



TELFORD & WREKIN TRAINING SERVICES

Training you can trust



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BUSINESS
SERVICES



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ABOUT US

OUR COURSES

COURSE DETAILS

CONTACT US

TELFORD & WREKIN TRAINING SERVICES

Telford & Wrekin Training Services offer a comprehensive range of high quality training in Telford and further afield.

With over 35 years of combined experience, our professional trainers deliver courses which help you to make informed decisions which meet the health and safety needs of your workforce.

To accommodate your needs we offer both in-house and tailor made off site training. For more information about course dates and prices or to book a place, please visit www.telfordbusinessservices.co.uk

We are an approved training centre for the Royal Life Saving Society UK (RLSS UK); Quallsafe Awards; and MiDAS.



TRAINING YOU CAN TRUST

Why us?

- 1 We are a trusted authority with ultimate responsibility for the health and well-being of our local community and partners.
- 2 Our trainers have over 35 years of combined experience.
- 3 We tailor our training to meet your needs.
- 4 We are an approved training centre for the Royal Life Saving Society UK (RLSS UK), the Quallsafe Awards and MiDAS. We are also Ofsted and Sure Start compliant.
- 5 We provide Automated External Defibrillator Training FREE of charge on all our first aid courses.

Benefits

- 1 We offer a FREE no obligation consultation to advise organisations through their health and safety legal requirements.
- 2 We use our own facilities to keep costs to the customers down to a minimum but also have the flexibility to go anywhere anytime not just 9am-5pm.
- 3 We have a duty of care for your employees after the training ends and can offer all clients health checks for all their employees.

IQL UK



ROYAL
LIFE SAVING
SOCIETY UK



OUR COURSES

Designed with you in mind

FIRST AID AT WORK

WITH AUTOMATED
DEFIBRILLATOR TRAINING (AED)



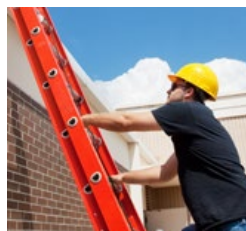
FOOD SAFETY



HEALTH AND SAFETY IN THE WORKPLACE



WORKING AT HEIGHT



MANUAL HANDLING



DRIVING AT WORK



POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY



STAFF DEVELOPMENT



OUTDOOR LEADERSHIP



For more information about course dates and prices or to book a place, please visit

www.telfordbusinessservices.co.uk

FIRST AID AT WORK

First Aid at Work with Automated External Defibrillator (AED)

Course Duration: 3 days (19½ hours)

Location: Telford

Course Overview: This informative three day course provides the comprehensive set of practical skills needed to become a confident first aider at work. It covers a wide range of CPR, AED and First Aid skills and includes the Emergency First Aid at Work syllabus and also equips the first-aider to apply first aid to a range of specific injuries and illness. This course also teaches the essential skills that an AED operator needs and gives the confidence to know what to do in an emergency.

Who is this course for: Those identified as first aiders in their workplace and those looking for our most thorough first aid training.

Course Pre-Requisites: None

First Aid at Work Requalification with Automated External Defibrillator (AED)

Course Duration: 2 days (13½ hours)

Location: Telford

Course Overview: Employers are legally required to assess their workplace with regards to First Aid qualification needs. The findings of the needs assessment should indicate the level of first-aid equipment, facilities and personnel required. This two day course provides the comprehensive set of practical skills needed to retain confidence as a first aider at work. It covers a wide range of CPR, AED and First Aid skills and includes the Emergency First Aid at Work syllabus and also equips the first-aider to apply first aid to a range of specific injuries and illness.

Who is this course for: Those identified as first aiders in their workplace looking to renew their First Aid at Work qualification.

Course Pre-Requisites: Participants must already have a valid First Aid at Work certificate that has not expired.

FIRST AID AT WORK

Emergency Paediatric First Aid and Emergency Paediatric First Aid Requalification

Course Duration: 1 day (6 hours)

Location: Telford

Course Overview: This comprehensive one day course covers a wide range of CPR and First Aid skills related to children and equips the first-aider to apply emergency first aid to a range of specific injuries. This course will provide the learner with a nationally recognised Emergency Paediatric First Aid (EPFA) qualification

Who is this course for: People looking after children including teachers, childminders, nannies, nursery and pre-school workers, sport and leisure staff, Au Pairs and playgroup leaders. This course is Ofsted and Sure Start compliant. It is also an excellent course for parents who would like more in-depth training on common accidents and illnesses focusing on babies and children.

Course Pre-Requisites: None



FIRST AID AT WORK

Paediatric First Aid and Paediatric First Aid Requalification

Course Duration: 2 days (12 hours)

Location: Telford

Course Overview: This comprehensive two day course covers a wide range of CPR and First Aid skills related to children and includes the Emergency First Aid syllabus and also equips the first-aider to apply emergency first aid to a range of specific injuries and illness. This course will provide the learner with a nationally recognised Paediatric First Aid (EPFA) qualification.

Who is this course for: People looking after children including teachers, childminders, nannies, nursery and pre-school workers, sport and leisure staff, Au Pairs and playgroup leaders. This course is Ofsted and Sure Start compliant. It is also an excellent course for parents who would like more in-depth training on common accidents and illnesses focusing on babies and children.

Course Pre-Requisites: None



FIRST AID AT WORK

Emergency First Aid At Work and Emergency First Aid At Work Requalification

Course Duration: 1 day (6 hours)

Location: Telford

Course Overview: This one day course covers a range of CPR and First Aid skills and the training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. This course will provide the learner a nationally recognised Emergency First Aid at Work (EFAW) qualification.

Who is this course for: This course is ideal for low hazard environments (e.g. offices, shops, libraries) or where your needs assessment identifies a requirement for a first aider trained in emergency first aid at work. If your needs assessment identifies additional hazards or risks or staff with a medical condition such as asthma, diabetes or a heart condition we recommend the first

aid at work course as this covers a broader syllabus including the recognition and treatment of a wider range of conditions.

Course Pre-Requisites: None



FOOD SAFETY

Qualsafe Awards (QA) Level 2 Award in Food Safety in Catering

Course Duration: 1 day (6 hours)

Location: Telford

Course Overview: This qualification has been developed to address the growing need to make learning more relevant to specific business environments. This course will extend in areas such as refrigeration, chilling and cold holding of foods, principles of safe storage and cleaning practices.

Who is this course for: Anyone working in a catering setting where food is prepared cooked and handled.

Course Pre-Requisites: None

Qualsafe Awards (QA) Level 2 Award in Food Safety in Catering (Refresher)

Course Duration: ½ day (3 hours)

Location: Telford

Course Overview: This course is designed to refresh attendees knowledge and understanding of the importance of food safety procedures and understand personal hygiene practices and role in reducing the risk of contamination. Subjects explored include identifying the sources and risks to food safety.

Who is this course for: All candidates who have taken the QA level 2 Awards in Food Safety are recommended to take a refresher course three years after completion.

Course Pre-Requisites: The participant must have a Level 2 Award in Food Safety.

FOOD SAFETY

Qualsafe Awards (QA) Level 3 Award in Food Safety

Course Duration: 3 days (18 hours)

Location: Telford

Course Overview: In line with the national occupational standards reflecting sector-specific needs, these qualifications provide a thorough understanding of food safety procedures emphasising the importance of monitoring staff and controls. Attendees will learn how to implement and supervise a food safety management system and understand the concept of food hazards and the risks associated with them and more.

