

# Topographical Skills Assessments at Baker Street

## Assessment Schedule

Currently assessments are held Monday to Friday. Your booking confirmation letter will advise you of your arrival time. Please arrive on time and expect to be here for approximately 2 hours in total. The assessment is 1.5 hours long.

You must be booked into an assessment to enter the building. Please show your booking confirmation letter upon arrival.

## What to expect

You will need to bring a valid original passport to confirm your identity. If you don't have a passport, an original full UK or European Economic Area (EEA) driving licence with a photograph will be accepted. Photocopies will not be accepted. If you fail to bring these documents, you will be refused entry to the assessment.

You do not need to bring any other materials for the assessment itself, as everything you will need is provided for you.

## Adjustments

If you have any special requirements, mobility issues or require any reasonable adjustments to enable you to sit the assessment, please contact us on 0343 222 4444 prior to your assessment.



## Important information regarding coronavirus

Please be aware that the processes at Topographical Assessment Centres have now changed as a result of Public Health England guidance. The overarching principles of robust personal hygiene and isolating when unwell should be followed. For the most up to date information and guidance, please visit <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Please be assured that we have undertaken all necessary risk assessments of our assessment centre(s) and will be enforcing controls in order to create as safe an environment as possible for the candidates and our staff.

It is important that you assess your personal risk of attending an assessment in light of the latest government guidance and that you only attend if you feel it is safe to do so.

To ensure good ventilation, windows and doors may be open.

Any candidates who feel they are unable to attend an assessment due to the risks associated with coronavirus should make our booking team aware of this. They will not be penalised for not attending.

## Changes at assessment centres - what to expect

Please read the following points carefully – they have been introduced to reduce the risk to both candidates and TfL employees.

- Candidates are asked to arrive at the Assessment Centre at the time stated on their booking confirmation. Anyone arriving early will be asked to come back at the correct time.
- The arrival times of candidates is staggered to prevent a large number of candidates arriving at the same time.
- Every candidate will be asked to wear an appropriate face covering before entering the building. TfL will supply a face covering for each candidate on arrival if they do not have their own.
- Candidates will also be directed to use the hand sanitiser provided.
- Candidates should avoid bringing personal belongings to the assessment.
- Once inside the building, candidates will be directed to check-in with a member of staff and will need their I.D. ready for checking before being directed to the assessment room.
- Upon entering the assessment room, candidates will be escorted to a specific desk by an assessor (who will also wear a face covering).
- Antibacterial wipes will be made available for cleaning desks.
- Upon finishing the assessment, candidates will be asked to leave the building one at a time and therefore may be asked to wait a few minutes before leaving the assessment room.

- Bins will be provided to dispose of face coverings, antibacterial wipes etc. where necessary.
- At the end of each assessment a deep clean will take place of all areas accessed by candidates.

*Please follow the above guidance and continue to practice robust personal hygiene before attending and while at the Assessment Centre*

### **Travelling to and from Topographical Assessment Centres:**

If you use public transport, please follow government advice for safer travel:

- Wear a face covering
- Wash your hands before and after your journey
- Carry a hand sanitiser or use sanitiser points at stations
- Use contactless or Oyster to pay for your travel For

more information please visit: [www.tfl.gov.uk](http://www.tfl.gov.uk)

## Getting to your Assessment at 21 0 - 21 2 Baker Street

Please report to security upon arrival.

### Tube

The nearest tube station is Baker Street which is a 2 minute walk to the centre. The Jubilee, Bakerloo, Circle, Metropolitan, and Hammersmith and City lines all run to Baker Street station. When exiting Baker Street station, please use the exit marked 'Baker Street (North).'

### Rail

GWR and TfL rail runs to Paddington station which is approximately a 22 minute walk. From Paddington you can also take the Bakerloo line to Baker Street station or a 27 bus runs nearby. Overground and West Midlands trains run to Euston Station which is approximately a 25 minute walk or you can get the 18 bus to Baker Street station.

Marylebone Station is also nearby with a 5 minutes walk away. Bus

Bus routes 13, 113, 139, 274, N113, 27 and 18 all stop nearby Baker Street.

### Parking

No parking is available onsite. Candidates are strongly advised to take public transport.

