

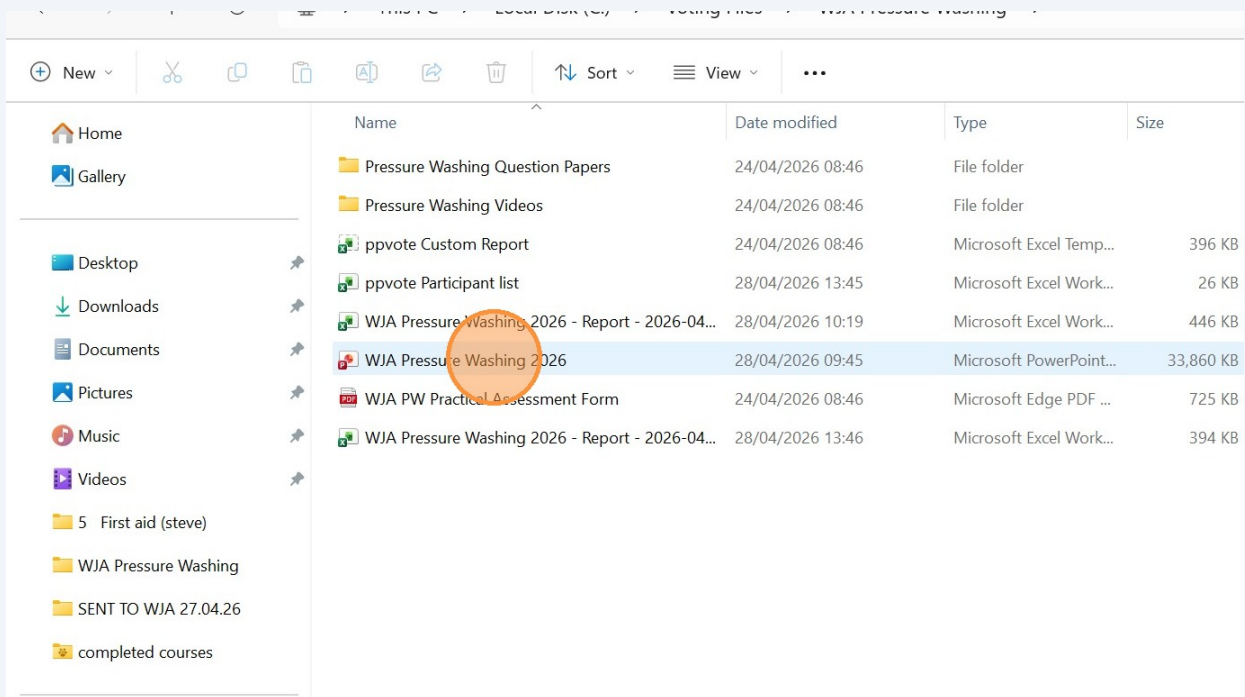
WJA Courses - Running instructions

Learn how to effectively navigate and run a WJA course

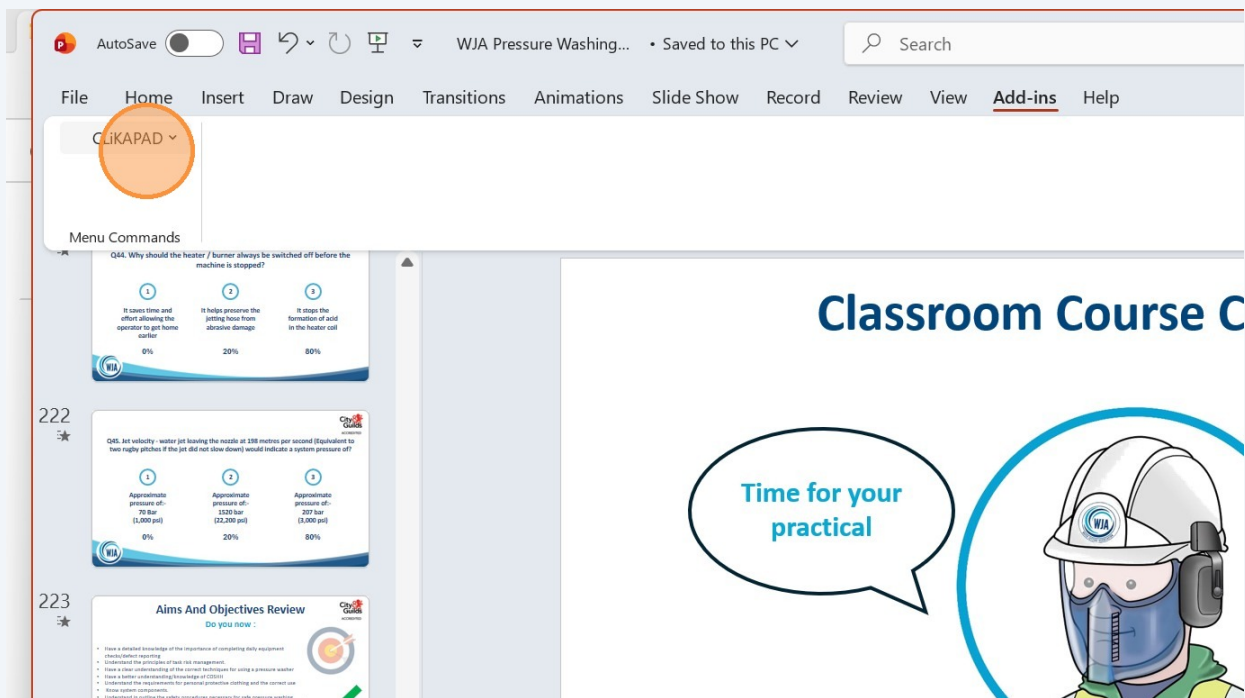
- 1 Open your WJA course which is stored in your C drive



