

## Site Selection Checklist for BASP UK Ltd

**Site Name:**

**Site Address:**

**Contact Name:**

**Contact Number:**

### Accommodation/Lecture Room:

Tick as appropriate	Yes	No
Size - 6mx6m(minimum for 12 candidates)		
Equipment – Flipchart available		
Equipment – Screen available		
Kit - Can kit be left securely overnight (BASP's insurance applies)		
Early access - 8.30am on first day to allow the Trainer to set up		
Directions – Is someone available to give directions to candidates on arrival		

### Outside Space

Tick as appropriate	Yes	No
If outside space is to be used for scenarios/practical's, has it been risk assessed		

### Lunch

Tick as appropriate	Yes	No
Lunch – is provided by the venue for the candidates/BASP staff		
Name the room & time where lunch is served:		

### Breaks/Refreshments

Tick as appropriate	Yes	No
Refreshments of tea/coffee/biscuits – are provided for candidates & BASP staff		
Name the times & room where refreshments are served:		

### Accommodation for BASP Staff

Tick as appropriate	Yes	No
The site provides accommodation for BASP Staff		
Please delete as appropriate - Single occupancy/Shared Room/En-Suite/Shared Bathroom		

### Data Management & Quality Assurance

Tick as appropriate	Yes	No
Health & Safety Policy in place (either BASP or Site Specific or both)		
Equal Opportunities Policy in place (either BASP or Site Specific or both)		
Access for IV's SQA Staff in principle agreed in advance		
Information Management Procedure in place (either BASP or Site Specific or both)		
On attendance candidate induction will include Appeals and Complaints procedure, Assessment process & certification, The candidates will sign the Registration Form to confirm their agreement to the data being shared with the SQA.		

### Declaration:

**We declare to the best of our knowledge the information given in this form is correct:**

	Name	Signature	Date
Site Representative's name			
Centre representatives name			