

FAQs

How can I pay?

- You can pay for a workshop via the online learning management system through PayPal. If you need to complete a purchase order, please contact training@activedisability.ie with your workshop request form and an invoice will be sent to you.

Do I need a PayPal account?

- No, you can pay using PayPal without an account.

I've forgotten my password; how do I get it reset?

- If you have forgotten your password email training@activedisability.ie and we will help you reset your password.

How many people can do a workshop?

- 6-20 people can attend a workshop. A minimum of 6 participants are required.

I don't have a group; can I still join a workshop as an individual?

- You can complete the eLearning workshop which can be bought individually.

How do I get my certificate of completion?

- On completion of all the learning material for the workshop you will be able to access the quiz, once you complete the quiz you will be asked to complete the feedback form, on completion of the above elements your certificate will be available at the bottom of the course page for you to download.

Are the workshops online or in-person?

- Workshops can be carried out online or in person depending on your needs. When booking workshops please make sure they are booked 4 weeks in advance following [link](#)

Who will deliver the workshop?

- An Active Disability Ireland tutor will run the workshops. Once a workshop is booked a tutor will be assigned to run the workshop.

Is there an option for a practical based session?

- Yes, there is an option for our disability inclusion training in-person practical workshop where you will be able to put your learning into practice during a practical workshop.

What days do the workshops take place?

- When completing a workshop request form, you can outline three possible dates and times that suit you. These may be evenings/ weekends. Bookings must be made at least 4 weeks in advance.

Can a workshop be held in the evening or at weekends?

- Yes, workshops can be provided in the evenings and weekends, this is dependent upon tutor availability.

If we want to host an in-person workshop, what facilities do we require?

- The facilitator needs to ensure there is a suitable space for carrying out the workshop (classroom environment sufficient seating, with a projector or screen the tutor can connect their laptop to. If completing a practical, a classroom and hall environment will be needed to complete both theory and practical sections of the workshop.

My online portal progress says I cannot proceed until something is marked as complete?

- This means a section of the course has not been fully completed. Each module has a progress bar which will show you whether this section is fully completed. If issue persist, please contact training@activedisability.ie

How long do I have to complete the eLearning workshop?

- Your eLearning License lasts 30 days, if you have not completed the workshop, you will receive a reminder 5 days before your license is due to expire.

How long are the workshops?

- Workshops vary in length. eLearning is approx. 45 mins self-guided, online workshops generally last 2.5hrs, in person workshops 2.5hrs or 4.5hrs with practical session.

The log in says that my username does not exist?

- Your username is all lowercase letters. If you have forgotten your username, please contact training@activedisability.ie
- If the log in says email already in use, please contact training@activedisability.ie to reset your password