2 open the presentation that you are delivering

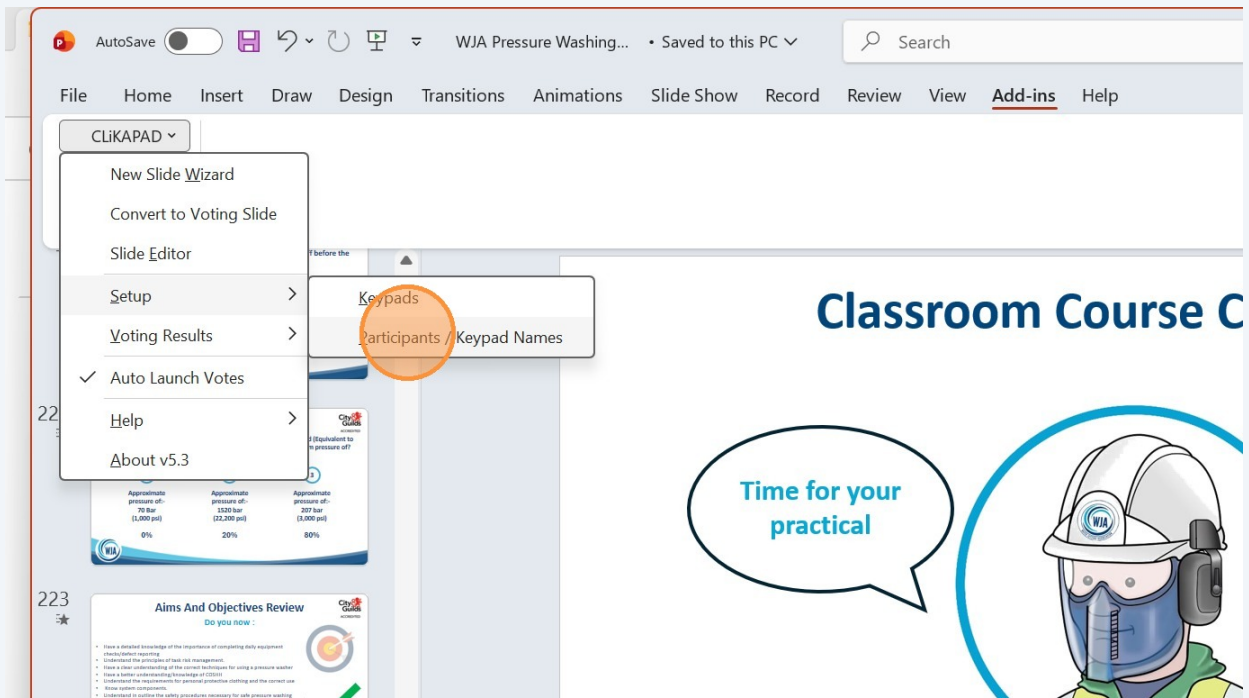


3 Click add-ins the klikapad to open the drop down menu



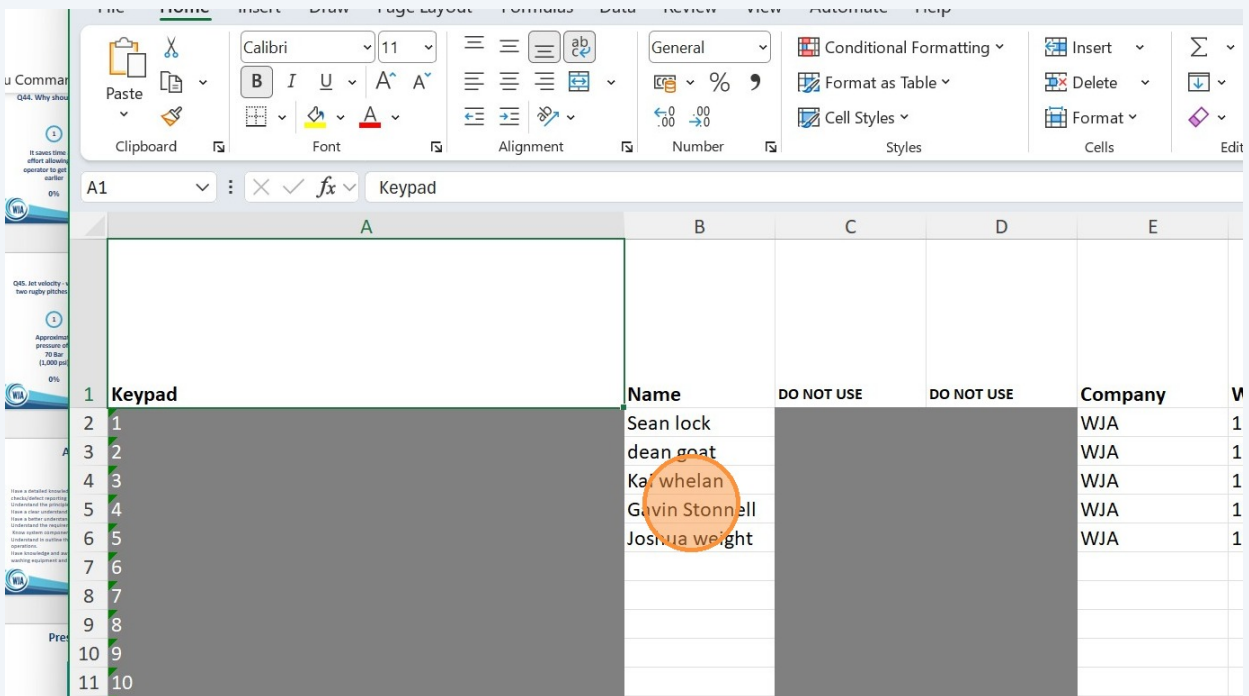
4

click on setup then participants. This will open your Ppvote from your C drive folder



5

Fill out your trainee's names and give each person their klikapad receiver



6 Fill out the companies that your trainee's work for.

1	DO NOT USE	DO NOT USE	Company	WJA Number	Course	Course date	Expiry Date	Modules on card
2			WJA	126543	PW	28/04/26	28/04/29	
3			WJA	126544	PW	28/04/26	28/04/29	
4			WJA	126545	PW	28/04/26	28/04/29	
5			WJA	126546	PW	28/04/26	28/04/29	
6			WJA	126547	PW	28/04/26	28/04/29	
7					PW	28/04/26		
8					PW	28/04/26		
9					PW	28/04/26		
10					PW	28/04/26		
11					PW	28/04/26		
12					PW	28/04/26		
13					PW	28/04/26		
14					PW	28/04/26		
15					PW	28/04/26		
16								
17	Include Column	Include Column	Include Column	Include Column	PW	46140	Include Column	Include Co

