

# Topographical Skills Assessments at West Kensington

## Assessment Schedule

Currently assessments are held Monday to Friday. When making your booking, you will be advised of your arrival time. Please arrive on time and expect to be here for approximately 3 hours in total. The assessment is 2 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 [tphtopo@tfl.gov.uk](mailto:tphtopo@tfl.gov.uk) prior to booking 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 social distancing, 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 strict social distancing measures 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.

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.
- To comply with social distancing guidance, candidates will only be invited into the building one at a 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. If a candidate must bring in their own belongings, these must be in a clear bag, clear pouch or clear pencil case otherwise entry will be refused. Lockers will not be available.
- 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.

- When moving through the building, all candidates are asked to remain 2 metres apart from other candidates or staff. This includes when using the stairs or the lift.
- 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.
- Candidates will be sat 2 metres apart from each other and assessors will remain 2 metres from candidates where possible.
- 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 must use public transport, please follow government advice for safer travel:

- Wear a face covering
- Keep 2 metres apart from others where possible
- 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 Ashfield House, West Kensington

On Beaumont Avenue, stay on the left side pavement and stay left when passing the road barrier. Please report to reception upon arrival. You will need to be booked for an assessment to gain entry. Please do not arrive without a booking confirmation.

### Tube

The nearest tube station is West Kensington on the District line which is a 3 minute walk from the centre. Alternatively, Barons Court station on the Piccadilly line is a 9 minute walk.

### Rail

Southern trains run nearby through West Brompton and Kensington stations which are each approximately a 15 minute walk.

### Bus

Bus routes 28 and 306 stop nearby on North End Road.

### Parking

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

