



Training courses

Everywhere for Everyone

About CAE

Over 45 years ago, CAE pioneered the provision of access guidance for building designers based on collaborative research with disabled people. Today, CAE remains a leading UK authority on inclusive design and management, and a first choice solution for built environment professionals needing to understand accessibility and wider user needs. CAE provides consultancy, training, research and guidance publications. Subscribing members are kept updated on legislation and policy developments and best practice in the field.

Training

Training is central to CAE's mission to share knowledge and expertise about access in the built environment. As a result we have been the leading training provider in the access field for over 30 years – we were the first organisation to offer training for access auditors and consultants. Our courses have been attended by a wide variety of professionals and individuals.

CAE runs a wide range of training courses, seminars and Continuing Professional Development (CPD) workshops relating to access and inclusive design. A selection of these are described in this booklet. We also offer the only Institute of Occupational Safety and Health (IOSH)-accredited accessibility courses.

Our programme of CPD workshops is continually refreshed, keeping our members and other access and built environment professionals updated with the latest research and design development.

CAE seeks to meet the access requirements of all delegates. Our venues offer step-free access and on request we can provide, for example, interpreters, handouts in alternative formats, including Large Print and Audio.

Inclusion • **Innovation** • **Inspiration**

What's inside?

In-house training and bespoke training	4
Short courses	5
CAE training courses	
Designing for dementia	7
Access Auditing and the Equality Act	8
Using plans and understanding building access	9
Accessible pedestrian environments for people with sight loss	10
Cognitive accessibility: Designing for a sense of happiness	11
Lighting and inclusion	12
Housing Standards	13
Accessible housing: Cat 3 - Wheelchair user dwellings	14
IOSH accredited training courses	
IOSH Access and inclusion	16
IOSH Fire safety and disability - managing additional needs	17
How to book a course	18

In-house training and bespoke training

All of our public courses are also available in-house at your premises or a venue of your choice. This is a cost-effective way of training more members of your team and minimising travel costs.

Typically it is cost effective if you have three or more staff members to be trained. We can train up to 15 people with one trainer and 30 people with two trainers.

Advantages of in-house and bespoke training

In-house training at your premises (or on a venue of your choice) can minimise travel time and expenses. It also allows us to tailor courses for your industry or specific interest.

Courses can be delivered in a modular format, this is particularly helpful for front-line staff where it is difficult to have everyone out of the office at the same time for a long duration.

We can offer breakfast, lunch or after work briefing sessions to fit around your busy day.

Courses tailored to your requirements

Tailored in-house training courses - where we adapt course length, content and emphasis of existing courses to suit your particular objectives and requirements.

Standard courses - where we deliver one of our courses in-house, with the content and format of our public sessions.

To get a quote and for more information email info@cae.org.uk or call 020 7822 8232.

Short courses

We run a range of short courses available on demand and tailored to client needs. Visit our website for more information on any of the courses listed below www.cae.org.uk/training.

Access statements and strategies – how to write them

Assessing accessible housing

Managing accessibility in the third sector

Inclusive lighting design

Managing accessibility for front of house staff

Sensory impairments and the built environment

Accessible information

Accessible bathrooms

Access manuals

External environments

Wayfinding and signage

Access to museums and galleries

Inclusive design for children

Accessible meetings and events

***“ I found the CAE seminar on
Designing for Dementia to
be a thorough and clearly
structured introduction to the
subject. ”***

Chris Harrowell RIBA NRAC, Inclusive Design Consultant

Designing for dementia

One day

Aim

To gain an understanding of how to design for dementia as well as design for general wellbeing for the widest range of human need.

About the course

This programme looks at a spectrum of needs for wellbeing and comfort. It includes the social dynamics of how we use spaces, use of the senses for orientation and wayfinding and day to day tasks. Designing for specific needs such as autism and dementia is covered alongside designing for general wellbeing for the widest range of human need, including safeguarding considerations.

This course is suited to anyone interested in the way we use and engage with the built environment as well as those seeking to improve environments beyond basic accessibility standards.

Price

£300 plus VAT for non-members

£270 plus VAT for members

Training courses

Access Auditing and the Equality Act

Two days

Aim

To develop access auditing skills as well as an appreciation of the practicalities of implementing access into building management practices.

About the course

This is CAE's most popular course. It is aimed at anyone seeking to gain an understanding of the practicalities of access improvements in light of the Equality Act. It is ideal for anyone considering NRAC accreditation, or looking to upskill to undertake workplace audits or design assessments. Delegates will develop access auditing skills as well as an appreciation of the practicalities of implementing access into building management practices.

This popular long running two day programme covers the following areas:

- Access awareness.
- The Equality Act 2010, other legislation and design standards.
- Principles of inclusive design, design guidance and access strategies - all brought to life by our experienced trainers.
- Appraisal and auditing methodologies are explored, formats for reports and making priorities and recommendations are examined.