7 give each trainee their own unique WJA number or previous WJA number if it is a refresher

1	DO NOT USE	DO NOT USE	Company	WJA Number	Course	Course date	Expiry Date	Modules on existing card
2			WJA	126543	PW	28/04/26	28/04/29	
3			WJA	126544	PW	28/04/26	28/04/29	
4			WJA	126545	PW	28/04/26	28/04/29	
5			WJA	126546	PW	28/04/26	28/04/29	
6			WJA	126547	PW	28/04/26	28/04/29	
7					PW	28/04/26		
8					PW	28/04/26		
9					PW	28/04/26		
10					PW	28/04/26		
11					PW	28/04/26		
12					PW	28/04/26		
13					PW	28/04/26		
14					PW	28/04/26		
15					PW	28/04/26		
16								
17	Include Column	Include Column	Include Column	Include Column	PW	46140	Include Column	Include Column

8

insert which course you are completing in the top line, it will autofill all additional lines once you insert the top line

NOT USE	DO NOT USE	Company	WJA Number	Course	Course date	Expiry Date	Modules on existing card	Email address
		WJA	126543	PW	28/04/26	28/04/29		Seanlock@gmail.com
		WJA	126544	PW	28/04/26	28/04/29		deangoat@icloud.com
		WJA	126545	PW	28/04/26	28/04/29		Kaiwhelan@gmail.com
		WJA	126546	PW	28/04/26	28/04/29		GavinStonnel@icloud.com
		WJA	126547	PW	28/04/26	28/04/29		Joshuaweight@msn.co
				PW	28/04/26			
				PW	28/04/26			
				PW	28/04/26			
				PW	28/04/26			
				PW	28/04/26			
				PW	28/04/26			
				PW	28/04/26			
				PW	28/04/26			

9

insert the course date top line, it will autofill all additional lines once you insert the top line

DO NOT USE	Company	WJA Number	Course	Course date	Expiry Date	Modules on existing card	Email address
	WJA	126543	PW	28/04/26	28/04/29		Seanlock@gmail.com
	WJA	126544	PW	28/04/26	28/04/29		deangoat@icloud.com
	WJA	126545	PW	28/04/26	28/04/29		Kaiwhelan@gmail.com
	WJA	126546	PW	28/04/26	28/04/29		GavinStonnel@icloud.com
	WJA	126547	PW	28/04/26	28/04/29		Joshuaweight@msn.co
			PW	28/04/26			
			PW	28/04/26			
			PW	28/04/26			
			PW	28/04/26			
			PW	28/04/26			
			PW	28/04/26			
			PW	28/04/26			

10

add in the expiry date to each line, this has to be done for each person as you may have refreshers on the course

Company	WJA Number	Course	Course date	Expiry Date	Modules on existing card	Email address
WJA	126543	PW	28/04/26	28/04/29		Seanlock@gmail.com
WJA	126544	PW	28/04/26	28/04/29		deangoat@icloud.com
WJA	126545	PW	28/04/26	28/04/29		Kaiwhelan@gmail.com
WJA	126546	PW	28/04/26	28/04/29		GavinStonnell@icloud.com
WJA	126547	PW	28/04/26	28/04/29		Joshuaweight@msn.com
		PW	28/04/26			
		PW	28/04/26			
		PW	28/04/26			
		PW	28/04/26			
		PW	28/04/26			
		PW	28/04/26			
		PW	28/04/26			
		PW	28/04/26			
		PW	28/04/26			

11

add in any existing modules if your trainee's hold a card, leave blank if no previous courses are held

WJA Number	Course	Course date	Expiry Date	Modules on existing card	Email address
126543	PW	28/04/26	28/04/29		Seanlock@gmail.com
126544	PW	28/04/26	28/04/29		deangoat@icloud.com
126545	PW	28/04/26	28/04/29		Kaiwhelan@gmail.com
126546	PW	28/04/26	28/04/29		GavinStonnell@icloud.com
126547	PW	28/04/26	28/04/29		Joshuaweight@msn.com
	PW	28/04/26			
	PW	28/04/26			
	PW	28/04/26			
	PW	28/04/26			
	PW	28/04/26			
	PW	28/04/26			
	PW	28/04/26			
	PW	28/04/26			
	PW	28/04/26			
	PW	28/04/26			

14

add the address where your course is being carried out to the top line, it will autofill all additional lines once you insert the top line

Trainer Name	Trainer Company	Course Location	Hard copy COP issued (Yes/No)	Hard copy card issued (Yes/No)	ID checked (Yes/No)
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
Lee O'Callaghan	WaterJet Training	unit 1 Cotswold business park LU1 4AJ			

15

add in if you have issued hard copies of the code of practice, this must be filled out for each trainee

Trainer Company	Course Location	Hard copy COP issued (Yes/No)	Hard copy card issued (Yes/No)	ID checked (Yes/No)
WaterJet Training	unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
WaterJet Training	unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
WaterJet Training	unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
WaterJet Training	unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
WaterJet Training	unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
WaterJet Training	unit 1 Cotswold business park LU1 4AJ			
WaterJet Training	unit 1 Cotswold business park LU1 4AJ			

16

add in if you require hard copy cards to be issued (Yes for hard copy cards, NO for digital cards), this must be filled out for each trainee

Course Location	Hard copy COP issued (Yes/No)	Hard copy card issued (Yes/No)	ID checked (Yes/No)
unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			

17

add in confirmation that you have checked trainees ID's being starting the course, this must be filled out for each trainee

Course Location	Hard copy COP issued (Yes/No)	Hard copy card issued (Yes/No)	ID checked (Yes/No)
unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
unit 1 Cotswold business park LU1 4AJ	NO	NO	YES
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			
unit 1 Cotswold business park LU1 4AJ			

20 Click add ins then clikapad

The screenshot shows a presentation software interface with the following elements:

- Top Bar:** AutoSave (off), Save, Undo, Redo, and a search bar.
- Menu Bar:** File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Record, Review, View, **Add-ins**, Help.
- CLIKAPAD Add-in:** A circular orange icon labeled 'CLIKAPAD' is highlighted in the top-left corner.
- Slide Navigation:** A list of slides is visible on the left. Slide 1 is titled 'Default Section' and contains a slide with the WJA logo and text: 'Pressure Washing Up to 4000 PSI Up to 5 IGPM WATERJETTING.ORG.UK February 2026'. Slide 2 is titled 'Pressure Washing intro' and contains a slide with the text 'Meet the Instructor:' and a photo of a man.
- Slide Content:** The main slide area shows a large blue circular logo with the letters 'WJA'.

