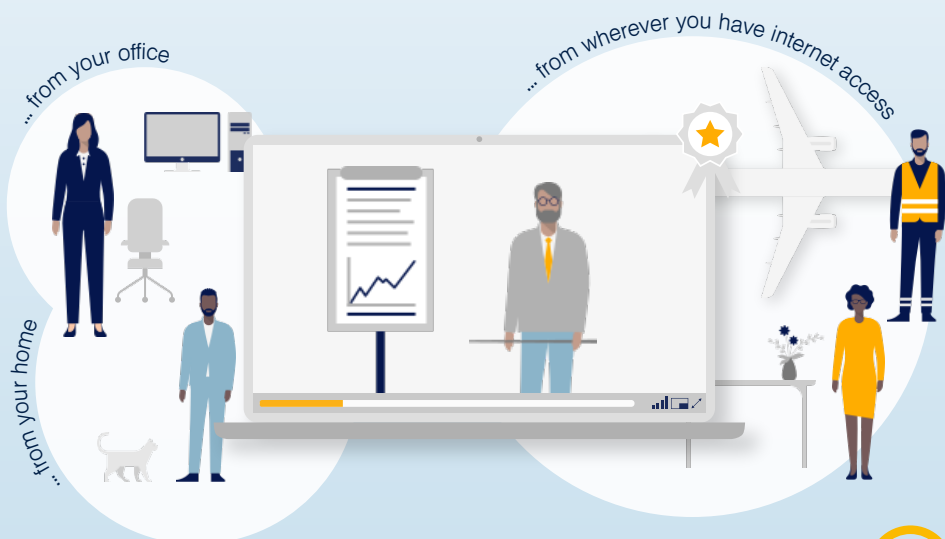


# Distance Learning Solutions

## General Information

Our distance learning solutions are a great way to attend our training courses from everywhere in the world.

In this fact sheet, you will find general information on how to prepare for your online course, technical requirements and frequently asked questions.



# Benefits

## Profit from our Distance Learning Solutions



Interact live with your trainer and class



Save time and money



Define your ideal learning setup



Arrange the training on short notice

# How to

## Before your training

- Choose your training course on our website
- Book it online via our webshop
- Once you have received the confirmation e-mail, follow the link to “GoToTraining” and sign up with your name and e-mail address
- Install the “GoToTraining” app on your computer
- Join the course by following the link you received via e-mail


# How to

## During your training

- Study materials will be sent to you electronically
- Ask questions via the chat function or send messages to your trainer directly or other participants
- You can take part in group work with other participants
- You will end the training with an online test

# How to

## After your training



After successfully passing the online test, you will receive your certificate

Stay in touch with us via Social Media

Complete the feedback form to help us know your thoughts and suggestions for improving the online experience

# FAQ

## Frequently Asked Questions

### **Which device can I use for the distance learning course?**

For optimal experience, connect via your computer or laptop preferably with Google Chrome. Make sure you also have stable internet connection for the duration of the course.

### **What do I need to attend the online course?**

You need a device which is connected to the internet and the access code that you have received via e-mail.

### **How do I enter the training?**

To enter the training, you just need to follow the link you received via e-mail. Please make sure to register online before, using the link you received in the invitation e-mail.

### **When does the course start and end?**

The course starts at 9AM and ends at 5PM. All times are Frankfurt times (UTC+1 or UTC +2, in line with daylight saving time). Coffee and lunch breaks are up to your trainer.

### **Do I get learning material for the course?**

A handout containing all necessary information regarding your course will be provided to you digitally. You can access it via the link that was sent to you or via the GoToTraining library.

### **What if I have questions during the course?**

For all questions regarding the content of the course, you can easily give your trainer a sign and your question will be answered live.

### **Can I use my AQS Quality Card?**

You can use your AQS Quality Card for our distance learning solutions and receive a discount of 10%.

### **Will I get a certificate?**

After finishing the course and the successful completion of the test, your certificate will be available as a PDF for downloading/being sent to your e-mail address.

# FAQ

## Technical Requirements

### **For PC users**

- Internet Explorer 9, Mozilla Firefox 34, Google Chrome 39 (JavaScript activated) or newer versions of the listed browsers
- We recommend using Google Chrome as a browser
- Windows XP, Windows Servier 2008 or newer
- An internet connection (1 Mbps or faster)

### **For Mac users**

- Safari 6, Firefox 34, Google Chrome 39 (Java Script activated) or newer versions of the listed browsers
- We recommend using Google Chrome as a browser
- Mac OS X 10.8 (Mountain Lion) or newer
- An internet connection (1 Mbps or faster)

N.B. Kindly note that the Zoom platform might be used for remote trainings in certain circumstances. If this applies to your training, the applicable instructions will be provided at that time.





**Our training portfolio** ►



**Upcoming remote sessions** ►



**GoToTraining Intro Video** ►

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