# Remote Training Checklist

Prior to any courses being delivered remotely, training providers must submit appropriate evidence to demonstrate that the following requirements have been met. Please use the table below to clearly reference the required evidence and submit information electronically using a USB memory stick or via e-mail placing the necessary documents within a zip/compressed folder.

\*Please note, where information for a remote site has not been viewed by OPITO for 1 calendar year, all information requested in the below table must be resubmitted.

**Remote training cannot be delivered until confirmation has been received from OPITO that all requirements have been met.**

**Training Provider Name:**

**OPITO Standard:**

**Location and proposed dates of remote training**

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| --- | --- | --- | --- |
|  | **Minimum Evidence Requirement** | **Evidence Submitted** (to be completed by Training provider) | **Comments** (OPITO use only) |
| **Sufficient appropriately qualified and experienced staff as per the OPITO standard***Ref:* *OPITO standard Section C* *MER Requirements A3.1* | * Staff Competence Matrix
* Relevant certification as required in the OPITO standard( e.g. Assessor, Rigger, Banksman certification)
* MER DFA qualification as per OPITO Medical Emergency Response Requirements Page 6 (Audit Requirement A.3.1.1)
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| **AcceptableTrainer/Delegate Ratio or Assessor/Candidate ratios***Ref:* *OPITO standard Section A and/or C* | * Confirmation that the acceptable ratios as per the OPITO standard will be met.
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| **Suitability of on location facilities and arrangements** *Ref:* *OPITO standard Section C* | * Photographic evidence of a suitable Classroom for the expected number of delegates/candidates
* Photographic evidence of suitable practical assessment/training facilities as required by the OPITO standard
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| **Suitability of on location equipment***Ref:* *OPITO standard Section C**MER Requirements A4.1* | * Inventory of specific equipment as per the OPITO standard
* Photographic evidence of suitable First Aid kit, AED and Oxygen as per OPITO Medical Emergency Response Requirement
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| **Medical Emergency Response** *Ref:**OPITO Guide to Achieve and Maintain Approval Section 1.13.2* | * Evidence that tier time based responses as per the OPITO Medical Emergency Response Requirements can be met at the remote location site\* to include Tier 1, Tier 2 and Tier 3.
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| No further information required / Further information required (delete as applicable) |
| *For office use only –* Received date: Reviewed by: Date of Review: |

**\*It is accepted that, where appropriate, Tiers 1 and 2 may be provided by the duty holder and Tiers 2 and 3 may be covered by state provision.**