21 click in to keypads

The screenshot shows the same presentation software interface as in the previous image, but with the 'CLIKAPAD' menu open. The menu items are:

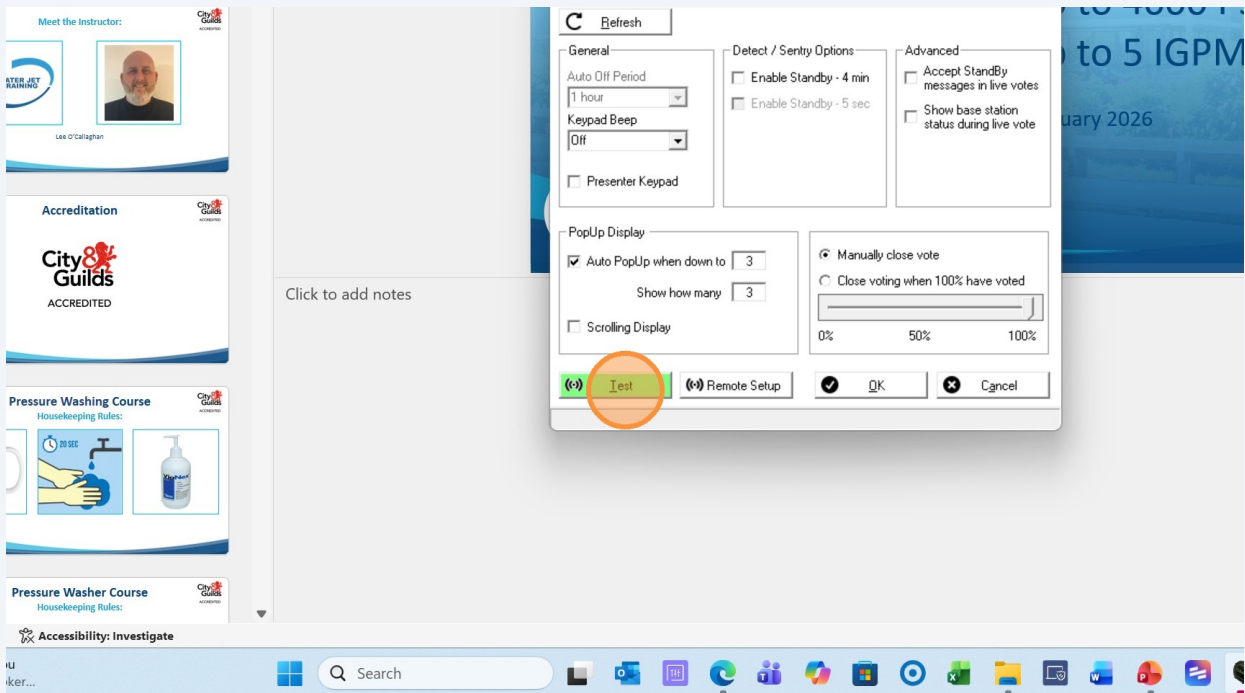
- New Slide Wizard
- Convert to Voting Slide
- Slide Editor
- Setup >
- Voting Results >
- ✓ Auto Launch Votes
- Help >
- About v5.3

The 'Setup' option is expanded, showing a sub-menu with the following items:

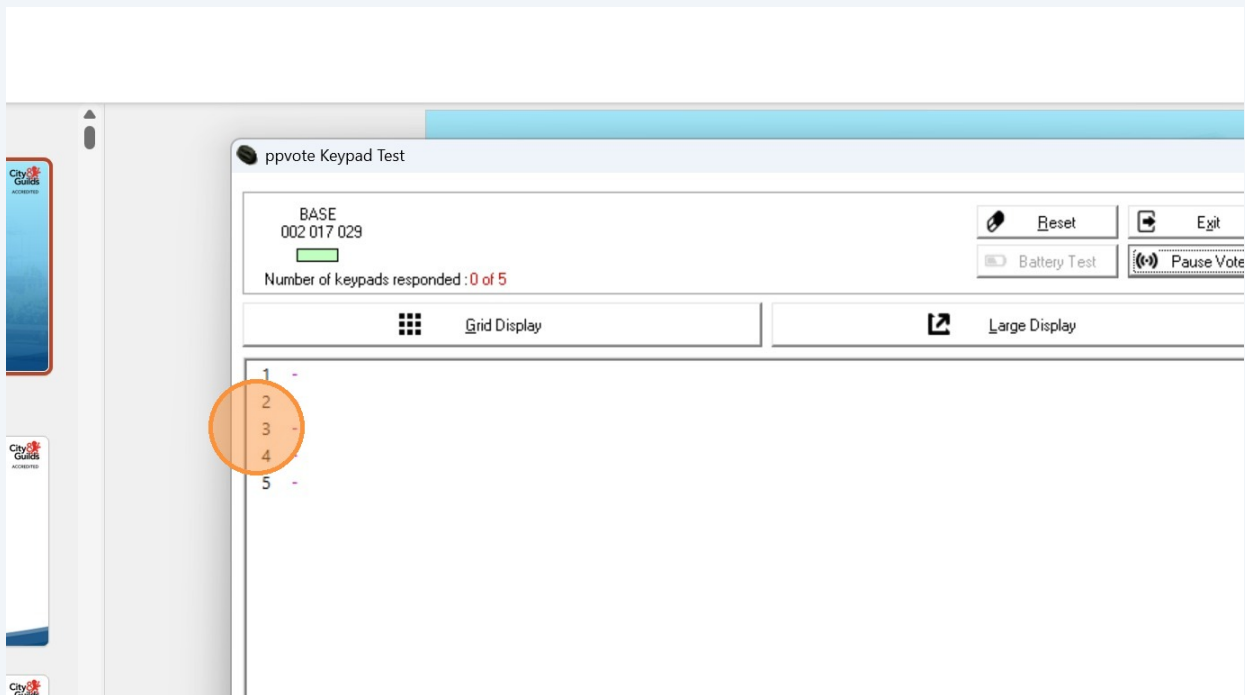
- Keypads
- Participants / Keypad Names

The 'Keypads' option is highlighted with an orange circle. The rest of the interface, including the slide navigation and the main slide content, remains the same as in the previous image.

