

Handbook

The text of the DVD is available in a handbook. This is available from the following website to print if you have not been provided with a copy:

It is recommended that each person has a copy of the handbook to retain for reference.

Satisfactory completion of the training

It is the responsibility of the facilitator to be satisfied that each participant has understood the key points and able to answer all the questions correctly. They should only be given a certificate for their learning portfolio if they have achieved this standard.

Course certificate for learning portfolio

On satisfactory completion of the two modules, a certificate can be obtained for each person from the website. Before obtaining the certificate each person will need to complete a basic questionnaire asking for some details about themselves and feedback on the course. This is needed to help us evaluate this new training and to see who is using it. On completion of those details, you will be able to print out a certificate for each individual who has completed the complete course.

You can give each person the details of the website for them to access themselves, or give them a paper copy of the questionnaire and ask them to complete in full so that the facilitator can enter the information and print off the certificate on their behalf.

If not already available, a copy of the handbook could be printed from the website at the time of applying for the certificate.