



LAC Virtual Classroom Rules

When attending the LAC Virtual Classroom please follow the rules listed below. These rules are to ensure we meet the requirements of the Awarding Organisations.

- ✓ Your Camera must be **ON** throughout the duration of the course and you must be in view at all times
- ✓ Please ensure your first name and surname are clearly displayed
- ✓ Your microphone must be working so that you can interact with the Course Tutor and the other course members
- ✓ Some sessions maybe recorded to be used at a later date and/or for training purposes
- ✓ If you need to take an important call then please let the Course Tutor know before taking the call. Please try to make every effort to take calls during the allocated break times

If you have any questions then please contact LAC Training – 07759 037 527 or info@lactraining.co.uk

Version 1 – July 2020, September 2022, October 2023, October 2024

Next review – October 2025