



# Training Venue Requirements

## **Financial Analysis Certificate (FAC)**

## **Financial Analysis VBA Certificate (FAVC)**

## **Key Topic Lecture Series (KTLS)**

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In order to deliver the courses in-house successfully, the following training venue requirements need to be met. Where the requirement relates to only one course, the acronym shown in brackets in the heading above is placed next to that requirement.

It is ideal if the training venue is a purpose-built training laboratory, although not all organisations will have that facility available to them. It is quite acceptable to use an alternative meeting or conference room or spare space, so long as the following facilities are available and the envisaged number of staff can be comfortably accommodated there, without undue discomfort or risk.

The training room should provide:

- ) FAC, FAVC: one PC or laptop per participant.
- ) KTLS: two hour or longer sessions, one PC per attendee.
- ) KTLS: one hour lectures are delivered in lecture (or theatre) style rooms without participant PCs.
- ) A PC is not required for the facilitator, who will bring a laptop.
- ) If the room to be used is not a permanent training facility, then it is quite acceptable for staff to bring their own laptops if they have them. Please provide sufficient power-boards in this case to allow them to plug in their laptops. If the leads need to run on the floor, consideration should be given to taping them down.
- ) If the room to be used is not a permanent training facility and staff do not have their own laptops available, then laptops may be hired-in, or PCs installed for the purpose. In this case they should be tested on the day before training to ensure no hold-ups on the day of training.
- ) Each PC should have a properly installed copy of Office 2003, 2007 or 2010, depending upon the selected version for delivery of the course content. It should include help files and the standard add-ins should be accessible if not already installed and any recent service patches should have been installed to ensure there are no compatibility issues.
- ) FAVC: All VBA components and all help files MUST be installed on each PC or laptop.
- ) FAC, KTLS: We can work with any language version, but if a non-English version is to be installed on one or more machines, then advance notice would be appreciated of that fact.
- ) Tech support staff or laptop hire companies may contact us to discuss any issues if they are unsure as to requirements or wish to check the setup is appropriate.
- ) No Internet or network access nor access to a printer is required.
- ) A desk at the front for the facilitator. A water jug and glass would be appreciated.
- ) A data projector to which the facilitator's laptop can be connected. The lamp should be checked in advance of the course to ensure there are no hold-ups on the day of training. We have our own wide-screen short-throw projector which we can bring if an installed unit is not available.
- ) A whiteboard with whiteboard markers and a whiteboard eraser.
- ) There should be sufficient desk space so that the student can operate the PC and have their pad and their training materials open on the desk beside them.
- ) The room should have adequate air conditioning as we will be in the room for a full day with people and computers. It can be challenging if the room becomes stuffy. Consideration to providing fans to assist in a less well-aired room would be an advantage.
- ) It is a good idea if bowls of lollies and fruit are available to the participants, as many find this helps them to sustain concentration during the course.
- ) Water jugs and glasses should be provided or water should be readily accessible to participants.
- ) Although not essential, a break-out or refreshment area would be an advantage. This can be either a separate area or can be catered for by extra space in the training room.

We can assist with venue hire, laptop hire or catering arrangements if required.