

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 email this form along with the exam seating plan and photographs to: quality@laser-awards.org.uk

If your application forms part of a new centre approval application, please email this form and all requested documents to the Approvals Co-ordinator.

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 3,4 and 5 For SO or CViT complete sections 3 and 4				

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 answer is 'Yes', please comment:		
Are adequate accommodation and facilities available for the exclusive use of the candidates during the time of the examination?		
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?		

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Are there refreshments and a refreshment area available for candidates?		
Is there a Health and Safety policy?		
Are there appropriate insurance policies in place?		
What are the arrangements for secure storage of examination papers and response sheets whilst at the venue?		

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
Does the trainer know the name and location of the approved First Aider? A qualified first aider must always be available during the delivery and assessment of the physical skills and conflict management units.		
Does the trainer know where the First Aid box is located? A BS 8599-1:2019 approved first aid kit must be available throughout the practical skills delivery and assessment		
Is the First Aid kit compliant with current British Standards?		
Is an Accident Report Book/Form available?		

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Section 4 – Examinations (complete if room to be used for exams)

All examination venues must comply with the policy, standards and regulations specified in the 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 to undertake a written examination?		
Will there be a place for the invigilator to sit? Maximum ratio is 1 invigilator to 30 learners		
Are walls clear of any material that could provide help to the candidates?		
Will examination signage and a clock be in clear view of all learners?		

Section 5 – Practical Skills Training and Assessment

(Complete if room to be used for PI or CM training or assessment)

	Y/ N	Comments
Portable stairs, with a minimum of 3 stairs, will be used at this venue for the demonstration of how to escort an individual on stairways. Risk assessment on stairs have confirmed they are fit for purpose.		
Fixed stairs, with a minimum of 3 stairs, will be used at this venue for the demonstration of how to escort an individual on stairways. Risk assessments must include stairs.		
The centre has permission from the venue landlord/owner, to use the stairs for the purpose of PI practical training		
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). Maximum class size of 12 excluding trainer would require a floor area of approximately 52 square metres.		
Will the trainer have a clear view of all candidates in the room? A minimum of three participants are required for each course, to deliver the practical skills for physical interventions effectively.		
Has an allowance of one metre clearance been allowed for any stacked furniture or other obstacles?		
Is there easy access to drinking water?		
Are 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)	Operational Control Room <i>Real CCTV control room</i> (System A)	Simulated Control Room <i>Permanent set up</i> (System B)	Portable System <i>Set up in classroom</i> (System C)

If you have selected System A or B, please complete section 6a

If you have completed System C, the portable system, please complete section 6b

Section 6a - Operational and Simulated Control Rooms

Describe in full the location to be viewed by CCTV cameras e.g., shopping centre, railway/bus station, hospital, leisure centre	
At this venue, who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 2018)?	
Please give the date that Notification was submitted to the Information Commissioner and the next renewal date <i>Applicable only if venue is the responsibility of the Centre</i>	
Please state where in the building the CCTV code of practice can be found	
Please give full details of the location indicating how it enables candidates to be assessed against the following SIA specifications: <ul style="list-style-type: none"> 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 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 will you undertake the Practical Assessment? Please give full details of how you will manage the group to ensure each candidate is assessed individually and who will be used for tracking during the assessment. Please include details of scenarios to be used	
How many cameras are available? Please detail the camera type e.g., pan, tilt, zoom or fixed. (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?	

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Section 6b – Portable System

Describe in full the location to be viewed by CCTV cameras e.g., shopping centre, railway/bus station, hospital, leisure centre	
How many cameras are available? Please detail the camera type e.g., pan, tilt, zoom or fixed.	
Do the cameras allow a 'suspect' to be followed through each camera's viewing areas without loss of contact?	
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?	
How will you undertake the Practical Assessment? Please give full details of how you will manage the group to ensure each candidate is assessed individually and who will be used for tracking during the assessment. Please include details of scenarios to be used.	

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