

Course Requirements Guide

DSE Assessor courses - On-site

Equipment Requirements

In order to run a successful and comprehensive training course please ensure the following equipment requirements are met.

Workstations	Workstations and office chairs should be made available for the afternoon section of the course. There should be one workstation and office chair for every four delegates. The minimum requirement for each workstation should be a desk/table, an adjustable office chair, a screen/laptop, a keyboard, a mouse, a footrest option, and a laptop stand option. A minimum of one laptop and one mini keyboard should be provided. We encourage you to use items which are commonly found in your workplace. Please note these items do not have to be working or plugged in.
Course packs	Workbooks will be sent directly to the course address ahead of the date of training.
AV	A projector and screen or other AV to show a powerpoint presentation should be provided (please ensure this is safe for use). The trainer will bring their laptop with a copy of the presentation on it.

Venue/Room Requirements

The training venue must meet acceptable health and safety standards and be conducive to learning. Please see the following guide on what is deemed suitable. On arrival to the course the trainer will complete a risk assessment to ensure the space meets our requirements. Should they have any issues or questions the trainer will work to resolve these with you.

Room size	We recommend your training space should comfortably accommodate the delegates and trainer with social distancing measures in place. One room with a minimum size of 8 x 8 metres (to include workstations), or two rooms with a minimum size of 4 x 4 metres (one of the rooms to include workstations).
Seating	One per delegate in a boardroom or u-shaped layout where possible.
Lighting	Suitable for reading.
Writing surfaces	Adequate for each delegate to take notes (resting on a book is sufficient but we recommend clipboards as a minimum).
Heating	The room temperature should maintain a 'shirt sleeve' environment.
Access/exits	Should be safe, well-lit and cater for people with special requirements. Emergency procedures should be provided to the trainer.
Floor covering	Should be clean and carpeted where possible.
Cleanliness	Should maintain a clean, tidy and hygienic environment.
Noise	The training environment should be sufficiently quiet to allow delegates to hear the trainer clearly and not distract from the learning activities (such as frequent tannoy announcements).
Ventilation	Fresh air ventilation or air filtration should be available in the training space. This can be provided via a ventilation fresh air system, or open windows and doors (not fire doors).

Dress code

The atmosphere on the course is relaxed so delegates are welcome to dress casually, however they are free to present themselves in the clothes they would normally wear to work.

Ahead of the course

If you would like us to make reference to existing DSE procedures or forms you currently use, please let us know and where possible provide a copy to training@posturite.co.uk

Day of the course

The trainer will arrive a minimum of 45 minutes before the course start time to set up. You will also receive a courtesy call from the trainer the working day prior to the course. If the trainer is late please contact Posturite Training on **0345 345 0010**.

Following the course

You will receive your course certification and a copy of the course register by email approximately two weeks after the course completion date.

If you would like further information on any other parts of our training, or our equality and diversity policies, then please do not hesitate to contact us on 0345 345 0010 or training@posturite.co.uk

posturite.co.uk