Who is this course for: Managers and supervisors in small, medium or large catering, manufacturing or retail businesses. Particularly relevant for those who have to develop or monitor Hazard Analysis and Critical Control Points (HACCP) based food safety management procedures and systems.

Course Pre-Requisites: Level 2 is required.



FOOD SAFETY

Qualsafe Awards (QA) Level 2 Award in Food Safety in Retail

Course Duration: 1 days (6 hours)

Location: Telford

Course Overview: The QA Level 2 Award in Food Safety for Retail (RQF) is a regulated and nationally recognised qualification and covers the importance of food safety; food safety laws and legal responsibilities of food handlers; types of contamination and associated risks; bacteriology; an introduction to Hazard Analysis and Critical Control Points (HACCP); personal hygiene; design of premises and equipment; cleaning and disinfection; waste disposal; pest control; safe handling practices including time and temperature controls; stock control procedures and food spoilage.

Successful candidates will develop a strong understanding of the importance of food safety, including correct food handling practices and measures to reduce the risk of contamination.

Who is this course for: The QA Level 2 Award in Food Safety for Retail (RQF) is designed for those working, or planning to work, in a food retail environment such as: supermarkets, corner shops or premises with hot and chilled food display counters.

Course Pre-Requisites: None



FOOD SAFETY

Qualsafe Awards (QA) Level 2 Award in Food Safety in Manufacturing

Course Duration: 1 days (6 hours)

Location: Telford

Course Overview: The QA Level 2 Award in Food Safety for Manufacturing (RQF) is a regulated and nationally recognised qualification and covers the importance of food safety; food safety laws and legal responsibilities of food handlers; types of contamination and associated risks; bacteriology; an introduction to Hazard Analysis and Critical Control Points (HACCP); personal hygiene; design of premises, work surfaces and equipment; cleaning and disinfection; waste disposal; pest control; safe handling practices including time and temperature controls; stock control procedures and food spoilage.

Successful candidates will develop a strong understanding of the importance of food safety, including correct food handling practices and measures to reduce the risk of contamination.

Who is this course for: The QA Level 2 Award in Food Safety for Manufacturing (RQF) is designed for those who work, or are planning to work, in a food manufacturing environment.

Course Pre-Requisites: None



HEALTH & SAFETY IN THE WORKPLACE

Basic Risk Assessment for Schools

Course Duration: 4 hours

Location: Telford

Course Overview: To give an understanding of the legal requirements for risk assessments and to learn and practice the techniques for carrying these out.

To ensure that as Teachers and Teaching Assistants you are aware of the principles of the Risk Assessment process and competent in the carrying out and recording of Risk Assessments under the Management of Health and Safety at Work Regulations, 1999.

There is no formal assessment, renewal or certificate for this course.

Who is this course for: Teachers and Teaching Assistants

Course Pre-Requisites: None



HEALTH & SAFETY IN THE WORKPLACE

Caretaker Health and Safety Awareness

Course Duration: 2 hours

Location: Telford

Course Overview: This course gives an overview for companies (who have a caretaker role within their organisation) on their legal responsibilities for health and safety, how to carry these responsibilities out.

Course participants will learn: the do's and don'ts of a caretaker; basic principles of risk assessment; general building safety and security; health and safety considerations for the environment you work in and you as a caretaker.

There is no formal assessment, renewal or certificate for this course.

Who is this course for: Individuals who have a caretaker role within their organisation with responsibility for health & safety matters.

Course Pre-Requisites: None

Caretaker Health and Safety Awareness Refresher

Course Duration: 1 hour

Location: Telford

Course Overview: This refresher course gives an update in health and safety considerations (who have a caretaker role within their organisation) on their legal responsibilities for health and safety, how to carry these responsibilities out.

Course participants will have an update on any health and safety legislation changes that would impact on a caretaker's roles and responsibilities including: what has changed; principles of risk assessment; general building safety and security; health and safety considerations for the environment you work and you as a caretaker. There is no formal assessment, renewal or certificate for this course.

Who is this course for: Individuals who have a caretaker role within their organisation with responsibility for health & safety matters.

Course Pre-Requisites: None

HEALTH & SAFETY IN THE WORKPLACE

Display Screen Equipment (DSE) Assessment

Course Duration: 2 hours

Location: Telford

Course Overview: This course will provide participants with an understanding of the legal requirements for display screen equipment work (i.e. work with computers) to be assessed and to learn and practice the techniques for carrying these out.

Course participants will learn how to: Identify the hazards arising from using display screen equipment; carry out assessments of display screen equipment work stations; set up a work station correctly; advise on improvements and management of display screen equipment users; advise on your organisations eye test procedures; and understand the risks associated with dynamic working.

There is no formal assessment, renewal or certificate for this course.

Who is this course for: Managers, supervisors or nominated employees who need to become DSE Assessors.

Course Pre-Requisites: None



HEALTH & SAFETY IN THE WORKPLACE

Governors' Role in Health and Safety

Course Duration: 2 hours

Location: Telford

Course Overview: This course is designed to provide health and safety advice and support to governors, to enable them to help the school comply with their legal responsibilities. Advice will include how the governing body can plan for the school to implement the health and safety policy, by setting objectives and performance standards and monitoring of the process.

There is no formal assessment, renewal or certificate for this course.

Who is this course for: Governors of Academies, trust run schools and committees with responsibility for health and safety.

Course Pre-Requisites: None

Health and Safety for Building Managers

Course Duration: 4 hours

Location: Telford

Course Overview: This course gives an overview for Building managers' legal responsibilities for health and safety, how to carry these out and the assistance available to do this.

Course participants will learn: a building managers legal responsibilities for health and safety; health and safety building management within your building; the support available to the building manager; policies, risk assessment, monitoring, record keeping, training, accidents, emergencies and ill health; building health and safety risks; and health and safety audits and building checklists. There is no formal assessment, renewal or certificate for this course.

Who is this course for: Individuals who have a role or responsibility for health & safety matters within their respective field or business.

Course Pre-Requisites: None

HEALTH & SAFETY IN THE WORKPLACE

Investigating Accidents and Incidents

Course Duration: 3 hours

Location: Telford

Course Overview: The investigating accidents and incidents training will give the participant a broad understanding of the principles of an investigation process, looking at the benefits of prevention with the emphasis on practical training exercises and real-life case studies.

It will enable the participant to meet legal obligations to investigate accidents and incidents and assist compliance with relevant legislation, including RIDDOR (1995).

There is no formal assessment, renewal or certificate for this course.

Who is this course for: Anyone with a role or responsibility in accident/incident processes.

Course Pre-Requisites: None

Legionella Awareness

Course Duration: 2 hour

Location: Telford

Course Overview: This course gives participants an understanding of how Legionella grows and causes infection and the measures to take to control it.

Course participants will learn about: domestic arrangements; complying with the law – L8 ACOP; identifying and assessing water risks; nominating a responsible person for your site; preventing and controlling risks and keeping correct records.

There is no formal assessment, renewal or certificate for this course.

Who is this course for: Individuals who have a role or responsibility for health & safety matters within their respective field or business.

Course Pre-Requisites: None

HEALTH & SAFETY IN THE WORKPLACE

Managing Health and Safety

Course Duration: 3 hours (after completion of e-learning package)

Location: Telford

Course Overview: This course gives participants an overview of a managers legal responsibilities for health and safety, how to carry these out and the assistance available to do this.

