

Course Booking Sheet

Course:	Date(s) of Course:
Start Time:	Instructor:
Number of Students Expected:	Examiner(s):

Insert the course name here and date(s) of the course

Insert the instructor(s) and examiners – This is what we use to pay you so make sure it's right

Location

Name of Contact	
Co. Name	
Address for Course	
Telephone	
Email	

This section should be prefilled, but if not please complete so we can invoice the client and pay you!

Please Indicate the Following Health and Safety Issues

Item	Instructor Confirmed
Fire exits clear & Fire extinguishers present	<input type="checkbox"/>
Smoke alarms present	<input type="checkbox"/>
Lighting, ventilation and heating appropriate	<input type="checkbox"/>
Training area clean	<input type="checkbox"/>
Bathrooms lean	<input type="checkbox"/>
External noise will not interfere with instruction	<input type="checkbox"/>
Adequate floor space for practical exercises	<input type="checkbox"/>
At least 2, preferable 3 rooms for exams (FA)	<input type="checkbox"/>

It is essential you carry out a health and safety check on every premises prior to the commencement of the course .Please indicate that this has been done in this section of the booking sheet

Training Aids

Training Aid	Present	Required
Laptop + Speakers (where required)	<input type="checkbox"/>	
Digital Overhead	<input type="checkbox"/>	
Resuscitation manikins x + cleaning equipment	<input type="checkbox"/>	
Training Equipment (Instructor Box)		
Course booking form and CRE (this form)	<input type="checkbox"/>	
Instructors folder with CD-Rom		
Student handouts		
Course text book + master workbook		
Face shield x1 (for demonstration)		
Pocket mask x 1 (for demonstration)		
Triangular bandages x8		
Roller bandages x8		
Ambulance dressings (assorted sizes)		
Tape x2	<input type="checkbox"/>	
Medical Gloves x1 box	<input type="checkbox"/>	
Manikin wipes + paper towel	<input type="checkbox"/>	
Manikin lungs (spare) x4	<input type="checkbox"/>	
Extension lead and power-board	<input type="checkbox"/>	
Bin bags x4	<input type="checkbox"/>	
Pens etc	<input type="checkbox"/>	

The first section indicates what should be present in your trainers box as a minimum. If equipment is running low please indicate this in the second column so we can order some more!

Student Roll & Examiners Report on Examination <i>(please double check spelling of student names and print legibly)</i>								
No.	Title / Rank	First Name	Surname	Instructor Use				
				Theory / Workbook	Practical			
					CPR	Bleeding	Other	
1				<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	
2				<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	
3				<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	
4				<input type="checkbox"/> Pass	This section should be completed for each element of an exam, worksheet.... We need to know where students failed to meet the required standard..... It is not acceptable ticking the first part as resit if it was a practical element they failed.			<input type="checkbox"/> Resit
5				<input type="checkbox"/> Pass				<input type="checkbox"/> Resit
6				<input type="checkbox"/> Pass				<input type="checkbox"/> Resit
7				<input type="checkbox"/> Pass				<input type="checkbox"/> Resit
8				<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	
9				<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	
10				<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	
11				<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	
12				<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	<input type="checkbox"/> Pass <input type="checkbox"/> Resit	

This section is used to produce certificates. It is essential that it is therefore completed in a legible manner.

Ranks should be used for all emergency services/military. Title for civilians.

If the students complete this section check it! If you can't read it, neither can we.... If you aren't sure rewrite their name legibly!!!!

This section should be completed for **each** element of an exam, worksheet.... We need to know where students failed to meet the required standard..... It is not acceptable ticking the first part as resit if it was a practical element they failed.

Instructor Signature: _____ Instructor to sign and date here, and also add in if there are additional courses or follow up required. _____

Course follow up: Do they require the following brochures / contact follow up? _____