



Virtual Classroom Information Guide

Getting Ready for Your
Virtual Classroom Experience



Our online training courses are designed to create the optimum learning experience for the virtual environment.

The programmes are run in such a way to emulate the physical classroom experience, with elements of networking via our WhatsApp community.



First Steps

When you book onto your virtual classroom course you will receive a booking confirmation email with the details of your course. Approximately 4 weeks in advance of the course start date you will receive detailed joining instructions and a 'how to guide' with everything you need to know about logging on remotely and how to use zoom.

Accredited Courses

If you have opted to complete the accreditation; you will also receive information how to carry out the accreditation process and next steps.



"The tutors on Zoom were engaging experts, balancing theory, real-life examples, and interactive breakout sessions"

Our Digital Badges

Example Badge

Upon the successful completion of your programme, you will be issued with your digital badge and certificate via Credly.

Our digital badges are unique to your programme and are a great way of substantiating your learning experience.

They are also perfect for sharing with your social networks.



Programme Timings

Registration: 08:30–08:50am

First session: 09:00–10:30am

Break: 10:30–10:50am

Second session: 10:50–12:30pm

Break :12:30–13:30pm

Third session: 13:30–14:30pm

Break: 14:30–15:00pm

Fourth session: 15:00–17:00pm

**daily timings are at the discretion of the tutor*

Please be prompt for registration at 08:30am.

You will be placed into a waiting room until the training commences at 09:00am.

What Equipment Will I Need?

Zoom Account

Working Microphone & Speaker

Laptop or Desktop Computer

Working Web-Cam



Classroom Expectations

- Please do not conduct personal work during the training
- Ensure that you have set up your zoom profile and that your first and last name is displayed ready for the training
- Please mute and stop your video when going for a break
- Check that all equipment and broadband is in working order prior to training
- Find a secluded, quite area to reduce interference
- Please be prompt upon your return from the breaks, ready to start the new training interval