**TRAINING COURSE CHECKLIST**

| **Activity** | **Date** | **Status ✓** | **Comment/Action** |
| --- | --- | --- | --- |
| 1. **Venue**
2. Is the venue suitable for:
* the number of participants?
* the nature of the learning activities?
1. Is the venue accessible to all participants?
2. Is the physical environment suitable?
* Lightning
* Heating and ventilation
* Noise
* Seating
* Accessibility i.e. people with a disability
1. What housekeeping or safety rules apply to the venue?
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| 1. **Equipment**
2. List of the equipment needed. Has it been booked/order?

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2. Are there any back-up facilities?
3. What are the health and safety considerations, if any, in use of the equipment?
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| 1. **Materials**
2. What materials are needed by the trainer?

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2. Are the materials accurate, up-to-date and available in different formats i.e. Braille, large font??
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| 1. **Catering**
2. What refreshments will be provided for participants?
3. Have participants’ special dietary requirements been checked?
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| 1. **Communication**
2. Have all participants been notified of the arrangements for the course? (e.g. dates, times, venue, directions, programme)
3. Have any special learning or support needs been identified & addressed?
4. Have participants received any necessary pre-course information?
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| 1. **Other**
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