**Guidelines for Provision of On-Line ADR Driver Training**

Use of an online bespoke learning platform with at a minimum the following functionality:

* Ability to pose online questions to both individuals and groups
* Ability to receive online answers from learners individually
* Breakout sessions available on the platform for smaller groups to discuss for example emergency scenarios.
* Two-way communication with students
* Visibility of students at all times to ensure attendance and participation.
* Methodology of recording learner login and logoff to ensure attendance.
* Ability to show videos over the platform to all.
* Students to have access to training material videos, Powerpoint slides at all times during the training i.e to view a video or Powerpoint outside of the training hours

Use of a dedicated training room

* Ability to demonstrate the equipment used for training – fire extinguishers, PPE, first aid, spill kits etc
* The camera should capture the trainer and the equipment/props (A trainer using a laptop camera talking to the students and showing slides only is not acceptable). The training as carried out online should as closely as possible replicate the training carried out in a classroom. In the same way that trainers keep their leaners stimulated whilst delivering face to face, the trainers must similarly keep the learners stimulated online.

Other

* Training manuals and student handouts to be provided in advance of the start of the course
* All other aspects of the current guidelines for face to face training to be observed such as timetable.

Approval is subject to

* Provider and Tutor must have completed a minimun of 6 in person program deliveries, one of which must have been audited by a CILT Subject Matter Expert.
* Demonstration (2 hours sample from Basic and Tanker)
* Audit on the first live running of the course
* Continuous logins being given to CILT in the event of an unannounced audit being instigated.