**EQ301 Trainer notes**

The EQ301 course is set up as a series of hands on exercises. The main theme of the training is that it is important to explore EQUELLA.

# Setup

There are two institutions for training:

* EQ301 trainer—Ask support for one copy of this institution. This institution contains partly completed exercises and useful guides for the course.
* EQ301 participant—Ask support for one copy of this institution for each attendee. This institution is blank and has been configured for the training.

Printing

Have one copy of the Workbook and Assessment printed for each participant.

# Running the course

The course has been written to run over three days when training clients.

Content has been divided into sessions that cover the important aspects of administering EQUELLA. Session 5 can be delivered or demonstrated depending on the class and can be delivered prior to the exam or after again depending on the class and timing.

Attendees find it useful to perform as many of the activities as a group as possible. A practice example has been added to the notes for this purpose and to provide an exercise that consolidates the sessions.