Course participants will learn: a managers legal responsibilities for health and safety; how health and safety law is enforced; how health and safety is managed within your company; policies, consultation, risk assessment, monitoring, record keeping, training, accidents, emergencies and ill health.

There is no formal assessment, renewal or certificate for this course.

Individuals who have a role or responsibility for health and safety matters within there respective field or business.

Course Pre-Requisites: None



HEALTH & SAFETY IN THE WORKPLACE

Managing Health and Safety (Refresher)

Course Duration: 3 hours

Location: Telford

Course Overview: This course provides participants with a refresher on key health and safety issues for managers and nominated employees who have undertaken training in managing health and safety three or more years ago.

Course participants will: be able to assess how recent/ forthcoming changes to Health & Safety law and policy will affect their workplace and practices; review their legal responsibilities for health and safety and how the law is enforced; review how their management of health and safety contributes to the strategy for managing health and safety within their organisation; be given an opportunity to explore further any areas of health and safety that are a cause for concern.

There is no formal assessment, renewal or certificate for this course.

Who is this course for: Individuals who have a role or responsibility for health & safety matters within their respective field or business.

Course Pre-Requisites: None



HEALTH & SAFETY IN THE WORKPLACE

Qualsafe Awards (QA) Level 2 Award in Health & Safety in the Workplace

Course Duration: 1 days (6 hours)

Location: Telford

Course Overview: Designed to ensure that all employees are aware of their own safety and the safety of customers, contractors and the public. This qualification can be tailored to business and individual needs to make the learning experience relevant and fit for purpose. Building on the knowledge gained on the level 1 qualification participants will learn the principles of health and safety and accident prevention and understand the responsibilities placed on employers and employees.

Who is this course for: Anyone in a work environment.

Course Pre-Requisites: None

Qualsafe Awards (QA) Level 2 Award in Health & Safety in the Workplace (Refresher)

Course Duration: ½ days (3 hours)

Location: Telford

Course Overview: This qualification has been designed to provide a simple and concise update of health and safety to candidates holding the Level 2 Award in Health and Safety in the Workplace Qualification.

Who is this course for: All candidates who have taken the Level 2 Award in Health and Safety in the Workplace are recommended to take a refresher course three years after completion.

Course Pre-Requisites: The participant must have a Level 2 Award in Health & Safety in the Workplace.

HEALTH & SAFETY IN THE WORKPLACE

Routine Visual Inspection of Outdoor Playground Equipment

Course Duration: 2 hours

Location: Telford

Course Overview: This course will enable participants to identify and look at their outdoor play equipment's basic condition, especially faults due to recent vandalism, breakages and cleanliness of the playground.

It will include: practical advice on how to carry out and record inspections; report defects; and practical workshops on site to ensure staff that have been nominated are competent to carry out daily/weekly inspections, record findings and understand importance of reporting defects. There is no formal assessment, renewal or certificate for this course.

Who is this course for: Individuals who have a role or responsibility for health & safety matters within their respective field or business.

Course Pre-Requisites: None

Risk Assessment

Course Duration: 7 hours

Location: Telford

Course Overview: This course will give participants an understanding of the legal requirements for risk assessments and to learn and practice the techniques for carrying these out. This will ensure that staff expected to carry out risk assessments are competent in the principles of the Risk Assessment process and the carrying out and recording of Risk Assessments. There is no formal assessment, renewal or certificate for this course.

Who is this course for: Individuals who have a role or responsibility for carrying out risk assessments.

Course Pre-Requisites: None

WORKING AT HEIGHT

Ladder Safety

Course Duration: 2 hours

Location: Telford

Course Overview: This course is designed to provide comprehensive information on correct ladder usage and working at a height regulations. Participants will learn about different ladder types, specifications and standards, user responsibilities and risk assessments.

This comprehensive course is designed to recognise and eliminate the dangers of incorrect ladder usage covering all types of extension/step ladders.

Who is this course for: This course is suitable for anyone who are required to use ladders or stepladders as part of their job role. **Course Pre-Requisites:** None



MANUAL HANDLING

Qualsafe Awards (QA) Level 2 Award in Manual Handling Principles

Course Duration: ½ day (3 hours)

Location: Telford

Course Overview: This course is designed to provide essential information about manual handling hazards and their control. This course will allow participants to understand the risks associated with manual handling, learn the value of risk assessment and apply the principles of safer handling to a range of everyday manual handling tasks.

Who is this course for: This qualification is aimed at those who carry out manual handling at work including both industrial and office workers. Those who need to learn about practical manual handling techniques should stay on for a further half-day training session and assessment to gain the full Qualsafe Awards Level 2 Award in Manual Handling – Principles and Practice qualification.

Course Pre-Requisites: None



MANUAL HANDLING

Qualsafe Awards (QA) Level 2 Award in Manual Handling Principles and Practice

Course Duration: 1 day (6 hours)

Location: Telford

Course Overview: This one day course is designed to provide essential information about manual handling hazards and their control. This course will allow participants to understand the risks associated with manual handling, learn the value of risk assessment and apply the principles of safer handling to a range of everyday manual handling tasks.

Who is this course for: This qualification is aimed at those who carry out manual handling at work including both industrial and office workers. To give you maximum flexibility it can be delivered as a half-day programme for learners who only wish to gain Qualsafe Awards Level 2 Award in Principles of Manual Handling.

Course Pre-Requisites: None



DRIVING FOR WORK TRAINING

Driving for Work

Course Duration: 3 hours (course and theory exam)

Location: Telford

Course Overview: Managing the risks to employees who drive at work requires more than just compliance with road traffic legislation. The Health and Safety at Work Act 1974 requires employers to take appropriate steps to ensure the health and safety of their employees and others who may be affected by their activities when at work. This includes the time when they are driving or riding at work, whether this is in a company or hired vehicle, or in the employee's own vehicle. Employees also have a duty to protect their health and safety and that of others who they have responsibility.

This course will cover driver licensing, emergency and accident procedures, your legal responsibility and planning the journey.

Course participants will need to bring a valid driving licence to the course showing that they have the correct category for the vehicle they will be driving. Please note

to drive a 16 seater minibus over 3.5 tonnes you will need a 'D' category with or without a (101) sub category.

Who is this course for: Those who drive for work, this may include managers, officers, social workers, foster carers and any other employee or volunteer who may use private vehicles, company, or hired vehicles.

Course Pre-Requisites: Course participants must have a valid UK driving license which they bring with them when they attend the course.



DRIVING FOR WORK TRAINING

Driving for work – Accessible Course

Course Duration: 6 hours (course, theory exam and practical assessment)

Location: Telford

Course Overview: Managing the risks to employees who drive at work requires more than just compliance with road traffic legislation. The Health and Safety at Work Act 1974 requires employers to take appropriate steps to ensure the health and safety of their employees and others who may be affected by their activities when at work. This includes the time when they are driving or riding at work, whether this is in a company or hired vehicle, or in the employee's own vehicle. Employees also have a duty to protect their health and safety and that of others who they have responsibility. This course will cover specialist equipment for accessible vehicles, passenger awareness, child and passenger safety as well as legal responsibility, driver licensing and emergency procedures.

Course participant will need to bring a valid driving licence to the course showing that they have the correct category for the vehicle they will be driving. Please note to drive a 16 seater minibus over 3.5 tonnes you will need a 'D' category with or without a (101) sub category.

