart licence)
- Birth Certificate (UK)
 - issued within 12 months of date of birth – full or short form acceptable
- HM Forces ID Card (UK)
- Firearms Licence (UK)
- Adoption Certificate (UK)

Group 2

- Marriage/Civil Partnership Certificate Financial Statement **
 - e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document
- P45/P60 Statement (UK) **
- Mail Order Catalogue Statement *
- Bank/Building Society Statement *
- Court Claim Form (UK) **
 - Documentation issued by Court Services
- Utility Bill*
 - electricity, gas, water, telephone – including mobile phone contract/bill
- Exam Certificate
 - e.g. GCSE, NVQ
- TV Licence **
- Addressed Payslip *
- Credit Card Statement *
- National Insurance Card (UK)
- Store Card Statement *
- NHS Card (UK)
- Mortgage Statement **
- Benefit Statement*
 - e.g. Child Allowance, Pension
- Insurance Certificate **
- Certificate of British Nationality (UK)
- Council Tax Statement (UK) **
- Work Permit/Visa (UK) **
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)*:
 - e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security

***documentation should be less than three months old**

****issued within past 12 months**

Please note all documents must be in the applicant's current name. At least one document must confirm the applicant's current address and at least one document must confirm the applicant's date of birth.