

FABS REFRESHER ONLINE LEARNER INFORMATION PACK

Everything you need to know



CREATING A SUITABLE ONLINE LEARNING ENVIRONMENT

In order to attend your practical training day online, you will need to ensure the following:

- You can access Zoom. [Check your system requirements here.](#)
- You have sufficient space as the Master Trainer must be able to **see you in full** when you are seated and standing in order to observe your exercises properly. This means being at about 3-4 metres away from your laptop/screen. You can do a zoom test [here.](#) If you have any difficulty doing the Zoom test please contact us at least two weeks before the course date and we will arrange a test call with you.
- You have a safe exercise environment, so:
 - Remove clutter or furniture that could obstruct you.
 - Ensure the room is clear of pets.
- You will arrive promptly at the beginning of both days and be available and visible throughout both days.
- You wear clothing and footwear that is suitable for exercise; **you will not be able to participate barefoot.**
- You have the resistance band you've been sent.
- You will need an appropriate chair with a back. Office chairs are not suitable.
- You need to have a quiet space to attend where you won't be disturbed so you can give your full attention to learning and exercising.

Unfortunately, if we can't see you or ensure you can exercise safely, we cannot assess you. Therefore, our Master Trainer may ask you to leave the course and book another course which would incur costs.

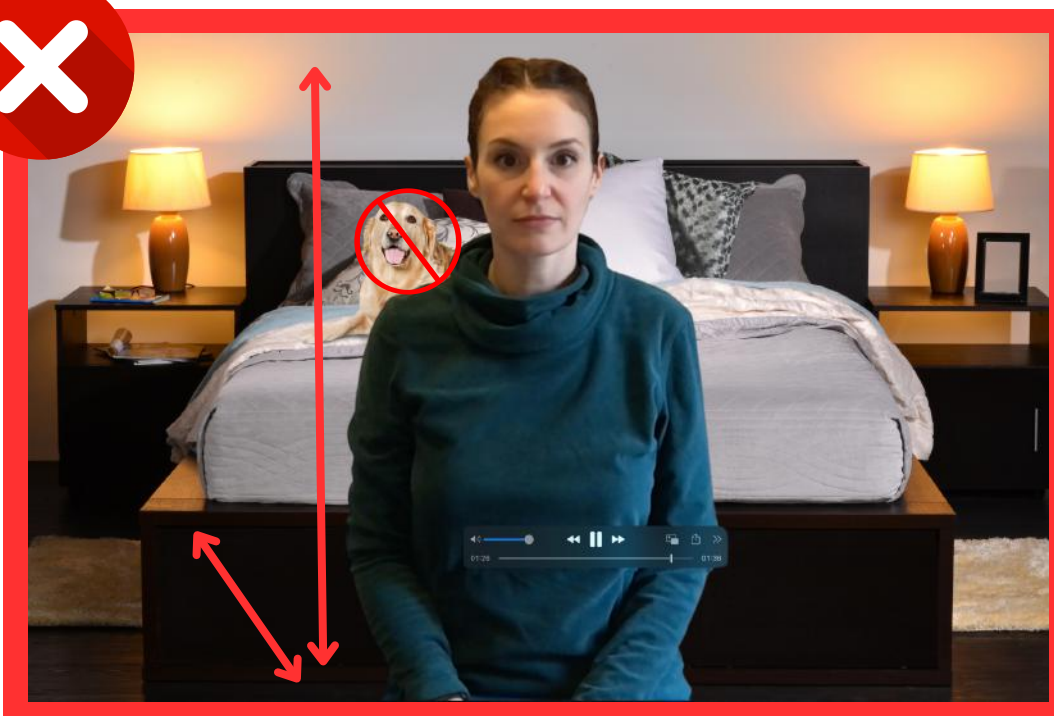
Move it or Lose it Team

Examples of what would and would not be acceptable.

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- ✓ Learner can be seen from head to toe.
- ✓ The room is clear of furniture and pets.
- ✓ Appropriate chair for exercise.



- ✗ Learner cannot be seen from head to toe.
- ✗ The room is not clear of pets.
- ✗ There isn't sufficient space for the learner to exercise standing.



ZOOM ETIQUETTE

You might be new to Zoom and online training. Just like when training face-to-face, online training has some etiquette rules that will help everyone get the most out of the two days.

- Please be ready for the training early, at least a few minutes before the start time. The Trainer will be hosting the 'meeting' and will let you join when ready. There's nothing worse than trying to join the meeting in a rush and encountering technical difficulties so please be set up and ready to go before the day is due to start.
- There will be set times throughout the day for learners to speak and the Trainer will lead you through this, such as for introductions at the start of the day. If someone else is speaking, please wait your turn. Unlike in the 'real world' it can be very confusing and disorientating on Zoom if lots of people start speaking at the same time!
- For the majority of the day, the Trainer will put all Learners on 'mute' – don't be alarmed this is because of the point made above. You can still ask questions via the chat box, you just type it in.
- For parts of the day, the Trainer will put groups of learners into breakout rooms. This is a feature on Zoom that allows groups to be split up. You'll have a set amount of time in the breakout room to practice delivering exercises in groups. The Trainer will explain more about this at the time.
- Please make sure you are present for the duration of the training. Even though you are at home, it's important that you give the training your undivided attention. So please don't keep popping out of the room – just as you wouldn't in face-to-face training.
- Please make sure you re-join promptly after breaks or lunch so the group isn't kept waiting and the timetable can stay on track



TECHNICAL ISSUES

We know that sometimes technology is not our friend and doesn't want to work for us and there may be issues that are beyond your control on the day, for example:

- Zoom not working
- Losing an internet connection or poor internet connection
- Your video or microphone not working

For internet or Zoom issues please try:

- Using a different computer or device – if you have another laptop or tablet, try one of these.
- Connecting to a HotSpot – many smartphones now have HotSpot that allows you to connect another device to the internet/network (if you connect to your mobile network, please make sure you have enough data allowance to avoid additional charges).

Please let the Trainer know as soon as you can if you have any issues. You can do this by:

- Typing a question in the chat box to the Trainer – if you only want them to see it, just make sure it is sent to the host only.
- Send an email to the Trainer's email address.

Depending on how much of the two days have been affected will determine what to do next.

TRAINING MANUAL

It's a good idea to download your Practical Training Manual so you can refer to this when practising the exercises.

However, you will not be allowed to refer to this when it's your turn to be observed delivering your exercise routines.

CHECKLIST

IN ORDER TO ATTEND YOUR PRACTICAL TRAINING DAY ONLINE, PLEASE ENSURE YOU'VE CHECKED THE FOLLOWING:

YOU CAN ACCESS ZOOM

YOU CAN BE SEEN FROM HEAD TO TOE

YOU'VE CLEARED YOUR SPACE SO IT'S SAFE TO EXERCISE

YOU'RE WEARING APPROPRIATE CLOTHES & FOOTWEAR TO EXERCISE

YOU HAVE YOUR RESISTANCE BAND

YOU HAVE AN APPROPRIATE CHAIR WITH A BACK

YOU HAVE CLEARED THE ROOM OF ANY PETS

YOU HAVE YOUR OBSERVATION CARD TO HAND

YOU HAVE A DRINK TO HAND

YOU HAVE CHOSEN MUSIC TRACKS WHICH ARE READY TO PLAY





We hope you enjoy your training from the comfort of your own home!

If you need anything from us between now and then, just get in touch
– course@moveitorloseit.co.uk

Good luck!

Move it or Lose it Team