Who is this course for: Those who drive for work and this may include managers, officers, social workers, foster carers and any other employee or volunteer who may use private vehicles, company or hired vehicles which are adapted to carry passengers with disabilities.

Course Pre-Requisites: Course participants must have a valid UK driving license which they bring with them when they attend the course.



DRIVING FOR WORK TRAINING

Minibus Driver Training, Minibus Driver Awareness Scheme (MiDAS) Accessible Course

Course Duration: 1 day (6.5 hours) plus a practical driving assessment (1.5 hours)

Location: Telford

Course Overview: MiDAS is the award-winning Minibus Driver Awareness Scheme. MiDAS is a nationally recognised standard for the assessment and training of drivers. MiDAS is applicable to any organisation that transports passengers by road, and organisations range from small voluntary organisations operating one vehicle to local authorities operating large vehicle fleets.

This one day course (with a two hour practical drive – booked at a later date) provides the comprehensive set of practical skills needed to become a competent and confident passenger carrying driver with additional modules for an accessible certificate covering safe use of passenger lifts and ramps and the use of wheelchair and passenger restraint equipment.

Course participants will need to bring a valid driving licence to the course showing that they have the correct category for the vehicle they will be driving. Please note to drive a 16 seater minibus over 3.5 tonnes course participants will need a 'D' category with or without a (101) sub category.

Who is this course for: All those involved in transporting clients with disabilities in schools, care establishments, workplaces, voluntary organisations, taxi companies wishing to improve their abilities in the safe use of passenger lifts and ramps and wheelchair passenger restraint equipment.

Course Pre-Requisites: All course participants must possess a D1 category on their driving license. If they have a B Category license please contact us to get advice on which mini-buses they can drive. All course participants must bring a valid driving licence showing the correct category for the vehicle they are driving.

DRIVING FOR WORK TRAINING

Minibus Driving Training MiDAS Accessible Refresher Course

Course Duration: 2 hours theory and practical training plus a practical assessment (1.5 hours)

Location: Telford

Course Overview: MiDAS is the award-winning Minibus Driver Awareness Scheme. MiDAS is a nationally recognised standard for the assessment and training of drivers. Having completed the MiDAS Accessible Course it is necessary to complete the refresher course every four years. The course will update the driver on any changes to good practice and the laws relating to driving or disabled passengers. The course will contain refresher modules as dictated by the examining body. Course participants will need to bring a valid driving licence to the course showing that they have the correct category for the vehicle they will be driving. Please note to drive a 16 seater minibus over 3.5 tonnes course participants will need a 'D' category with or without a (101) sub category.

Who is this course for: Drivers who have already completed the full MiDAS and require a refresher course to keep their training up-to-date.

Course Pre-Requisites: All course participants must possess a D1 category on their driving license. If they have a B Category license please contact us to get advice on which mini-buses they can drive. All course participants must bring a valid driving licence showing the correct category for the vehicle they are driving.

DRIVING FOR WORK TRAINING

Minibus Driver Training MiDAS Standard Course

Course Duration: 4 hours plus a practical driving assessment (1 hour)

Location: Telford

Course Overview: MiDAS is the award-winning Minibus Driver Awareness Scheme. MiDAS is a nationally recognised standard for the assessment and training of drivers. MiDAS is applicable to any organisation that transports passengers by road, and organisations range from small voluntary organisations operating one vehicle to local authorities operating large vehicle fleets.

This one day course (with a two hour practical drive – booked at a later date) provides the comprehensive set of practical skills needed to become a competent and confident passenger carrying driver. The course will cover driving for safety and economy, drivers legal responsibilities, health and safety awareness and personal safety for drivers.

Course participants will need to bring with them a valid driving licence showing that they have the correct

category for the vehicle they will be driving. Please note to drive a 16 seater minibus over 3.5 tonnes course participants will need a 'D' category with or without a (101) sub category.

Who is this course for: All those involved in driving minibuses in schools, care establishments, workplaces, voluntary organisations, taxi companies wishing to improve their abilities in minibus safety by developing and enhancing their driving and passenger awareness skills.

Course Pre-Requisites: All course participants must possess a D1 category on their driving license. If they have a B Category license please contact us to get advice on which mini-buses they can drive. All course participants must bring a valid driving licence showing the correct category for the vehicle they are driving.

DRIVING FOR WORK TRAINING

Minibus Driver Training MiDAS Standard Refresher Course

Course Duration: 2 hours plus a practical driving assessment (1 hour)

Location: Telford

Course Overview: Having completed the MiDAS Standard Course it is necessary to complete the refresher course every four years. The course will update the driver on any changes to good practice and the laws relating to driving or carrying passengers. The course will contain refresher modules as dictated by the examining body.

Course participants will need to bring a valid driving licence showing that they have the correct category for the vehicle they will be driving. Please note to drive a 16 seater minibus over 3.5 tonnes course participants will need a 'D' category with or without a (101) sub category.

Who is this course for: Drivers who have already completed the full standard MiDAS course and require a refresher course to keep their training up-to-date.

The course will cover updates to legal requirements and changes to good practice.

Course Pre-Requisites: All course participants must possess a D1 category on their driving license. If they have a B Category license please contact us to get advice on which mini-buses they can drive. All course participants must bring a valid driving licence showing the correct category for the vehicle they are driving.



POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

National Pool Lifeguard Qualification (NPLQ) including Automated External Defibrillator (AED)

Course Duration: 37.5 hours minimum

Location: Telford

Course Overview: The RLSS UK National Pool Lifeguard Qualification (NPLQ) is the most awarded lifeguard qualification in the United Kingdom and Ireland and is also internationally recognised. This qualification is regulated by Ofqual.

The NPLQ covers all elements of Pool Rescue Techniques, Lifeguarding Theory, First Aid and CPR. The course is physically demanding and will include swimming to set times, lifting casualties and diving to the deepest part of the swimming pool. Training and assessment for the NPLQ is in three sections and all must be successfully passed to attain the qualification.

Upon qualifying with the NPLQ, the certificate is valid for two years from the date of successful completion.

Who is this course for: People interested in training to become a lifeguard. This is an excellent starting point for a career in the leisure industry. The course can provide an opportunity for career progression, as most leisure managers start off as Pool Lifeguards.

Course Pre-Requisites: Every candidate attending a NPLQ course must be 16-years-old at the time of taking the NPLQ final assessment and be able to:

- Jump/dive into deep water
- Swim 50 metres in less than 60 seconds
- Swim 100 metres continuously on front and back in deep water
- Tread water for 30 seconds
- Surface dive to the floor of the pool
- Climb out unaided without ladder/steps and where the pool design permits.

POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

National Pool Lifeguard Qualification (NPLQ) including Automated External Defibrillator (AED) and First Aid At Work

Course Duration: 39.5 hours minimum

Location: Telford

Course Overview: The RLSS UK National Pool Lifeguard Qualification (NPLQ) is the most awarded lifeguard qualification in the United Kingdom and Ireland and is also internationally recognised. This qualification is regulated by Ofqual.

The NPLQ covers all elements of Pool Rescue Techniques, Lifeguarding Theory, First Aid and CPR. The course is physically demanding and will include swimming to set times, lifting casualties and diving to the deepest part of the swimming pool. Training and assessment for the NPLQ is in three sections and all must be successfully passed to attain the qualification.

Upon qualifying with the NPLQ, the certificate is valid for two years from the date of successful completion.

This course will also include a Level 3 First Aid at Work qualification.

