



Training courses

Everywhere for Everyone

About CAE

Over 45 years ago, CAE pioneered 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 for clients all over the world.

Training

Training is central to our 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.

We currently offer 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, including our licensed courses with the Institute of Occupational Safety and Health (IOSH).

Our programme content is regularly updated with the latest research findings and development in standards or good practice.

Our venues offer step-free access and we are able to provide alternative formats and other adjustments upon request.

All courses can be tailored to meet specific client requirements. This includes shorter or longer sessions, and adjusting the content and style of delivery. We are also able to offer some programmes on a one-to-one basis, either face-to-face or by online video conference.

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

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“A thorough and clearly structured introduction to the subject.”

NRAC Consultant on our Designing for Dementia course

“Site visit demonstrations made me realise I need to do more as a designer.”

Enfield Council Highways on our External Environments Course

“Very knowledgeable trainer ...a lot of food for thought! Exercises were very well thought out, good way of illustrating spaces and circulation requirement.”

Cartwright Pickard on our Wheelchair Housing Design training

“Lots of great advice and information, increasing our confidence and very thought-provoking.”

National Trust on our Access to Historic Buildings course

In-house and bespoke training

Our public courses can also be delivered in-house at your own premises or at the venue of your choice. This can be a cost-effective way of training more members of your team and minimising travel costs.

Typically, in-house training is cost effective if you require training for three or more people. We can run courses for up to 15 people with one trainer and 30 people with two trainers.

Advantages of in-house and bespoke training

In-house training allows us to tailor courses to your industry, specific needs and interests.

Courses can be delivered in a modular format, which is particularly helpful for front-line staff in cases 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 discuss your specific needs or request a quotation, please email info@cae.org.uk or call 020 7822 8232.

A-Z of courses

We can offer a wide range of bespoke training courses. Some of the key subject areas are listed below. This booklet also includes detailed information about some of our more popular courses in the sample programme on pages 8-17.

Please check our website www.cae.org.uk/training for further information or call us on 020 7822 8232 to discuss your specific needs.

Access and Inclusion - designing and managing inclusive environments
[IOSH]

Access Auditing and the Equality Act

Access Statements and Strategies – how to write them

Ageing

Bathrooms

Children

Co-design, Consultation and Engagement

Dementia

Disability and Equality Awareness

External Environments

Fire Safety and Disability

Happiness and Wellbeing

Historic Buildings

Housing

Information Formats

Kitchens

Lighting

Meetings and Events

Museums and Galleries

Neurodiversity

Sensory Awareness

Sport and Leisure Environments

Streets and Highways

Tactile Plan Making

Tourism

Understanding Architectural Plans

Wayfinding, Navigation and Signage

Training courses

Access Auditing and the Equality Act

Two days

Aim

To develop access auditing skills alongside a practical understanding of implementing access into building management practices.

About the course

This is our 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 undertake workplace audits or design assessments.

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

- Accessibility awareness.
- The Equality Act 2010, other legislation and design standards.
- Principles of inclusive design, design guidance and access strategies
- Appraisal and auditing methodologies, formats for reports and making priorities and recommendations.

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

Using Plans and Understanding Building Access

Half day

Aim

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

About the course

This course is most relevant to facilities and building managers, access officers, and prospective access auditors as well as anyone planning building alterations who has little or no previous experience of using or reading plans. This is also a useful course for those with previous training in this area who require a refresher course.

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.
-

Training courses

Accessible Pedestrian Environments for People with Sight Loss

One day

Aim

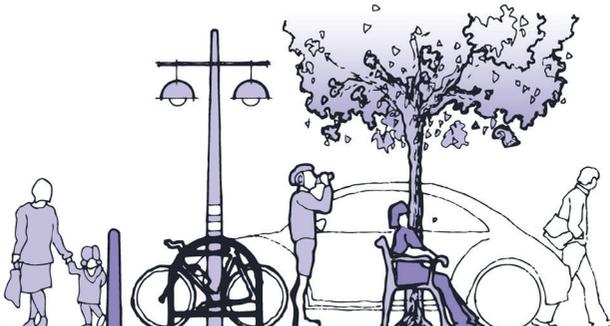
To examine how accessible pedestrian environments are used by people with a range of visual impairments.

