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**Virtual Classroom delivery of the Warehouse & Distribution Supervisor course**

As you will be aware, with the situation around Covid-19, CTP is no longer able to deliver face to face classroom training, and therefore this course is currently being offered by Virtual classroom delivery. The Trainer will deliver this course using a webinar platform, to the same classroom group. You will be able to fully interact with the Trainer and the group, participate in group discussions and breakout rooms, view videos and boards, and have a very similar experience to that of classroom training.

You will be able to take the Level 3 Award in Health and Safety in the Workplace exam from home using a webcam. You will need to provide ID and an invigilator will monitor you throughout the exam.

**Please note** – the delivery of this course by virtual means is identical to a classroom course, this 10 day course consists of 6 days CILT L3 training followed by up to 4 days for the Level 3 H&S in the Workplace training and your exam on the final day.

The exam is by multiple choice paper and this will be sent to you by email (including a ‘read receipt’). The exam will be completed within the virtual classroom setting and monitored by the tutor. Once complete all attendees will be required to return the completed paper by email.

In order to attend the training online, you will need access to a laptop or PC ideally at home, which has no firewall restrictions. Your laptop or desktop should have a microphone and speakers so that you can continue to interact with the Instructor, as you would within the classroom environment.

Training will take place via the Webex platforms and system requirements can be found here:

Webex - <https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements>

Note: Most devices have built-in speakers, but you will get better audio quality while connected via VoIP if you use a headset

If you wish to make a booking, please call our **Course Booking and Information Centre** on  **01252 954007** and CTP staff will be happy to assist you.

Course Joining Instructions will be sent to those who book, and you will also receive IOSH folder by post prior to the start date.