Who is this course for: People interested in training to become a lifeguard. This is an excellent starting point for a career in the leisure industry. The course can provide an opportunity for career progression, as most leisure managers start off as Pool Lifeguards.

Course Pre-Requisites: Every candidate attending a NPLQ course must be 16-years-old at the time of taking the NPLQ final assessment and be able to:

- Jump/dive into deep water
- Swim 50 metres in less than 60 seconds
- Swim 100 metres continuously on front and back in deep water
- Tread water for 30 seconds
- Surface dive to the floor of the pool
- Climb out unaided without ladder/steps and where the pool design permits.

POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

Open Water Lifeguard (OWL) Qualification

Course Duration: 20 hours

Location: Telford

Course Overview: Open water swimming is the fastest growing sport worldwide due to its increasing popularity. The Open Water Lifeguard Qualification delivered over three days, is valid for 2 years and is independently assessed. The candidate manual and trainer resources help the Trainer Assessor deliver through the three sections:

Section 1 - The Open Water Lifeguard, environment, hazards and supervision

Section 2 - Responding to an emergency and taking action

Section 3 - CPR and First Aid

Who is this course for: The Open Water Lifeguard qualification enables candidates with no previous lifeguard experience to become qualified. By attaining this qualification candidates will have been assessed as competent to provide supervision and rescue cover for planned, organised and risk-assessed activities in open water (still, non-tidal).

Course Pre-Requisites:

- OWL candidates should have experience of participating in a variety of open water activities in a variety of venues. Formal evidence (certificates etc) is not required, but it should be highlighted that candidates with no experience of open water are likely to find the workshop very challenging
- Candidates must be 16+ years old
- Candidates must be able to complete a continuous swim of at least 400 metres in a pool
- Candidates must be able to dive to a depth of up to two metres

POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

Open Water Lifeguard (OWL) Qualification renewal

Course Duration: 12 hours

Location: Telford

Course Overview: Open water swimming is the fastest growing sport worldwide due to its increasing popularity. The Open Water Lifeguard Qualification renewal course is delivered over two days, is valid for 2 years and is independently assessed. The candidate manual and trainer resources help the Trainer Assessor deliver through the three sections:

Section 1 - The Open Water Lifeguard, environment, hazards and supervision

Section 2 - Responding to an emergency and taking action

Section 3 - CPR and First Aid

Who is this course for: Candidates renewing their existing module should have been involved in regular open water lifeguard activity. We recommend that candidates keep records of all the events they attend.

Course Pre-Requisites: Candidates must meet the following conditions before you arrange a renewal assessment.

- They must hold a current, full NPLQ (or equivalent)
- They must have access to the most recent copy of the OWL candidate handbook



POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

Open Water Lifeguard (OWL) 'Bolt-On' Module

Course Duration: 6 hours

Location: Telford

Course Overview: Open water swimming is the fastest growing sport worldwide and due to increasing popularity, there is a risk that lifeguards without all of the skills they need may be asked to lifeguard open water. The 'bolt-on' module will bridge the gap and equips lifeguards with both the knowledge and experience to keep people safe in open water. The module is delivered over one day at an open water venue.

Section 1 - Open Water Hazards

Section 2 - Lifeguarding an Open Water Site

Section 3 - Practical in-water training

Who is this course for: Open Water Lifeguard 'bolt-on' module allows all pool lifeguards who hold the National Pool Lifeguard Qualification (NPLQ) to develop their skills and knowledge to lifeguard open water.

Course Pre-Requisites:

- OWL candidates should have experience of participating in a variety of open water activities in a variety of venues. Formal evidence (certificates etc) is not required, but it should be highlighted that candidates with no experience of open water are likely to find the workshop very challenging
- Candidates must hold current RLSS UK NPLQ (National Pool Lifeguard Qualification) (or equivalent)
- Candidates must be able to complete a continuous swim of at least 400 metres in a pool
- Candidates must be able to dive to a depth of up to two metres

POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

Emergency Response Pool

Course Duration: 13 hours

Location: Telford

Course Overview: ER-Pool is also a suitable qualification to back up and support the lifeguard team. In addition, this qualification is an excellent foundation to becoming a lifeguard and completing the RLSS UK National Pool Lifeguard Qualification (NPLQ).

The ER-Pool programme is designed for use in small pools no greater than 1.5m in depth such as a health club or hotel pool. For pools that require direct supervision on the pool side and for larger pools, the RLSS UK National Pool Lifeguard Qualification would be more suitable.

The qualification is made up of 3 sections:

Section 1 - The emergency responder's role, Pool Safety Operating Procedures, types of pools and swimmer safety information

Section 2 - Responding to an emergency and the Emergency Action Plan

Section 3 - CPR and First Aid

Optional elements - AED and/or Pool Extraction Board (PXB) can be included.

Who is this course for: The Emergency Response Pool Programme (ER-Pool) is designed for those who have a responsibility to respond to an emergency within the swimming pool environment when the alarm has been raised. The Emergency Responder can be any member of the facility called upon to rescue and provide first aid.

Course Pre-Requisites: To enter onto a course candidates must be able to:

- Swim a minimum of 25m on their front and back
- Surface dive to the deepest part of the pool; and climb out without help and without using steps or ladders (where venue design permits)

To gain the ER-Pool qualification candidates must:

- Be aged 16 or older at the beginning of the course
- Complete at least the minimum training hours for the course; and
- Successfully complete the course assessment

POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

Aquatic Therapy Shallow Pool Rescue Award (ATSPRA)

Course Duration: 7 hours minimum

Location: Telford

Course Overview: The ATSPRA is a supervision and rescue qualification for therapists, teachers and support staff working on the poolside or in the water during activities such as, aquatic therapy or therapeutic exercise/play.

Who is this course for: The qualification is suitable for use in shallow pools where the rescuer will not be required to swim to perform a rescue, with water no deeper than the rescuers chest depth.

Course Pre-Requisites:

To enter onto a course candidates must be able to:

- wade in standing depth water swiftly and confidently
- regain their feet from a face-down and face-up floating position
- climb out of the pool unaided

To gain the ATSPRA qualification candidates must:

- be aged 16 years or older at the time of the assessment
- complete at least the minimum training hours for the course
- successfully complete the course assessment



POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

Aquatic Therapy Shallow Pool Rescue Award (ATSPRA) including CPR and First Aid

Course Duration: 14 hours minimum

Location: Telford

Course Overview: The ATSPRA is a supervision and rescue qualification for therapists, teachers and support staff working on the poolside or in the water during activities such as, aquatic therapy or therapeutic exercise/play.

Who is this course for: The qualification is suitable for use in shallow pools where the rescuer will not be required to swim to perform a rescue, with water no deeper than the rescuers chest depth.

Course Pre-Requisites:

To enter onto a course all candidates must be able to:

- wade in standing depth water swiftly and confidently
- regain their feet from a face-down and face-up floating position
- climb out of the pool unaided

To gain the ATSPRA qualification candidates must:

- be aged 16 years or older at the time of the assessment
- complete at least the minimum training hours for the course
- successfully complete the course assessment

POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

National Rescue Award for Swimming Teachers and Coaches (NRASTC)

Course Duration: 14 hours minimum

Location: Telford

Course Overview: The NRASTC is a supervision and rescue qualification for teachers working on the poolside or in the water during programmed activities, such as a swimming lesson.

Who is this course for: It is suitable for teachers working in a wide range of swimming pools, including pools where the water is deeper than the teacher's standing depth.

