

# Course Requirements Guide

## First Aid 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.

<b>Room size</b>	One room with a minimum size of 8 x 8 metres or two rooms with a minimum size of 4 x 4 metres (one of which should be empty).
<b>Equipment</b>	A projector and screen or other AV means 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.
<b>Seating</b>	One per delegate in a boardroom or u-shaped layout where possible.
<b>Lighting</b>	Suitable for reading.
<b>Writing surfaces</b>	Adequate for each delegate to take notes (resting on a book is sufficient but we recommend clipboards as a minimum).
<b>Heating</b>	The room temperature should maintain a 'shirt sleeve' environment.
<b>Access/exits</b>	Should be safe, well-lit and cater for people with special requirements. Emergency procedures should be provided to the trainer.
<b>Floor covering</b>	Should be clean and carpeted. Where there are no carpets, Posturite will provide blankets for use during practical sessions.
<b>Cleanliness</b>	Should maintain a clean, tidy and hygienic environment.
<b>Noise</b>	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). Please note this course is interactive so consideration should be given to other users in the vicinity.

### Delegates

All delegates are required to attend the duration of the course, otherwise they will not be allowed to attend the end assessment, when required, or be certificated. Delegates should bring a form of photo ID to these courses.

The atmosphere on the course is relaxed so delegates are welcome to dress casually. There are practical elements so they may wish to wear something comfortable, 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 courier directly to the course address the working day prior to the course date. This will be approximately two-three 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](mailto:training@posturite.co.uk)**