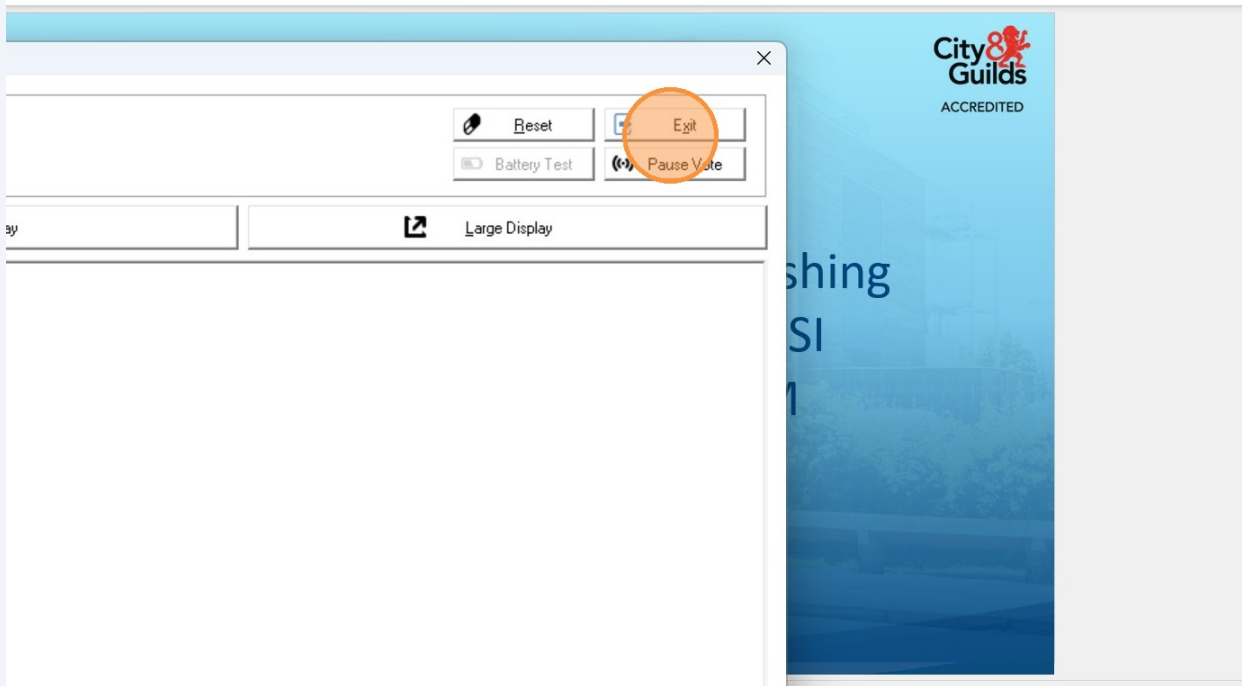
22 insert lowest keypad number and highest keypad number then click test



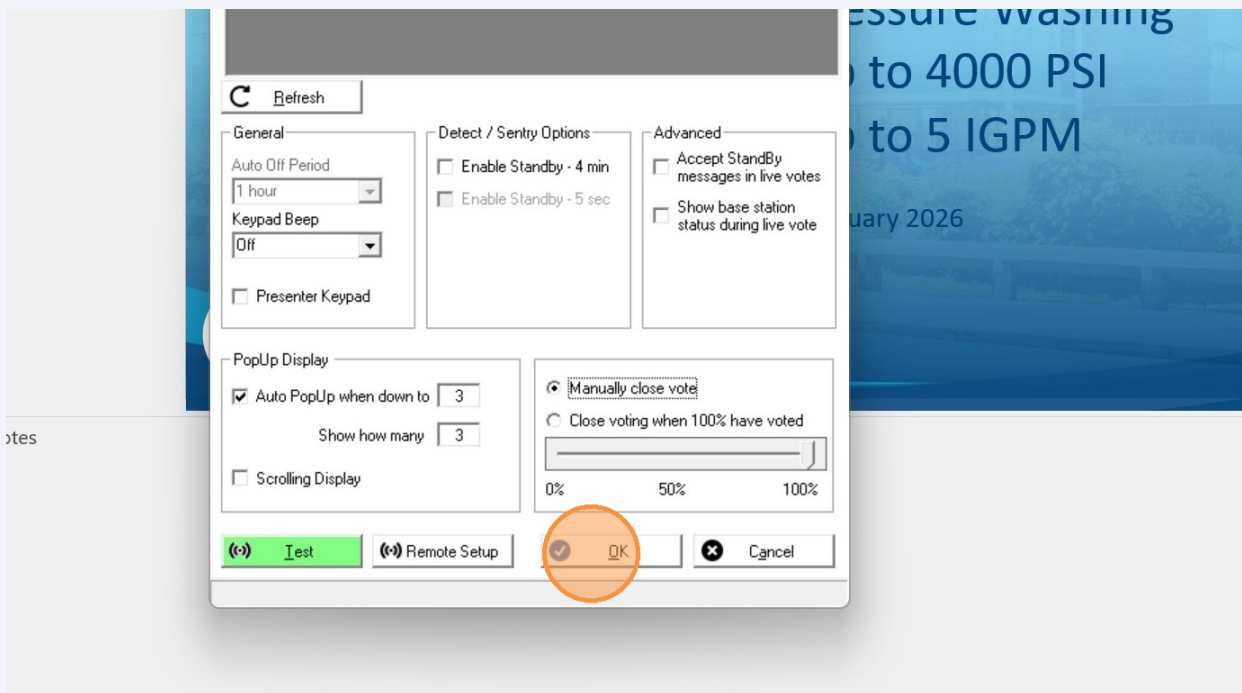
23 get each trainee to press 8, ensure each line is filled and confirm all lines lit up on your trainees keypads



24 Exit Klikapad test



25 select OK to close window



26

you are now ready to run your course. click slideshow start from beginning and make sure you are in presenter mode

The screenshot shows a presentation software window. At the top, there's a title bar with 'WJA Pressure Washing...' and a search bar. Below is a menu bar with options like File, Home, Insert, Draw, Design, Transitions, Animations, Slide Show, Record, Review, View, Add-ins, and Help. A sidebar on the left shows a slide navigation pane with two slides: '1' (WJA Pressure Washing Up to 4000 PSI) and '2' (Meet the Instructor: Lee O'Callaghan). The main slide area displays a slide with the title 'Classroom Course Co', a speech bubble saying 'Time for your practical', and a cartoon character wearing a white helmet and blue face mask.

