

Course Requirements Guide

DSE Assessment courses

Venue & Equipment 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.

Room size	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).
Equipment	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. If these aren't available then please let Posturite know in advance of the course. A projector and screen or other AV to show a 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. Should AV equipment not be available, please let Posturite know in advance of the course.
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).

Delegates

All delegates are required to attend the duration of the course, otherwise they will not be certificated.

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.

Pre course

Posturite will organise for the course equipment to be delivered by FedEx directly to the course address on the working day prior to the course date. This will be between two and four boxes. Should there be an issue with delivery please let Posturite know in advance of the course. The boxes will be collected the next working day following course completion.

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.

Post course

You will receive your course certification and a copy of the course register 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