Date: June 29, 2021

COURSE JOINING INSTRUCTIONS FOR LEARNERS

For VILT sessions following are the course joining instructions:

- Learners should to go through the Course outline before the start of course.
- Learners should submit the prior knowledge questionnaire before the start of course.
- The five days course will be conducted through ZOOM app, on enrolling for the course, access of LMS portal will be provided to the delegates. Training material can be accessed from here, also the exam will be conducted. A brief demonstration for the same is done through TD-10 Appendix (LMS description Learners). In case of any queries related to this, learners may contact Training coordinator.
- Learners are required to keep the appropriate configured Computers/Laptops and a trial run is done in advance of the course start date. Learners are required to attend to attend the course in a silent environment where sufficient internet connectivity is available
- A trial run is done in advance of the course start date, so that difficulty in downloading required software or connecting to the virtual classroom can be addressed.
- Learners should use headsets for audio clarity.
- Learners are required to have a backup internet connection (i.e. mobile hotspot, dongle, portable Wi-Fi USB sticks) in case of internet outrage or low bandwidth.
- Learners are required to use fully charged laptops, and also have backup power supply in case of power outrage.
- Learners are advised to use the webcam throughout the course for active involvement. It is must to use webcam on the first day introductory session and exam day, without which learner would be allowed to give exam.
- Learner should notify the tutor if he/she is required to leave due some urgency. Learner can be allowed to leave the class for a short period at the discretion of the tutor by ensuring that learner will catch up at the part of the program missed. Tutor will have right to suspend the learner for the long absenteeism at his/her discretion.
- Individual Learners are not permitted to make any recordings.
- Tutors and Learners should always have their webcams turned on at the start of each VILT session and preferably for the duration of the course.
- The course material is designed in a way that it can be easily used in soft copy. In case delegate is willing to download it, he can do so from our LMS portal.
- The course content are designed in a way that it is generic to global requirements. Also the tutor is open for discussion local legislation, custom and practice.
- Learners needs to provide photographic identification e.g. passport, driving licence etc. for course and exam registration
- KBS may record some of the training sessions for internal purposes.
- In case of disruptive situations, you contact our training coordinator at email: training@kbscertification.com, whatsapp: 9560995215