Virtual Training additional licence terms and conditions

In order to delivery SPA Courses remotely the rules below must be adhered to and a signed acknowledgement returned to SPA'S Manager Shirley Cullen

Steps required for TP's to offer delivery of virtual SPA training:

- TP delivery methods are restricted to Microsoft Teams or Zoom
- TP must have uninterrupted internet capability of 0.8MBpsperuser
- TP must have a clear camera and audio (speakers and microphone)
- TP must invite Shirley Cullen of Safety Passport Alliance as a means to audit or spot check - shirley.cullen@safetypassports.co.uk
- TP must send pocket guides to delegates prior to attendance
- TP must ensure that all delegates have their camera always switched on
- TP must verify the delegates driving licence and SPA card if a renewal course using the camera
- TP to manage and speak with delegates that have connectivity issues for more than
- 20 minutes and ask them to join another course as to not impact the current one.
- TP must create and distribute the assessments and administration paperwork using Microsoft Forms and share with Shirley Cullen for checking
- Current presentations must be used, and all slides and videos used
- All assessment papers must be used and alternated on every course
- All set exercises must be completed
- TP must monitor all delegates cameras as tests are being completed by way of invigilation
- TP must obtain a current digital photograph of the delegate for passport issue

Rules and steps required for delegates:

- Delegates must use either a desktop computer, laptop or a tablet(mobile phones prohibited)Screen sharing is not permitted to maintain assessment exam conditions
- Cameras must always be on and clear and delegates must have a microphone
- Mobile phones must be always switched off
- Delegate microphones must be muted during the assessment
- Delegates must be situated in a location that is quiet and free from distractions
- Delegates must have driving licence (all courses) and SPA card available (for renewal course)
- If delegates have connectivity issues for more than 20 minutes, they must speak with the TP about attending another course – it will be at the TP'S discretion whether to charge for this or not
- When completing the assessment, delegates must clear away their desk and show that they have nothing around them

Your passport to safety!

Training providers acceptance of virtual licence rules

Please complete your details in the field provided below and add your signature to acknowledge that you have received, understood, and agree to abide by the Rules outlined in this document, and that you agree to ensure that all delegates completing your SPA accredited training will be fully informed of the Rules out lined in this document. If SPA finds breach of these rules you may have your ability to deliver remotely revoked.

Training Provider Name:
Training Provider Signatory Name:
Signature: