

Training and Examination Room Approval Form - CR2

Only approved rooms are to be used for delivery of any training and examinations.

Section 1 – Centre Declaration

DECLARATION:	I confirm that the information provided is correct and current and that it is understood that it is the centre's responsibility to ensure that exam regulations are complied with, and to ensure the safety of all candidates. The centre will inform Trident Awards of any changes to the information presented on this form.		
Centre Name			
Contact Name		Date	

Please e-mail this form, together with an examination seating plan and photographs of the room to quality@laser-awards.org.uk , or to the Approvals Co-ordinator if this relates to a new centre approval application.

Approval by Trident Awards may be removed or amended at any time, if the information entered on this form is found to be inaccurate or for any other reason identified by Trident.

Section 2 – Approval Request

Full venue address including postcode and room name/number and floor (if applicable):				
Please specify the dimensions of the room in metres (Please submit a template seating plan for exams with this form)				
Maximum number of candidates requested for exams:				
Please select which courses will be delivered in this room:	DS	SO	CCTV	CVIT

For CCTV complete sections 3, 4 and 6

For DS answer the question below and complete sections 3,4 and 5

For SO or CVIT complete sections 3 and 4

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Section 3 – Venue and Training Room Information (to be completed for all qualifications)

Venue	Y/ N	Comments
Are there any specific security requirements to access this venue? If 'Yes', please comment:		
Are the facilities available for the exclusive use of your candidates during the time of training and examinations?		
Are the entrances /exits to all areas safe?		
Does the venue provide access for candidates with disabilities?		
Are there adequate toilet facilities for all candidates including those with restricted mobility?		
Are there refreshments and a refreshment area available for candidates?		
Does the venue comply with current Health and Safety requirements?		
What are the arrangements for secure storage of examination papers and response sheets whilst at the venue?		

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Training Room	Y/N	Comments
Is the room suitably equipped to deliver training? (e.g., visual aid equipment, flip charts, whiteboards etc.)		
Are the areas that the candidates come into contact with safe? (e.g., no trailing leads, no trip hazards, no protrusions, etc.)		
Is electrical equipment safe? (e.g., plugs, flex, etc.)		
Is the lighting and ventilation adequate?		
Is the floor even and have a non-slip surface?		

Fire	Y/ N	Comments
Are evacuation procedures and Fire Assembly Points displayed including instructions for the disabled?		
Are fire exit signs clear and correct?		
Are fire exits unobstructed?		
Does the venue have adequate, working fire alarm(s) and smoke detectors?		
Is the firefighting equipment adequate?		
Are appliances/equipment regularly checked		

First Aid	Y/N	Comments
Will a qualified first aider be available during the delivery and assessment of the physical skills and conflict management units.		

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Does the trainer know where the First Aid box is located?		
Is a BS 8599-1:2019 approved first aid kit available throughout practical skills delivery and assessment?		
Is an Accident Report Book/Form available?		

Section 4 – Examinations (complete if the room is to be used for examinations)

All examination venues must comply with the policy, standards and regulations specified in the Trident Centre Handbook. Trident Awards retains the right to make spot checks on examination days to ensure the approved room and numbers are being adhered to.

	Y/N	Comments
Does the seating arrangement for candidates ensure there can be no cheating or collusion between candidates?		
Will each candidate be a minimum of 1.25 metres (centre to centre) each way from the next candidate's chair?		
Will each candidate be facing the same direction and seated at a desk, table or workstation of sufficient size?		
Will there be a place for the invigilator to sit? Maximum ratio is 1 invigilator to 30 learners		
Will walls be clear of any material that could provide help to the candidates?		
Will examination signage and a clock be in clear view of all learners?		

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Section 5 – Practical Skills Training and Assessment (Complete if the room is to be used for PI or CM training or assessment)

	Y/ N	Comments
Will portable stairs, with a minimum of 3 steps be used at this venue for the demonstration of how to escort an individual on stairways.		
Will fixed stairs, with a minimum of 3 steps be used at this venue for the demonstration of how to escort an individual on stairways.		
Have risk assessments been carried out to confirm that stairs are fit for purpose?		
Does the centre have permission from the venue landlord/owner, to use the stairs for the purpose of PI practical training and assessment		
Is there an unobstructed area of a minimum of 2 metres x 2 metres per person when practising or being assessed (including 2 x 2m for the trainer).		
Will an allowance of one metre clearance be allowed for any stacked furniture or other obstacles?		
Will there be easy access to drinking water?		
Will there be ice packs available?		
Will there be a phone available during all practical activities?		

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Section 6 – CCTV

What type of CCTV system is being used? (Please tick the relevant box)	A: Operational Control Room <i>Live CCTV control room</i>	B: Simulated Control Room <i>Permanent set up</i>	C: Portable System <i>Set up in classroom</i>

Describe the location to be viewed by CCTV cameras
e.g., shopping centre, railway/bus station, hospital, leisure
centre

Please give details of the location/equipment, indicating
how it enables candidates to be assessed against the
following SIA specifications:

- Proactively monitor the activities of the public
- Use cameras to focus on the activities of particular people by controlling or directing cameras at an individual's activity
- Use cameras to look out for particular individuals
- How the cameras allow a 'suspect' to be followed through each camera's viewing areas without loss of contact
- Use recorded CCTV(PSS) images to find things out about the people such as identifying a criminal or a witness or activities of employees

How many cameras are available?
Please detail the camera type e.g., pan, tilt, zoom or fixed.
(There must be a minimum of 2 PTZ cameras)

If cameras are accessed remotely over the internet what
software will be used to facilitate this?

In addition to cameras what other equipment is being
used e.g., monitors, recording equipment?