Course Pre-Requisites:

All Candidates

To enter onto a course candidates must be able to:

- swim 50m;
- surface dive to the deepest part the pool; and climb out without help and without using steps or ladders.

New Candidate

To gain the NRASTC qualification candidates must:

- be aged 16 or older at the time of the assessment;
- complete at least the minimum training hours for the course; and
- successfully complete the course assessment.

Renewal Candidates

Candidates renewing their qualification must:

- be considered prepared and ready for the assessment by the presenting Trainer Assessor;
- must pass the assessment before their existing NRASTC qualification expires, including re-taking any failed sections; and
- if their qualification expires, meet the criteria for, and be assessed as, a new candidate.

Please note – it is not possible to extend the expiry date of the NRASTC qualification.

POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

National Rescue Award for Swimming Teachers and Coaches LIGHT (NRASTC LIGHT)

Course Duration: 8.5 hours minimum

Location: Telford

Course Overview: NRASTC LIGHT is a supervision and rescue qualification for teachers working on the poolside or in the water during programmed activities, such as a swimming lesson when Lifeguard or First Aid backup is available to respond quickly in the event of emergency.

Who is this course for: It is suitable for teachers working in a wide range of swimming pools, including pools where the water is deeper than the teacher's standing depth. This award is only suitable when the facility has staff qualified as Lifeguards or First Aiders that are available to respond quickly to a swimming teacher or coach in the event of an emergency.

If Lifeguard or First Aid backup is not available the standard NRASTC should be used.



POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

National Rescue Award for Swimming Teachers and Coaches LIGHT (NRASTC LIGHT) *continued*

Course Pre-Requisites:

All Candidates

To enter onto a course candidates must be able to:

- swim 50m;
- surface dive to the deepest part the pool; and climb out without help and without using steps or ladders.

To gain the NRASTC qualification new candidates must:

- be aged 16 or older at the time of the assessment;
- complete at least the minimum training hours for the course; and
- successfully complete the course assessment.

Candidates renewing their qualification must:

- be considered prepared and ready for the assessment by the presenting Trainer Assessor;
- must pass the assessment before their existing NRASTC qualification expires, including re-taking any failed sections; and
- if their qualification expires, meet the criteria for, and be assessed as, a new candidate.

Please note – it is not possible to extend the expiry date of the NRASTC qualification.

POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

RLSS UK Trainer Assessor

Course Duration: Core 3 days + 2 days for NPLQ Specialism

Location: Telford

Course Overview: To become a Pool Lifeguard Trainer Assessor you will have to attend a five day course. If successful on the course you will leave as a Probationary RLSS UK Pool Lifeguard Trainer Assessor. The probationary period is a maximum of two years from course completion. You will then be allocated a National Trainer Assessor or a Mentor. On completion of the probationary period a TA card of Authority will be issued.

Who is this course for: Pool Lifeguard Trainer Assessors are responsible for the delivery of the National Pool Lifeguard Qualification (NPLQ) throughout the UK. If you are an experienced Pool Lifeguard then this should be the next step in your leisure career.

Course Pre-Requisites:

Candidates attending TA courses must:

- Be 18 years of age
- Be a current member of the Royal Life Saving Society UK (Individual adult membership)
- Hold the qualification for the specialism they are attending (e.g. they must hold NPLQ when attending the NPLQ specialism)



POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

National Water Safety Management Programme (NWSMP) - Level 1, Level 2 and Level 3, including Life Support

Course Duration: 6 hours minimum

Location: Telford

Course Overview: The programme starts with Level 1, the Water Safety Awareness Module, which provides the theoretical platform for more advanced modules. Environment Specific Modules cover hazards associated with flood, beach, river and still water as well as basic rescue techniques. The flood module meets DEFRA standards (Module 1 Water Awareness). For anyone requiring more advanced rescue skills, the In-Water Rescue Module covers essential in-water rescue knowledge and tests competency.

Life Support can be bolted on to make a truly comprehensive programme and additional NWSMP modules are being considered to meet the needs of even more employers. The latest edition to the NWSMP family

is the Aquatic Personal Protective Equipment (APPE) module, providing in depth guidance on a selection of appropriate APPE and correct use, including commercial lifejackets.

The NWSMP is a RLSS UK certificated award. Level 1 includes a self-study pack and a four hour guided learning unit. Each Level 2 and Level 3 Module involves three hours of training. The duration of the course will depend on modules taken but a typical programme, covering Level 1, two Level 2 Modules and Level 3 requires 2 days of training.

Who is this course for: Relevant to a wide range of sectors, including teaching (field trips), construction, environmental health, leisure and the emergency services.

Course Pre-Requisites:

Level 1

Candidates are required to competently perform a risk assessment exercise and a land based rescue. Candidates do not enter water at Level 1.

POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

National Water Safety Management Programme (NWSMP) - Level 1, Level 2 and Level 3, including Life Support continued

Level 2

Candidates need to be water confident. Water rescue techniques and other water safety management skills will be addressed but candidates are not required to swim. A key element at this level is a clear understanding of why it is essential for people to understand their personal limitations and stay within them.

Level 3

The pre-requisites to the Level 3 'In-Water Rescue' module are that candidates are required to be water confident and be able to complete a continuous swim of 100m on their front and 100m on their back. In addition, candidates should be able to surface dive and tread water for 2 minutes.

STA Level 2 in Swimming Pool Water Testing (QCF)

Course Duration: 4 hours

Location: Telford

Course Overview: This course is designed to provide the basic information needed and the skills necessary to competently test Swimming Pool & Spa Water and to provide a basic understanding of the outcomes of those tests.

Who is this course for: This qualification is relevant to those responsible for recreational water testing. Some examples of sites where water testing is required include: Swimming Pools; Sports and Leisure Centres; Health Clubs; Spas (Including those displayed in retail outlets/distributors/installers); Hotels; Holiday Parks; Hydrotherapy Pools; Schools; Parks; Lidos; Interactive water features; and swim schools.

Course Pre-Requisites: Learners must be 16 years of age or above on the first day of the course.

POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

STA Level 2 in Swimming Pool Water Treatment (QCF)

Course Duration: 8 hours

Location: Telford

Course Overview: This course is designed to enable candidates to understand the basic principles of the treatment of swimming pool water. It provides candidates with the knowledge and skills to competently test water and maintain safe bathing conditions.

Who is this course for: This qualification is relevant to those looking to gain a basic understanding of pool plant operations and water testing. Some examples of sites where this qualification may be relevant include: Swimming Pools; Sports and Leisure Centres; Health Clubs; Spas (Including those displayed in retail outlets/distributors/installers); Hotels; Holiday Parks; Hydrotherapy Pools; Schools; Parks; Lidos; Interactive water features; and swim schools.

Course Pre-Requisites: Learners must be 16 years of age or above on the first day of the course.



POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

STA Level 3 Award in Swimming Pool Plant Operations (QCF)

Course Duration: 24 hours

Location: Telford

Course Overview: This course provides learners with the skills and knowledge to maintain and operate a pool, spa and interactive water feature plant, ensuring safe, clear and hygienic water.

Who is this course for: This qualification is for people who have a specific responsibility for pool plant operations, maintaining plant rooms, ensuring safe bathers conditions and water testing. Some examples of sites where this qualification is required include: Swimming Pools; Sports and Leisure Centres; Health Clubs; Spas (Including those displayed in retail outlets/distributors/installers); Hotels; Holiday Parks; Hydrotherapy Pools; Schools; Parks; Lidos; Interactive water features; and swim schools.

