

# UKAS Academy Virtual Training

## Minimum Requirements for Attendance:



### Internet Connection

A strong internet connection (broadband ideally). If you are concerned about WiFi stability, please use an ethernet cable to connect to your router directly.



### Headphones

Some form of headset/earphones are vital for course attendance. Ideally a headset, or earphones with a microphone built-in.



### Laptop / Computer

A laptop or desktop computer per delegate. For additional course materials, it will be helpful to have an additional screen such as a computer monitor or TV screen to which you can connect via an HDMI cable.



### Software

The latest version of the Adobe Connect Application at the time of your course. Available to download free of charge via these links: for [Windows \(64 bit\)](#) and for [Mac](#).

Software including MS Office programmes, Adobe PDF and online sharing programmes such as Google Docs or Microsoft SharePoint are frequently used throughout our virtual courses.



### Learning Space

A quiet space on your own – i.e. not shared with colleagues (even if they are also attending the course).

## Further information:

Any additional requirements and pre-requisites are detailed on the course booking pages under minimum requirements, please ensure you read these in advance of making a booking.

If you have any issues or queries regarding the requirements for the course you are interested in, please contact [training@ukas.com](mailto:training@ukas.com).

Where minimum requirements are not met, you may not be able to attend a virtual training course. We will provide alternatives where appropriate, including attendance face-to-face.

We look forward to welcoming you onto a UKAS Academy course!

## Get in touch

[training@ukas.com](mailto:training@ukas.com)  
+44 (0) 1784 429000  
[ukas.com](http://ukas.com)