27

at the end of the course get trainees to download the WJA app and give them logins for temporary access.

The screenshot shows a presentation software window. The top slide is titled 'Feedback' and features a keyboard key with a speech bubble icon. The second slide, numbered 225, is titled 'Pressure Washing Course' and includes 'Registration for the course:' with 'Temporary App access:' details: Email: candidate@waterjetting.org.uk and Password: Password123*. It also features a QR code and a small image of the WJA app. The third slide, numbered 226, is titled 'Classroom Course Completed' and features the same cartoon character and speech bubble as slide 26. A '[No Title]' box is visible in the bottom right corner of the slide.

28

confirm at the end of the theory course if any of the trainees have any questions before you check results

224

Pressure Washing Training Course
Digital Feedback:

Feedback

225

Pressure Washing Course
Registration for the course

Temporary App access
Email: candidates@washington.org.uk
Password: Password1234

226

Classroom Course Completed

Time for your practical

[No Title]

Slide 225 of 226 Accessibility: Investigate

11°C Cloudy

Search

29

Click add ins, then klikapad

AutoSave WJA Pressure Washing... Saved to this PC

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Add-ins Help

ClikAPAD

Menu Commands

Q44. Why should the heater / burner always be switched off before the machine is stopped?

1 It saves time and effort allowing the operator to get home earlier	2 It helps prevent the jetting hose from abrasive damage	3 It stops the formation of acid in the heater coil
0%	20%	80%

222

Q45. An velocity water jet having the nozzle at 228 metres per second (equivalent to two rugby pitches if the jet did not slow down) would indicate a system pressure of?

1 Approximate pressure of - 70 Bar (1,000 psi)	2 Approximate pressure of - 1520 bar (22,200 psi)	3 Approximate pressure of - 207 bar (3,000 psi)
0%	20%	80%

223

Aims And Objectives Review
Do you now :

- Have a detailed knowledge of the requirements of complying with equipment checks before starting
- Understand the principles of risk management
- Have a clear understanding of the correct techniques for using a pressure washer
- Have a better understanding of the knowledge of COSHH
- Understand the requirements for personal protective clothing and the correct use of those system components
- Understand to outline the safety procedure necessary for safe pressure washing

Classroom Course C

Time for your practical

30 Click view / export data to excel

The screenshot shows a presentation software interface with a menu open. The menu options are: New Slide Wizard, Convert to Voting Slide, Slide Editor, Setup, Voting Results, Auto Launch Votes, Help, and About v5.3. A sub-menu is open under 'Voting Results', with 'View / Export Data to Excel' highlighted by an orange circle. Other sub-menu options include 'Clear Data / Reset', 'Import / Merge Data', and 'Edit Data'. The background shows a slide titled 'Classroom Course C' with a speech bubble saying 'Time for your practical' and an illustration of a person in a safety helmet.

31 Click results by keypad

The screenshot shows a 'Results Tables' window with a table of quiz results. The 'Results by Keypad' tab is selected and highlighted with an orange circle. The table has three columns: 'Question/Answer Text', 'Answer Value', and 'Percentage of Votes'. The results are as follows:

Question/Answer Text	Answer Value	Percentage of Votes
14.: ICEBREAKER: Type your question		
Object vote	1	0.0%
	2	0.0%
	3	100.0%
	Total	100%
26.: Q1. What is the maximum		
Object vote	1	0.0%
	2	20.0%
	3	80.0%
	Total	100%
27.: Q2. What is the standard		
Object vote	1	0.0%
	2	20.0%
	3	80.0%
	Total	100%
28.: Q3. Which would be the best		

32

view all scores and confirm if trainees are ok to proceed to the practical assessment (80% or above), if they need to sit the paper test (70% - 79%) or if they cannot proceed and will need to rebook their course (below 70%)

Classroom Course Completed

Keypad Number / Participant Name	Number of Correct Answers	Quiz Score	Quiz Score %	Company	WJA Number	Course	Course date	Expiry Date	Modules on existing card	Email address
Sean lock	40	40	88.9%	WJA	126543	PW	28/04/2026	28/04/2029		nlock@gmai
dean goat	41	41	91.1%	WJA	126544	PW	28/04/2026	28/04/2029		rgoat@iclou
Kai whelan	42	42	93.3%	WJA	126545	PW	28/04/2026	28/04/2029		rhelan@gme
Gavin Stonnell	41	41	91.1%	WJA	126546	PW	28/04/2026	28/04/2029		itonnell@icl
Joshua weight	40	40	88.9%	WJA	126547	PW	28/04/2026	28/04/2029		jaweight@r