Course Pre-Requisites:

- Learners must be 16 years of age or above on the first day of the course.
- It is advisable that learners have a minimum of level 1 in literacy or numeracy or equivalent.



STAFF DEVELOPMENT

Educational Visits Co-ordinators Training and Revalidation

Course Duration: 6.5 hours

Location: Telford

Course Overview: It is regarded as best practice that all educational institutions have the minimum of one Educational Visits Coordinator (EVC), and a requirement if working under the Telford and Wrekin Educational Visits Service Level Agreements. The EVC should ensure that all visits meet the employers and establishment's policies, procedures and requirements and be a focal point for planning and monitoring of visits and outdoor learning.

The EVC is required to attend an EVC training course every 3 years as a minimum to ensure currency and competence. The courses are led by the Telford & Wrekin Accredited Outdoor Education Advisor.

The courses which are nationally accredited by the Outdoor Education Advisers' Panel comprise of: Introduction and overview, participant needs and priorities; benefits and barriers to educational visits;

Legal expectations; planning, leading and evaluating visits and outdoor learning, including, event specific planning; emergency planning; accident and incident reporting; monitoring; record keeping and visit evaluation.

There is no charge for this course if your school/ organisation has an Educational Visits Service Level Agreement with Telford & Wrekin Council.

Who is this course for: Newly appointed Educational Visit Coordinators or EVCs who are seeking a revalidation or refresher training.

Course Pre-Requisites: None

STAFF DEVELOPMENT

Educational Visits Leader Training – Theory only

Course Duration: Theory only (3 hours)

Location: Telford

Course Overview: The Educational Visits Leader theory course is classroom based and includes interactive activities and discussion.

The course which is nationally accredited by the Outdoor Education Advisers' Panel comprises:

- 1 Benefits and perceived barriers:** of educational visits and how to maximise learning opportunities.
- 2 Legal expectations:** Employer's visit policy/ procedures as required by their Educational Visits Coordinator (EVC). Definition of negligence vs. accident and current FAQs relating to legal issues and visits.

- 3 Planning, leading and evaluating:** Documenting proportional risk management that meet employer requirements and highlight practical methods to manage risk. Post visit evaluation to inform future visit planning.

There is a discount rate if your school/organisation has an Educational Visits Service Level Agreement with Telford & Wrekin Council.

Who is this course for: The Educational Visit Leader Training is for any member of staff who is taking key responsibility for organising and taking children and young people out of school on visits and trips. Strongly recommended training as preparation for planning and leading a visit.

Course Pre-Requisites: None

STAFF DEVELOPMENT

Educational Visits Leader Training – Theory and practical

Course Duration: Theory and practical full course (6½ hours)

Location: Telford

Course Overview: The Educational Visits Leader theory and practical course is a combination of classroom based learning and uses a range of outdoor settings that will be typically found on educational visits.

The course which is nationally accredited by the Outdoor Education Advisers' Panel comprises:

- 1 Benefits and perceived barriers:** of educational visits and how to maximise learning opportunities.
- 2 Legal expectations:** Employer's visit policy/ procedures as required by their Educational Visits Coordinator (EVC). Definition of negligence vs. accident and current FAQs relating to legal issues and visits.

3 Planning, leading and evaluating: Documenting proportional risk management that meet employer requirements and highlight practical methods to manage risk. Post visit evaluation to inform future visit planning.

4 Practical session: Generic group management strategies including risk-benefit assessment. Management of groups in car parks and road crossings, picnic sites, when moving on foot including way finding and near water.

There is a discount rate if your school/organisation has an Educational Visits Service Level Agreement with Telford & Wrekin Council.

Who is this course for: The Educational Visit Leader Training is for any member of staff who is taking key responsibility for organising and taking children and young people out of school on visits and trips. Strongly recommended training as preparation for planning and leading a visit.

Course Pre-Requisites: None

OUTDOOR LEADERSHIP

Emergency Outdoor First Aid (Arthog Outreach, Telford)

Course Duration: 2 days

Location: Telford

Course Overview: This first aid course which is accredited by Rescue and Emergency Care has an emphasis on outdoor and remote settings. The course will be as hands-on and practical as possible, with medical jargon and knowledge kept to the minimum, just enough to give any casualties the best treatment that you can in the situation. Teaching will be through demonstrations, presentations, discussions and lots of practice, including mock scenarios. Please come prepared to take an active part!

Assessment is achieved by continuous assessment throughout the course and a short multi choice question paper.

Who is this course for: Anyone who might be in the outdoors and away from normal emergency response times.

As the course is run over 16 hours it satisfies the first aid requirements of many outdoor leadership awards, including those of Mountain Training and British Canoeing. It is an ideal course for Educational Visit Leaders.

Course Pre-Requisites: None



OUTDOOR LEADERSHIP

Emergency Outdoor First Aid (Arthog Outdoor Education Centre, Wales) – None Residential

Course Duration: 2 days

Location: Arthog

Course Overview: This first aid course which is accredited by Immediate Temporary Care has an emphasis on outdoor and remote settings. The course will be as hands-on and practical as possible, with medical jargon and knowledge kept to the minimum that you need to know in order to give any casualties the best treatment that you can in the situation. Teaching will be through demonstrations, presentations, discussions and lots of practice, including mock scenarios. Please come prepared to take an active part! Assessment is achieved by continuous assessment throughout the course and a short multi choice question paper.

Who is this course for: Anyone who might be in the outdoors and away from normal emergency response times.

As the course is run over 16 hours it satisfies the first aid requirements of many outdoor leadership awards, including those of Mountain Training and British Canoeing. It is an ideal course for Educational Visit Leaders.

Course Pre-Requisites: None



OUTDOOR LEADERSHIP

Emergency Outdoor First Aid (Arthog Outdoor Education Centre, Wales) - Residential

Course Duration: 2 days

Location: Arthog

Course Overview: This first aid course which is accredited by Immediate Temporary Care has an emphasis on outdoor and remote settings. The course will be as hands-on and practical as possible, with medical jargon and knowledge kept to the minimum that you need to know in order to give any casualties the best treatment that you can in the situation. Teaching will be through demonstrations, presentations, discussions and lots of practice, including mock scenarios. Please come prepared to take an active part! Assessment is achieved by continuous assessment throughout the course and a short multi choice question paper.

Who is this course for: Anyone who might be in the outdoors and away from normal emergency response times.

As the course is run over 16 hours it satisfies the first aid requirements of many outdoor leadership awards, including those of Mountain Training and British Canoeing. It is an ideal course for Educational Visit Leaders.

Course Pre-Requisites: None



OUTDOOR LEADERSHIP

Lowland Leader Award Training

Course Duration: 2 days training followed by a log book consolidation period

Location: Telford

Course Overview: The Lowland Leader Award which is accredited by Mountain Training, trains and assesses candidates in the skills required to lead others on walks in lowland countryside and woodland that fit ALL of the following criteria:

- Walks must not cross any hazardous terrain (e.g. cliffs, very steep slopes, water hazards etc).
- Throughout the walk the group should never generally be more than 3km away from a key access point such as a car park, lay-by or populated area. Any potential escape routes should also lie within the scope of the defined terrain for the Lowland Leader award.
- Walks will require the ability to plan routes, use simple navigation skills using a map and compass and be self-sufficient.
- Walks must follow paths or tracks that are both marked on a map and clearly visible on the ground

and that do not require navigation across untracked areas.

