



COURSE JOINING INSTRUCTIONS FOR LEARNERS

For VILT sessions following are the course joining instructions:

- Learners should go through the Course Brochure before the start of the course.
- Learners should submit the prior knowledge questionnaire before the start of course.
- The five-day course will be conducted through ZOOM / Microsoft Team, 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 the 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 the course in a silent quiet environment where there is no distraction and with a suitable workstation set up. Sufficient internet connectivity must be available. As this is an interactive course and to achieve the learning outcomes, learners should participate and interact through all activities.
- *Learners are required to keep the below equipment and System Requirements for successful participation in online training:*
 - *A computer or laptop with a working webcam and microphone (Please note, smart phones, iPads/tablets, touchscreens, and 2-in-1/hybrid laptops with front and rear cameras are not permitted).*
 - *You may use a second screen if you need to access a digital version of the standards and/or your course notes*
 - *If using a laptop, we recommend you connect to an external monitor to optimize your online exam (practice) experience*
 - *A system that meets the following minimum requirements:*

| | Minimum Windows operating requirements | Minimum Mac operating system |
|---------------------------|--|---|
| Hardware | | |
| Available free disk space | 15 GB | 15 GB |
| Display Resolution | Best view in 1280 x 1024 | Best view in 1280 x 1024 |
| Network adapter | 1 Gbps Network Interface Card | 1 Gbps Network Interface Card |
| Software | | |
| Operating system | Windows 8.1 or above (excluding Windows 10S) | Catalina (10.15.5 to 10.15.7) Mojave (10.14 to 10.14.6) Sierra (10.12 to 10.12.6) Big Sur (11.0 only) |
| Browsers | Chrome version 85+. Firefox version 85+ and Microsoft Edge version 91+ are permitted but Chrome is the preferred browser | Chrome version 85+ |

- *Continuous, stable internet connection- Cellular connection and/or VPN are not suitable due to their unreliability and unstable nature. A wired connection is ideal, but a strong and stable Wi-Fi connection should be sufficient.*
- *To enable video proctoring, the following bandwidth is required:*

| Camera Resolution | Bandwidth required |
|-------------------------|--------------------------------|
| 1 megapixel (1280*720) | 5-7 megabits per second (Mbps) |
| 2 megapixel (1920*1080) | 7-10 Mbps |
| 4 megapixel (2560*1440) | 10-12 Mbps |

- 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 are required to attend the course in a silent environment where sufficient internet connectivity is available.
- 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 outage or low bandwidth.
- Learners are required to use fully charged laptops and have backup power supply in case of power outage.
- Learners has to use the webcam throughout the course for active involvement.
- The learner should notify the tutor if he/she is required to leave due to 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 on the part of the program missed. The 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 is designed in a way that it is generic to global requirements. Also, the tutor is open for discussion of local legislation, customs and practice.
Learners needs to provide photographic identification e.g. passport, driving license etc. for course and exam registration.
- KBS may record some of the training sessions for internal purposes.

In case of disruptive situations, you may contact our training coordinator at email:

training@kbscertification.com, training01@kbscertification.com

whatsapp: [+91-9560995215/9560995216/9910904217](https://wa.me/+91-9560995215/9560995216/9910904217)