About the course

On completion of this course you 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, and highways officers.



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 which will cause less stress, both to users with specific sensory processing needs and the population in general.

This course provides an introduction to key concepts and techniques in designing for cognitive accessibility. 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 covers both the foundational concepts and the most current ideas about how to practically approach this new area of inclusive design.

Training courses

Lighting and Inclusion

One day

Aim

To gain 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 are used to illustrate good practice.

This workshop will cover the following areas:

- Legislative overview and sensory impairments
 - Wellbeing and safety needs
 - Lighting and visual contrast
 - External and internal spaces
-



Accessible 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 standards. The inclusion of practical exercises ensures that delegates have an opportunity to apply their knowledge of Category 2 and consolidate their learning.

The Accessible 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.

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 of the more complex requirements for Category 3 kitchens and bathrooms.

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

- Understand how the new 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-up to the Accessible Housing Standards course on ADM Category 1 and 2.

Designing for Dementia

One day

Aim

To gain an understanding of how to design for dementia and general wellbeing to meet the widest range of human needs.

About the course

This course 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, wayfinding, and day-to-day tasks. The course covers designing for specific needs such as dementia and autism, alongside designing for general wellbeing to meet the widest range of human needs. Safeguarding considerations are also included in the syllabus.

This course gives an overview of types of dementia, and their impact on the individual and their families. It explores how buildings and places can be enhanced for increased wellbeing of people with dementia and aid independence.

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.



IOSH training courses

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

One day

Aim

To understand the legislative requirements and 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 elements of the Equality Act.

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.

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.

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

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

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

Note: IOSH Managing Accessibility combines IOSH Access and Inclusion and IOSH Fire Safety and Disability and is available as an 8-hour in-house programme.

Prices

Indicative prices are given below but these will be agreed and confirmed at the time of booking. All prices exclude VAT which is chargeable at the prevailing rate.

2017-18 Public Course prices

| | |
|----------|---------------|
| Half day | £175 plus VAT |
| Full day | £300 plus VAT |
| Two day | £600 plus VAT |

In-house programmes – we come to you!

In-house programmes (i.e. not open to members of the public) can be delivered at your premises or ours. We can offer training from our London office at no additional cost but attendance is limited to 10 people, or at our office near Leeds which has a much larger capacity but trainer travel and accommodation costs may apply. We can offer refreshments for an additional fee. You would need to provide a projector and screen for training at your own premises.

Prices vary depending upon the number of trainers, type of programme and geographical location, therefore the prices below are indicative only.

Indicative prices for in-house training (with one trainer)

| | |
|------------------------------|------------------------------|
| CPD workshop up to 1.5 hours | £350 plus VAT (minimum cost) |
| Half day session | £900 plus VAT |
| Full day programme | £1500 plus VAT |

A typical group for a single trainer is 12-15 people.

Please note IOSH courses are limited to a maximum of 20 people and there is an additional charge of £25 per person to cover additional administration and certification.

These indicative prices are based on courses in central London at your own premises.

How to book

Public courses and events

To book your place on a public course, please first check dates and availability on our website at www.cae.org.uk/training then complete an online booking form for each attendee. You can find this on our website at www.cae.org.uk/training/training-course-booking-form.

Payment must be received 14 days before the start of the course to guarantee your place. You can pay for the course via our online shop at www.cae.org.uk/resources/shop or you can request an invoice 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'.

Arranging tailored or in-house training

To arrange an in-house course for your organisation or a one-to-one mentoring session, please email info@cae.org.uk or call 020 7822 8232 with details of the type of course you would like and the approximate timing and duration.

Need more information?

Get in touch by emailing info@cae.org.uk

Please note

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 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. We will endeavour to give as much notice as possible.

www.cae.org.uk

“Good mix of presentations and group participation.”

Brighton & Hove City Council on our Access Auditing training

“Excellent training, I thoroughly recommend to others.”

University of the Arts, London on our IOSH training

“A brilliant, practical, thorough and comprehensive training session – invaluable!”

Multiple Sclerosis Society on our Disability Equality and Awareness training

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