Participants have the opportunity to experience undertaking access design appraisals and access audits in supervised exercises.

Price

£600 plus VAT for non-members

£540 plus VAT for members

Using plans and understanding building access

Half day

Aim

To gain an understanding of planning and building control processes as well as become familiar with a range of architectural drawings.

About the course

This course is most relevant to facilities and building managers, access officers, prospective access auditors as well as anyone planning building alterations who has little or no previous experience of using or reading plans, or those who may have had some training in the past requiring a refresher.

Participants will become familiar with a range of architectural drawings and how they are used within the building industry, including an overview of planning and building control processes. Delegates will be involved in practical exercises, working in small groups to read and interpret plans at different scales. The course is delivered in the context of access into and within buildings and explores some of the common access issues around entrances, doors and accessible WCs and how to identify these on plan.

By the end of this course you will be able to:

- Understand and use scale.
 - Recognise plans, elevations and sections, with an understanding of how they relate to the built structure.
 - Recognise typically used architectural symbols.
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Price

£175 plus VAT for non-members

£157.50 plus VAT for members

Training courses

Accessible pedestrian environments for people with sight loss

One day

Aim

To examine how accessible pedestrian environments are used by people with a range of visual impairments.

About the course

On completion of this course participants will be able to:

- Describe the main eye conditions and how these impact on perception and use of the pedestrian environment.
- Understand the techniques blind and partially sighted people use to move around the pedestrian environment.
- Identify the design features required to enable the independent mobility of people with sight loss and their impact on other disabled people.
- Specify good practice in the design, layout and management of external environments.
- Appreciate the context provided by the main legislation and standards that determine the design, planning and management of the pedestrian environment.

This course is aimed at access consultants, architects, planners, urban designers, highways officers.

Price

£300 plus VAT for non-members

£270 plus VAT for members

Cognitive accessibility: Designing for a sense of happiness

One day

Aim

To explore cognitive accessibility of physical spaces and provide greater levels of contentment to users.

About the course

This course provides a foundation for built environment professionals in cognitive accessibility. It is about the successful design of physical spaces that are easy to comprehend and induce less stress to both users with specific sensory processing needs and the population in general.

This course is an introduction to both concepts and techniques for people interested in this new area of accessible design. No prior knowledge is required. By the end of this course you will:

- Understand the core ideas of cognitive accessibility and how they relate to existing and future design standards.
- Have experienced new audit techniques to discover how existing and future environments can be understood in sensory, emotional and cognitive ways.

This course is intended for anyone involved in the design and provision of accessible buildings and spaces. It is an early stage exploration of what cognitive accessibility means in real world situations. It provides both the foundational concepts and the most current ideas about how to practically approach this new area of inclusive design.

Price

£300 plus VAT for non-members

£270 plus VAT for members

Training courses

Lighting and inclusion

One day

Aim

To give delegates an overview of lighting design and functionality, alongside an appreciation of the important role lighting plays in our use and enjoyment of the built environment.

About the course

This course is delivered by lighting professionals. It covers basic methods of measuring light, fitting types and colour temperatures. Case studies illustrate good practice.

This workshop will cover the following areas:

- Legislative overview.
 - Sensory impairments.
 - Wellbeing and safety needs.
 - Lighting and visual contrast.
 - External and internal spaces.
 - Products and future trends.
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Price

£300 plus VAT for non-members

£270 plus VAT for members

Housing Standards

One day

Aim

To gain an overview of the new housing design standards, with a focus on the technical requirements of Approved Document M Category 2 – Accessible and adaptable dwellings.

About the course

In October 2015, the revised Part M to the Building Regulations came into force. Approved Document M (ADM), Volume 1 relates to the new housing standards, Categories 1 – 3, namely:

- M4(1) Category 1: Visitable dwellings
- M4(2) Category 2: Accessible and adaptable dwellings
- M4(3) Category 3: Wheelchair user dwellings.

This course is aimed at access professionals, designers, buildings control officers, planners, developers and housing providers requiring an overview of the new housing standards. The technical component of the course focuses on Category 2, which is the nearest technical equivalent to the Lifetime Homes Standard. The inclusion of practical exercises ensures that delegates have an opportunity to apply their knowledge of Category 2 and consolidate their learning.

The Housing Standards course includes a basic overview of ADM Category 3 and is an ideal introduction to the **Accessible Housing: Category 3 Wheelchair User Dwellings** course which covers the technical requirements of this category.

Price

£300 plus VAT for non-members

£270 plus VAT for members

Training courses

Accessible housing: Category 3 – Wheelchair user dwellings

One day

Aim

To gain an in-depth understanding of the new standards in Approved Document M Category 3 - Wheelchair user dwellings.

