Facilities Checklist

SSG Courses

Thank you very much for your booking. We would be grateful if you could provide us with the following information within 3 days of receipt of the booking confirmation to ensure the necessary facilities are available for the course. If you have any queries relating to this, please contact the training administration team on 01752 201616.

Once complete, please return this form to bookings@ssg.co.uk

|  |  |
| --- | --- |
| Company Details | |
| Company Name |  |
| Contact Name |  |
| Contact Number |  |
| Contact Email |  |
| Invoice Address |  |
| PO Number |  |

|  |  |
| --- | --- |
| Course Details | |
| Course Title |  |
| Course Date(s) |  |
| Start Time |  |
| Venue Address  (inc Postcode) |  |
| What3words (if known) |  |
| Contact Name at Venue |  |
| Venue Telephone |  |
| Emergency contact on day of course (name / number) |  |
| Course requirements discussed |  |

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| Location Details please complete if training @ client venue | |
| Any health and safety issues or procedures our tutors need to be aware of at the training venue |  |
| Are welfare and refreshment facilities available for our tutor at the training venue? |  |
| Contact name and number on arrival |  |
| Parking arrangements on arrival |  |
| Tutor can arrive 30 - 45 minutes before the course start time to setup the training room |  |
| Is there WiFi access, or where unavailable, a reliable 4G phone signal for accessing online resources? |  |

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| Training room layout | |
| Training room should be suitable for presenting a training course |  |
| Available for the duration of the course and free from distractions |  |
| Approximately 3m between the trainer and the delegates |  |
| Tables and chairs for all delegates to allow for open books, written work and possibly assessments / tests for which delegates must be sat with sufficient space between them to not see each other's work |  |
| Facilities to darken the room when necessary |  |
| Electrical supply in close proximity to the tutors table |  |
| Adequate toilets and wash facilities within reasonable distance |  |
| Fire escape routes and arrangements clearly signed |  |

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| Training room facilities | |
| TV screen and connection OR |  |
| Projector and screen |  |
| Flipchart and pens |  |
| Any additional notes you may wish to pass on | |

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| Information collection and use |
| SSG - For information explaining how SSG use data collected, please refer to our privacy policy located online at <http://www.ssg.co.uk/about/dataprotection.php> |

|  |  |  |
| --- | --- | --- |
| Within this checklist are details relating to the specific arrangements that need to be in place for the presentation of the course.  Please sign the adjacent declaration confirming that these requirements will be in place at the time of the course.  Should you need to make any changes to this prior to the course starting, please ensure you contact us to advise accordingly. | I confirm that we wish to proceed with the training as detailed above, we understand that should the training facilities not meet the requirements, we may have to re-schedule all or part of the training and additional charges will be made for this as appropriate. | |
| Signed: |  |
| Name: |  |
| Date: |  |

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