**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? |  |  |  |
| 1. **Equipment** 2. List of the equipment needed. Has it been booked/order?   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Is the equipment in working order? 2. Are there any back-up facilities? 3. What are the health and safety considerations, if any, in use of the equipment? |  |  |  |
| 1. **Materials** 2. What materials are needed by the trainer?   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. What materials are needed by the volunteers?   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Who will produce/reproduce the materials? 2. Are the materials accurate, up-to-date and available in different formats i.e. Braille, large font?? |  |  |  |
| 1. **Catering** 2. What refreshments will be provided for participants? 3. Have participants’ special dietary requirements been checked? |  |  |  |
| 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? |  |  |  |
| 1. **Other** |  |  |  |