

## Requirements for Training Facilities for In-company Courses

To further facilitate good training a room (to be used solely for training purposes during the session) should be provided with suitable lighting (preferably natural daylight), desk space (1 square metre per person) and chairs. The ideal layout would be a 'U-shape' with a top table for the trainer. The trainer will also require a space of approximately two metres to allow for the projector and screen.

Refreshments should also be provided as applicable for arrival, mid-morning, lunch and afternoon breaks.

The training room must be free from distractions i.e. noise and interruptions, throughout the duration of the training course, it must also be well lit and have natural ventilation or air conditioning. Water and suitable clean cups are to be provided in the training room for the duration of the course for the delegates.

**Please note** that site canteens do not normally meet this requirement.

A power source must be available for the trainer to use which should be situated as near as possible to the trainers table or an appropriate length of extension cable be provided.

**Failure to abide to the above minimum requirements may mean, at the sole discretion of the trainer to cancel the training course or any element of it.**

### Suggested layout for room

