

Foundation Requirements – Online and Classroom Trainer

Key points:

- Relatively new computer – if more than 5 years old, unlikely to meet requirements.
- Up to date operating system and Microsoft Office / Microsoft 365 Desktop Apps
- For online courses, low end CPUs such as Celeron, Pentium, and some low end i3s will not be sufficient
- Stable internet connection

Laptop, Desktop, or AIO Computer hardware	Specification:	Minimum	Recommended
	CPU (Windows systems)	Intel i3 10 th Generation Or AMD Ryzen 3000 series	Intel i5 12 th generation Or AMD Ryzen 5000 series
	RAM	8GB DDR4 RAM	16GB DDR4 RAM DDR5 preferable
	Storage	128GB+ Solid State Drive (SSD)	128GB+ M.2 PCIe 4 NVMe
	Additional features (online trainer only)	720p webcam, microphone, speakers	1080p webcam, headset with microphone
	Monitor/screen	Single screen, 1280x720	Dual screens (external monitor or TV that can connect to your computer) highly recommended for online courses 1920x1080
Internet Connectivity (online trainer only)	Minimum of 3Mbps upload speed (10+ recommended) Minimum of 10Mbps download speed (50+ recommended) Maximum of 100ms Ping		
Computer Software	Microsoft Windows 11* Mac OS 14 or higher** Microsoft Office 2021*** or newer *Microsoft Windows 10 out of support from 14th October 2025 **Mac OS 13 out of support from approx 24 th Oct 2025 ***Office 2021 out of support from 13 Oct 2026		
IT Proficiency	Can competently locate, open, run and use the functions and features of a range of software applications, including; • Has a basic technical competency in navigating the chosen operating system, such as finding files, general applications, and operating system settings. • Can fluently access both local and downloaded resources and competent at extracting and saving files and folders.		

IT Security	Is competent and proficient at ensuring data is securely stored on their equipment which is not accessible without password protection as a minimum. (Two-Factor Authentication recommended) Is competent and proficient at ensuring accessible applications or websites are done so with the appropriate security and confidentiality. (Such as locked with passwords or Biometrics)
Delivery Location - (Online Trainer)	Will deliver from a location that is of a private space with no other unauthorised person(s) present. By present we mean able to see or hear any part of the delivery at any time. Will deliver from a location that is free from obstruction and distraction, including clutter, advertising, or promotions of any sort. Will deliver from a location that does not require the use of a 'green screen' or other sort of artificial background adjustment to maintain privacy requirements. Will present from a location within the United Kingdom unless prior permission is sought and granted in writing from the Client.