- Walks must use bridges or other recognised water crossing points.
- Walks must only take place in Summer conditions (i.e. when there is no unavoidable snow or ice on any part of the route).

Who is this course for: People who wish to lead groups on day walks in lowland countryside and woodland in Summer conditions. The majority of the UK and Ireland is made up of this type of terrain so you'll never be short of places to go walking. It is ideal for DofE Expedition Leaders at Bronze and Silver. It is also useful for Educational Visit Leaders who lead their own countryside walks.

Course Pre-Requisites:

- You must be registered on the scheme with Mountain Training Association
- You must have recorded a minimum of 10 varied walks in Lowland terrain where the use of a map is required (ideally these will be recorded on DLOG) which can have taken place at any point (pre or post-registration)

OUTDOOR LEADERSHIP

Lowland Leader Award Assessment

Course Duration: 2 days assessment

Location: Telford

Course Overview: The Lowland Leader Award which is accredited by Mountain Training, trains and assesses candidates in the skills required to lead others on walks in lowland countryside and woodland that fit ALL of the following criteria:

- Walks must not cross any hazardous terrain (e.g. cliffs, very steep slopes, water hazards etc).
- Throughout the walk the group should never generally be more than 3km away from a key access point such as a car park, lay-by or populated area. Any potential escape routes should also lie within the scope of the defined terrain for the Lowland Leader award.
- Walks will require the ability to plan routes, use simple navigation skills using a map and compass and be self-sufficient.
- Walks must follow paths or tracks that are both marked on a map and clearly visible on the ground and that do not require navigation across untracked areas.

- Walks must use bridges or other recognised water crossing points.
- Walks must only take place in Summer conditions (i.e. when there is no unavoidable snow or ice on any part of the route).

Who is this course for: People who wish to lead groups on day walks in lowland countryside and woodland in Summer conditions. The majority of the UK and Ireland is made up of this type of terrain so you'll never be short of places to go walking. It is ideal for DofE Expedition Leaders at Bronze and Silver. It is also useful for Educational Visit Leaders who lead their own countryside walks.

Course Pre-Requisites:

- You must have attended a Lowland Leader training course (or have been granted exemption)
- You must be familiar with the syllabus
- You must have logged a minimum of 20 walks in lowland countryside in different types of terrain (woodland, coastal, farmland etc)
- You must hold a current first aid certificate, minimum 16 hours and relevant to your work as a Lowland Leader

OUTDOOR LEADERSHIP

Mountain Leader (Summer) Award – Residential Option

Course Duration: 5 days training followed by a log book consolidation period

Location: Arthog

Course Overview: The Mountain Leader scheme which is accredited by Mountain Training offers the opportunity to gain technical competence in leading walkers in the hills and mountains. It is the combination of technical skills, wide experience and personal leadership qualities, which form the basis for effective group management, and the scheme assesses all these aspects.

Whilst fostering a love of the hills in others, group leaders should show appreciation of the needs of hill users, rural communities and upland habitats and encourage an understanding of the problems of mountain conservation and access. Consideration of these aspects is vital if the mountain environment is to be protected.

The term ‘Summer’ is used to describe any conditions not covered by Winter. Winter can be defined as the time when snow and ice prevail or are forecast. Neither term can be defined by a portion of the year.

Who is this course for: The Mountain Leader scheme is designed for people who want to lead groups in the mountains, hills and moorlands of the UK and Ireland. If you love being out in the mountains and want to share your enthusiasm with others, become a Mountain Leader and you’ll never look back (unless you’re checking your group’s still there!).

Course Pre-Requisites:

- You must be at least 18 years old
- You should have at least a year’s worth of experience of mountain walking
- You should have an interest in leading groups in the mountains
- You must be a member of a mountaineering council: BMC, Mountaineering Scotland or Mountaineering Ireland (you can join one when you register if you’re not already a member)

OUTDOOR LEADERSHIP

Mountain Leader (Summer) Award Assessment

Course Duration: 5 days assessment

Location: Arthog

Course Overview: The Mountain Leader scheme which is accredited by Mountain Training offers the opportunity to gain technical competence in leading walkers in the hills and mountains. It is the combination of technical skills, wide experience and personal leadership qualities, which form the basis for effective group management, and the scheme assesses all these aspects.

Whilst fostering a love of the hills in others, group leaders should show appreciation of the needs of hill users, rural communities and upland habitats and encourage an understanding of the problems of mountain conservation and access. Consideration of these aspects is vital if the mountain environment is to be protected.



The term ‘Summer’ is used to describe any conditions not covered by Winter. Winter can be defined as the time when snow and ice prevail or are forecast. Neither term can be defined by a portion of the year.

Who is this course for: The Mountain Leader scheme is designed for people who want to lead groups in the mountains, hills and moorlands of the UK and Ireland. If you love being out in the mountains and want to share your enthusiasm with others, become a Mountain Leader and you’ll never look back (unless you’re checking your group’s still there!).

OUTDOOR LEADERSHIP

Mountain Leader (Summer) Award Assessment *continued*

Course Pre-Requisites: Before you book onto a Mountain Leader assessment, make sure you have done the following:

- You must have attended a Mountain Leader training course (or have been granted exemption)
- You must be familiar with the syllabus
- You must have logged a minimum of 40 Quality Mountain Days in three different regions of the UK and Ireland
- You must hold a current first aid certificate, minimum 16 hours and relevant to your work as a Mountain Leader
- You must have logged at least 8 nights camping, including at least 4 nights wild camping

The Mountain Leader assessment is 5 days long and includes a two night expedition.



OUTDOOR LEADERSHIP

Enabling Outdoor Learning

Course Duration: Bespoke course developed with the customer

Location: Telford or Arthog

Course Overview: Bespoke courses which focus on themes such as environmental discovery, forest schools, bush craft, survival skills and cross-curricular outdoor education activities suitable for your own school site or grounds.

The courses will cover educational benefits and planning, the management of safety and risk assessment and evaluation. The delivery style will be through experiential learning so that participants get to have a go themselves and will allow for sharing and discussion. The courses will be led by Arthog staff who are experienced and highly qualified Outdoor Education Professionals with a passion for taking learning into the great outdoors.

Who is this course for: Anyone who is leading outdoor learning activities for children and young people who wishes to improve their confidence, competence and broaden their outdoor learning tool kit.

Course Pre-Requisites: None



OUTDOOR LEADERSHIP

Staff Team Development Discover, Inspire, Achieve

Course Duration: From two hours to full days

Location:

Agreed with the customer

Course Overview:

These bespoke courses take your staff team outdoors and into fun challenging experiences requiring collaboration, communication and perseverance to succeed. The outdoors is also a grand environment for stepping away from the hurley-burley of modern working life, so alternatively activities can be provided that offer opportunities for reflection, give space to breathe gently and a place to simply be.

Fun and laughter, thrills and spills, quiet conversation and companionship - we plan the course with you to ensure the activities fulfil your aims and match the level of adventure that suits your staff.

The delivery style will be through experiential learning so that participants get to have a go themselves and will allow for sharing and discussion. The courses will be led by Arthog staff who are experienced and highly qualified Outdoor Education Professionals with a passion for taking learning into the great outdoors.

Who is this course for:

Teams that would benefit from an alternative to their normal working routines and venues, who may value getting to know each other and working together in new ways.

Course Pre-Requisites: None



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