

Intertrain will contact the employee or their manager at 6 months prior to expiry (interim)
Or at 4 months prior to expiry (Post-Mentoring)



Intertrain will ask for details of where/when working and whether on a day/night shift.



Intertrain will then offer available assessor dates



Employee or manager needs to confirm the date they would like to book.



Booking confirmation email sent by Intertrain



The assessor will contact the employee at least 24 hours prior to the assessment to agree a suitable meeting time/location and discuss pre-requisites



Reminders will be sent by email at 4 weeks, 2 weeks, & 1 week prior to assessment date.



If assessment booking is unsuitable, cancel more than 8 days prior. Re-book via Intertrain account coordinators.

