

Applications from Members for Approved Training Centre status must meet the following criteria	
Requirement	Required Standard
1. Training Room / Classroom	
a. Room dimensions / capacity	Sufficient for 12 delegates
b. Tables and seating	Sufficient for 12 delegates
c. Environment – noise / disturbance / dust	Should be free from environmental disturbance
d. Temperature control (heating, air conditioning systems or shaded location)	Should be able to maintain comfortable ambient temperature
e. Toilets and wash facilities	Should be adequate and within reasonable distance
f. Fire arrangements and escapes	Fire arrangements and fire escape routes should be clearly signed
g. Refreshments / eating arrangements	Demonstrate sufficient for up to 12 delegates
h. Presentation equipment	Projector, screen and PC, or other means of input, (e.g. laptop, PDA, memory stick)
i. Shading, (where necessary)	Demonstrate that windows do not allow sunlight to enter and cause distraction
2. Equipment	
a. 2m single or 2 section trade ladder	BS EN 131
b. 3 tread trade stepladder	BS EN 131
c. 3 tread trade platform or stepladder	BS EN 131
d. 6 tread trade platform or stepladder	BS EN 131
e. 2m single or 2 section trade ladder	Damaged, with one missing rubber
f. 3 tread trade stepladder	Damaged, with significant dent on stile
3. Practical Training Area	
a. Minimum Height	3.0m
b. Sufficient Area	To position and work from equipment
c. Practical Obstacles in place	Refer to Practical Training Guidance
d. Area cordoned for exclusive use	Demonstrate exclusive use during training
e. Risk Assessment for Training Activities	Evidence of completed Risk Assessment