

Many of you will already be using digital media and we are not setting out to provide, prescribe or train you to use this technology. We are offering the option for you to use this media as a method of delivery, whenever it is appropriate to do so. But, this will always be on the strict basis that our guidelines are met and your training standards are maintained.

Additional licence Rules and steps required for TP's to offer delivery of virtual SPA training:

- TP delivery methods are restricted to Microsoft Teams, Zoom
- TP must provide a host whose duties include registration, observation of candidates, invigilation, and monitoring connectivity.
- TP must have uninterrupted internet capability of 0.8MBps per user
- TP must have a clear camera and audio (speakers and microphone)
- TP must invite Shirley Cullen of Safety Pass Alliance and MPQC to all virtual sessions as a means to audit or spot check - [shirley.cullen@safetypassports.co.uk](mailto:shirley.cullen@safetypassports.co.uk), [msspadmin@mpawards.co.uk](mailto:msspadmin@mpawards.co.uk).
- TP must send pocket guides to delegates prior to attendance
- TP must ensure that all delegates have their camera switched on at all times
- TP must verify the delegates driving licence and SPA card if a renewal course using the camera
- Host 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 tests using Microsoft Forms MPQC / SPA approved platform and share with Shirley Cullen and MPQC for checking
- TP /Host must monitor all delegates cameras throughout the training, and 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 tablet(mobilephonesprohibited)
- Cameras must always be on and clear and delegates must have a microphone
- Mobile phones must be on silent at all times
- 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 an alternative course- it will be atTP's discretion to charge for this or not
- When completing the test, delegates must clear away their desk and show that they have nothing around them

*Your passport  
to safety!*

cont . . .

## Declaration

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 /MPQC accredited training will be fully informed of the Rules outlined in this document.

Training Provider Name:

Training Provider Signatory Name

Signature

*Your passport  
to safety!*