33

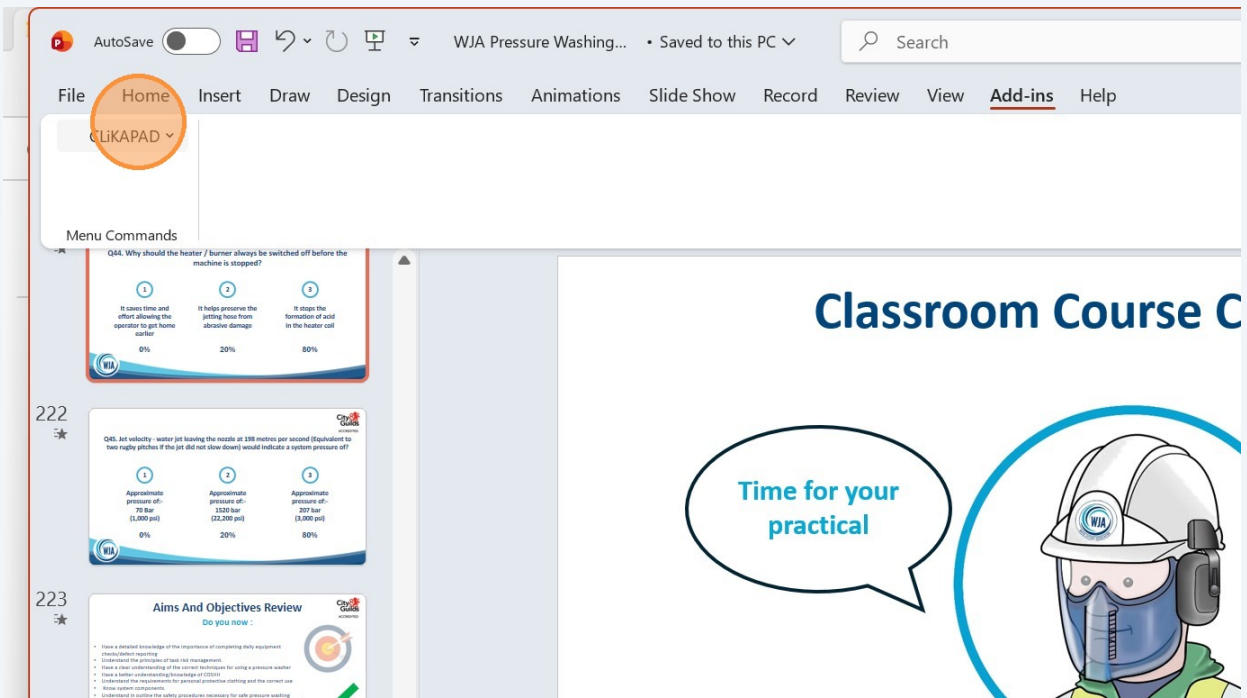
close window and proceed to practical assessment

Classroom Course Completed

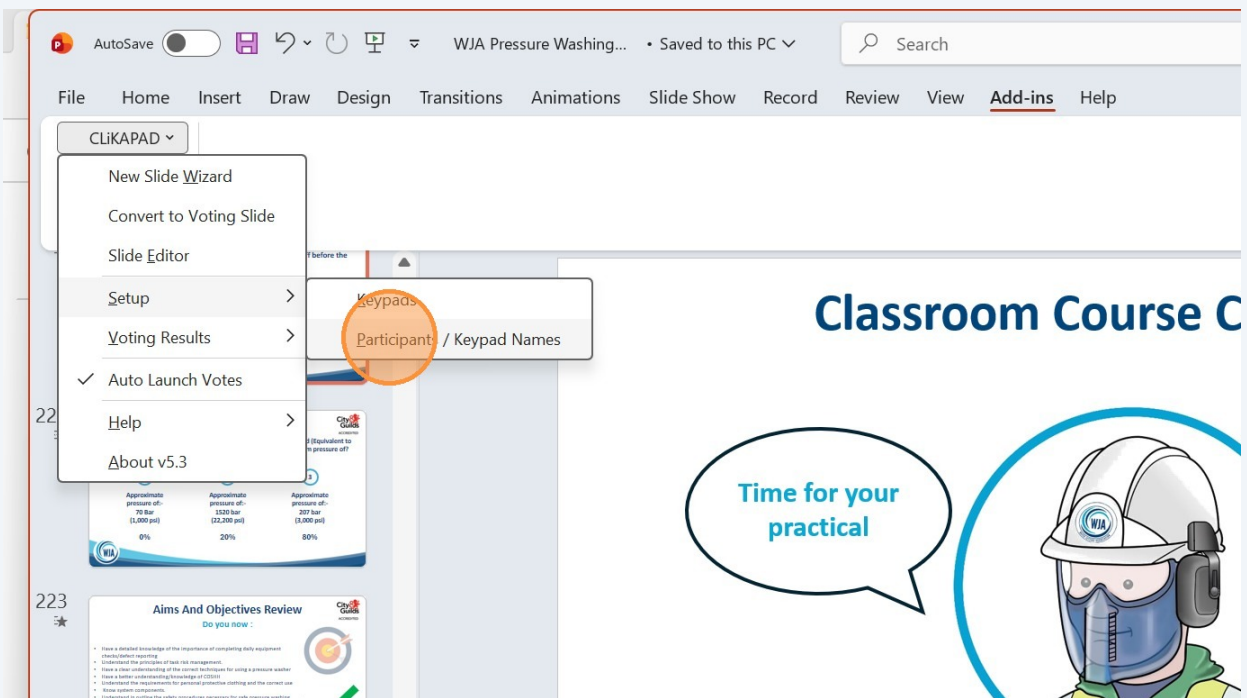
City & Guilds
ACCREDITED

Quiz Score	Quiz Score %	Company	WJA Number	Course	Course date	Expiry Date	Modules on existing card	Email address
40	88.9%	WJA	126543	PW	28/04/2026	28/04/2029		nlock@gmai
41	91.1%	WJA	126544	PW	28/04/2026	28/04/2029		rgoat@iclou
42	93.3%	WJA	126545	PW	28/04/2026	28/04/2029		rhelan@gme
41	91.1%	WJA	126546	PW	28/04/2026	28/04/2029		itonnell@icl
40	88.9%	WJA	126547	PW	28/04/2026	28/04/2029		jaweight@r