About the course

In October 2015, the revised Part M to the Building Regulations came into force. Approved Document M (ADM), Volume 1 relates to the new housing standards, Categories 1 – 3.

This course is aimed at access professionals, designers, buildings control officers, planners, developers and housing providers who need to fully understand the technical details pertaining to wheelchair user dwellings, and the key differences between the design of 'wheelchair adaptable' and 'wheelchair accessible' dwellings. The programme has an interactive workshop format, with practical exercises to ensure understanding in particular of the more complex requirements for Category 3 kitchens and bathrooms.

By the end of the course delegates will be able to:

- Understand how new the standards will be applied and the roles of planning and building control authorities.
- Gain an in-depth understanding of the technical requirements of ADM Category 3 and the difference between 'wheelchair adaptable' and 'wheelchair accessible' dwellings.

The course can be attended as a stand-alone course or as a follow on to the Housing Standards course on ADM Category 1 and 2.

Price

£300 plus VAT for non-members

£270 plus VAT for members

**“...a most useful training day
which I recommend.”**

**Luke Turner, Principal Architect – Approved Documents K and
M, Department for Communities and Local Government**

IOSH training courses

IOSH Access and Inclusion – Design and Management of the Built Environment

One day

Aim

To understand the legislative requirements, explore the benefits of universal design and inclusive management practices to meet the needs of all users, including people with a range of additional needs and/or disabilities.

About the course

The course provides a holistic approach to accessibility – giving delegates an all-round perspective on the Disability Discrimination Act (DDA now Equality Act) requirements.

This content is tailored to the needs of anyone responsible for people accessing and using buildings. It is ideal for facilities and estates managers as it blends awareness training with building design and management.

The day includes practical sessions, including a brief audit of the venue for safety, fire and accessibility issues.

The **IOSH Access and Inclusion certificate** is awarded to delegates upon successful completion of an assessment on the day.

Price

£350 plus VAT

Note IOSH Managing Accessibility combines this course and *IOSH Fire Safety and Disability* and is available as an 8 hour in-house programme. Contact us for details.

IOSH Fire Safety and Disability – Managing additional needs

One day

Aim

To understand the legislative requirements and responsibilities for the safe evacuation of all building users, including people with a range of additional needs and/or disabilities.

About the course

This workshop is tailored to the needs of the built environment professionals especially building managers. It blends awareness of a range of user needs with technical and practical skills. The course provides a holistic approach to fire evacuation, including a brief risk assessment of the venue for safety, fire and accessibility issues.

- Understand the challenges of robust fire evacuation strategies for a range of user needs
- Explore of a spectrum of user needs and reasonable adjustments
- How to develop (PEEPS and GEEPS) Personal and Generic Emergency Escape Plans for staff and visitors
- Examines means of escape strategies for additional needs including use of refuges, lifts, assisted evacuation methods and equipment.

The day includes a short test giving delegates the opportunity for an **IOSH accredited qualification**.

Price

£350 plus VAT

Note IOSH Managing Accessibility combines this course and *IOSH Access and inclusion* and is available as an 8 hour in-house programme. Contact us for details.

How to book a course

To book your place on a course, please first check dates and availability on our website www.cae.org.uk/training. If there is availability for your chosen date, please complete the booking form included with this booklet or the online booking form found on our website www.cae.org.uk/training/training-course-booking-form.

Please complete a booking form for each participant.

Payment must be received 14 days before the start of the course.

You can pay for the course via our online shop,

www.cae.org.uk/resources/shop, or you can be invoiced and pay by BACS. Please ensure you include a reference on all payments made for training courses. Your reference should start with CAE followed by your surname, e.g. 'CAEsmith'.

Need more information?

Please contact info@cae.org.uk if you have any additional questions or require more information about one of our courses.

Venue

London venue - All of our London courses are held at our accessible office in Fleet Street unless stated otherwise.

Disclaimer

The Centre for Accessible Environments reserves the right to change, postpone or cancel any event with reasonable notice. Please do not confirm or finalise any travel arrangements or accommodation bookings until you have been given confirmation by the CAE that the course will go ahead as planned.

In case of force majeure, CAE have the right to alter or cancel the event without prior notice, however a notice of the occurrence shall be given by CAE as soon as reasonably possible.

Membership

You can become a member at any time and pay the members price for the training courses where applicable. Membership runs from 1 August to 31 July the following year. Visit our website for more information

www.cae.org.uk/resources/cae-membership

18 | call us on 020 7822 8232

Course dates and booking form

For an up to date list of course dates please visit our website, www.cae.org.uk/training/events, or call us on 020 7822 8232.

CAE is a leading authority on inclusive design and management. We provide training, consultancy, research and membership services, as well as producing a range of guidance publications.

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