34 once practical is complete, click add ins then clikapad

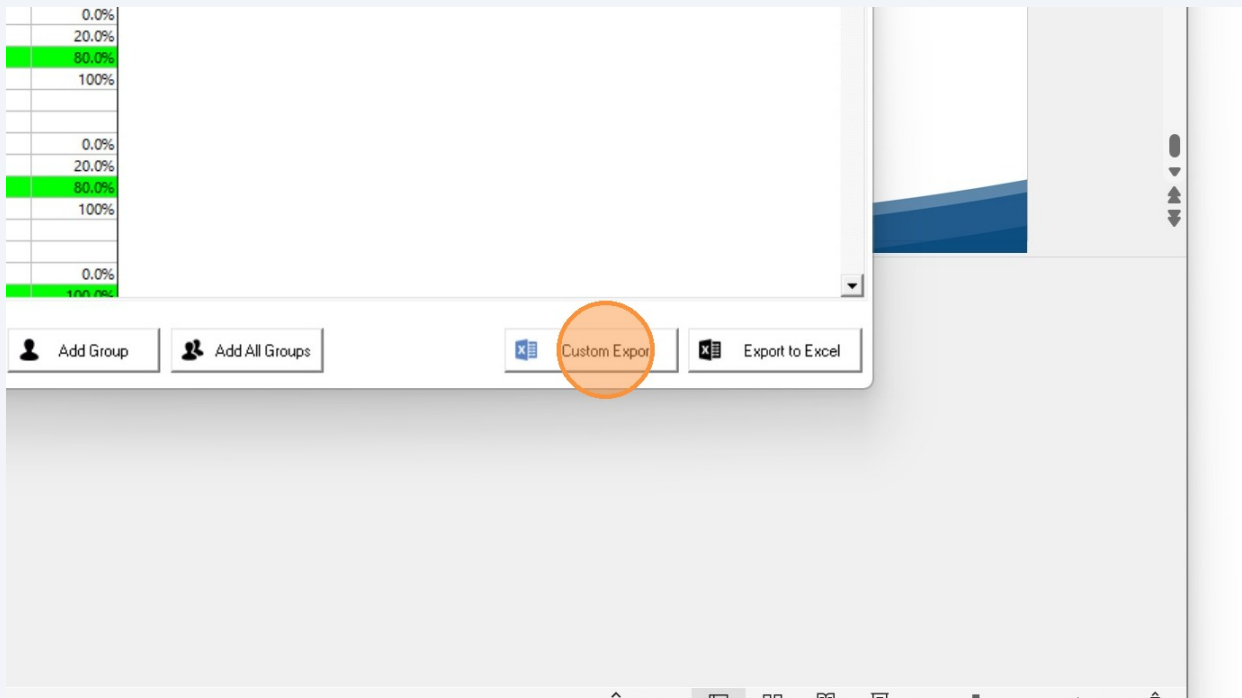


35 Click participant / keypad names



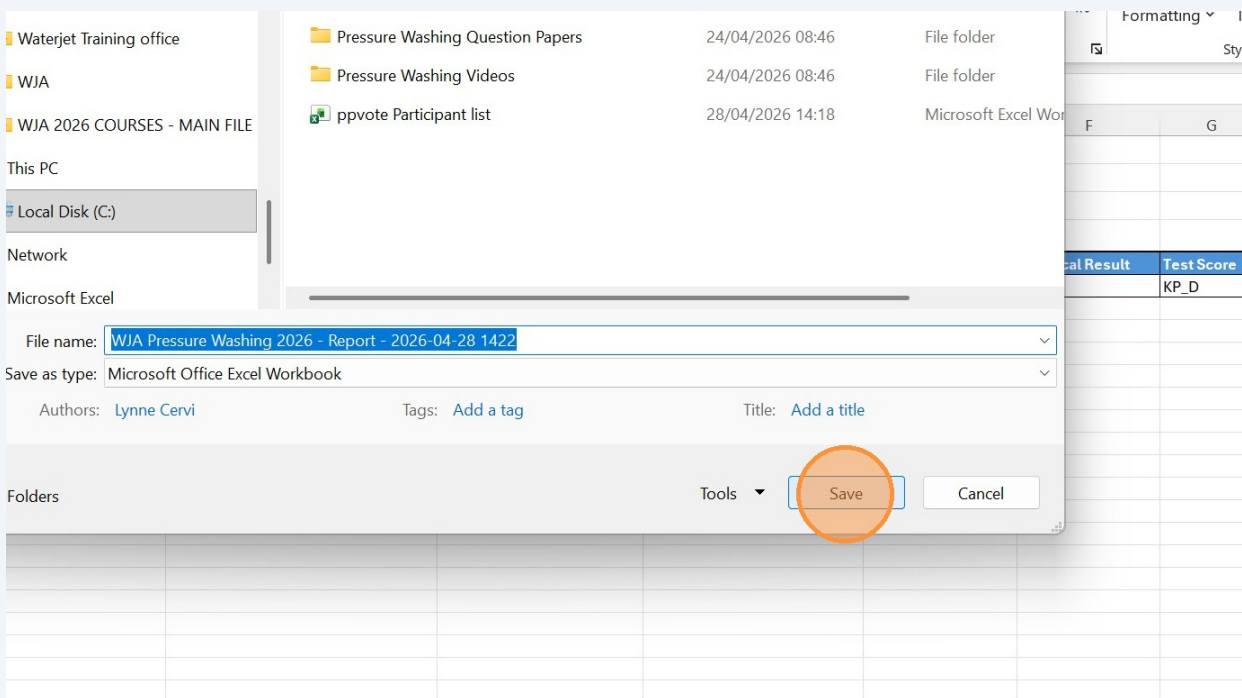
38

at this point all information is held within the course presentation and the Ppvote. Click Custom report



39

Choose a destination and click "Save" to export the Excel report.



40


Select a trainee's tab to review and add in their individual feedback. The individual trainee tab will auto fill all info from the course. This is where you add in you observations from their practical.

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Course Feedback & Revision Notes

Trainee Name:	Sean lock	Trainer Name:	Lee O'Callaghan
WJA number:	126543	Training Provider:	WaterJet Training
Practical Result:	PASS	Course Name:	PW
Theory test Score:	89%	Course Date:	28/04/2026
Theory Result:	PASS	Course Location:	unit 1 Cotswold business park LU1 4AJ

Trainer observations & feedback:




Questions answered incorrectly:

Opening Questions

What should be considered when introducing chemicals into the pressure washer?:

41

Click the "PDF" icon in the Quick Access Toolbar. save as the trainees name plus course report E.G PW Report Sean Lock, This will create an individual PDF for each trainee

AutoSave  WJA Pressure Washing 2026 - Report - 2026-04-28 1422


File Home Insert Draw Page Layout Formulas Data Review View Automate Help

Clipboard Font Alignment Number

D17

1 2 3 4 5 6 7

A B C D E F G



City & Guilds ACCREDITED

WATER JET TRAINING

WJA

Course Feedback & Revision Notes

Trainee Name: Sean lock Trainer Name: Lee O'Callaghan

42

Once each course report has been saved to PDF publish and save excel form ready to send to the WJA.

