

OXFORDSHIRE OPEN AWARD

TRAINING BROCHURE 2018-19

Version 1.0

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Andy Pope

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Modification History

Date	Version	Author	Comments
7/7/18	1.0	Andy Pope	Initial Version

Introduction

Oxfordshire Open Award is a charity set up by a group of unpaid volunteers to enable young people in the Oxfordshire area to complete their Duke of Edinburgh Awards who may not otherwise have the chance to do so. The charity also wishes to support other DofE centres in the Oxfordshire area by providing opportunities for leader training.

To this end we are offering courses to enable leaders to gain the Lowland Leader Award (recognised nationally as administered by Mountain Training England) and REC2 Emergency First Aid courses to support not only the Lowland Leader (LL), but also other nationally recognised outdoor qualifications.

The LL courses will be delivered locally by fully qualified volunteer tutor / assessors at very competitive prices and the course fees are seen as a valuable source of income to support the charities activities.

The REC2 courses will be delivered by an external training consultant, the charity will have to pay commercial rates to enable these courses to proceed. We aim to offer these courses as cheaply as possible, however we will need to be able to cover our costs in running these courses - i.e. we are

not aiming to create any surplus by running these, but cannot afford to run them at a financial loss either.

Should you require any DofE specific training (such as the expedition assessors course etc) then please contact the South East regional office as they are responsible for providing these courses.

Should you have any other specific requirements or any other queries regarding this brochure then please contact us (enquiries@oxfordshiredofe.org.uk).

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Course Schedule & Booking Codes

The following courses are currently scheduled and we are taking bookings for them. Updates to the availability of spaces will be posted to the website - <http://www.oxfordshiredofe.org.uk> as necessary.

Code	Course	Start Date	Duration	Cost	Deadline	Max Places
LLC18	Lowland Leader Training	28/11/18	2 Days	£100	14/11/18	12
LLD18	Lowland Leader Training	1/12/18	2 Days	£100	16/11/18	12
FAA19	REC2 First Aid	5/2/19	2 Days	£120	3/1/19	12
FAB19	REC2 First Aid	9/2/19	2 Days	£120	8/1/19	12
LLA19	Lowland Leader Assessment	23/2/19	2 Days	£100	9/2/19	12
LLB19	Lowland Leader Assessment	27/2/19	2 Days	£100	13/2/19	12

Each course runs on 2 consecutive days – i.e. the start date and the following day.

All courses will run in Oxfordshire, when specific venues are confirmed then these will be updated on the website.

If there are insufficient confirmed candidates by the deadline date to make the course financially viable then the course will either be cancelled, or the candidates will be asked as to whether they would be willing to pay more to make the course financially viable.

If there are insufficient confirmed candidates 2 weeks before the deadline date, then the courses will be advertised more widely in an attempt to attract more candidates.

Additional courses may be scheduled when the above dates are full.

The First Aid courses have been deliberately scheduled early on, to give us maximum flexibility to be able to offer more courses, if the current courses are full and there is demand for extra places before the expedition season starts.

Booking Process

The process to book onto a course is as follows:

1. Complete the attached booking form and return either electronically to enquiries@oxfordshiredofe.org.uk or by post to

16 Sandford Close
Abingdon
OX14 2PX
Please note that a booking form is required for every candidate for each course.
2. Receipt of the booking will be made and a provisional allocation of place made, subject to receiving payment in full by your preferred method and the meeting in full of any course pre requisites. If paying by BACS transfer, then please ensure that the course code and your name is quoted as payee reference.
3. Payment is made in full and confirmation made of meeting the pre requisites.
4. The allocation of a place on the course will then be confirmed.
5. Should the course subsequently not run, then a full refund of the Oxfordshire Open Award course charge will be made.

Terms & Conditions

The following terms and conditions apply.

1. Payment must be received in full before any candidate is confirmed a place on a course. Normally this will not be refundable, however this may be considered in exceptional circumstances prior to the course deadline dates.
2. Once a place has been confirmed it will be possible to transfer the booking to another candidate, providing that the new candidate meets any pre requisites.
3. Places will be confirmed onto courses on a first come, first served basis, once payment has been received. Once a course has become full, then any additional candidates will be asked as to whether they want to go on a waiting list.
4. Light refreshments (tea, coffee & biscuits) are included in the course costs, but no lunch – candidates will need to provide their own.
5. No overnight accommodation is provided, unless indicated otherwise.
6. Candidates are expected to travel to/from the course venue at their own expense and to attend the courses in full. Credit cannot be given for any candidate who does not attend the full course.
7. Details of the Oxfordshire Open Award insurance arrangements are available upon demand.

The Lowland Leader Qualification

The Lowland Leader Scheme forms part of the Mountain Training Skills Scheme and Qualification Pathway.

- Lowland Leader.
- Hill and Moorland Leader (HML)
- Mountain Leader (ML)

We are an approved centre to run training, assessment and expedition skills courses and are offering the following opportunities for you to gain a nationally recognised qualification, which will equip you to act as the leader for activities taking place within the Lowland Leader remit of the scheme.

There are two components that make up the scheme (training & assessment), plus an optional third course after you have gained the award. At present we have not scheduled the expedition skills course, we can do this, subject to sufficient demand.

The process for gaining your Lowland Leader Award is as follows:

1. Register with Mountain Training for the Lowland Leader scheme. This is done via their website - <http://www.mountain-training.org/>. This could be a 2 stage process as if you do not already have a MT CMS Login you will need to create one, then once you have done this you can register for the Lowland Leader Award. This registration currently costs £45, payable to MT as described on their website and is in addition to any course costs. Full details on this registration process are available on the MT website
2. Ensure that you have met the requirement to have completed and recorded at least 10 varied walks in lowland countryside, where the use of a map was required. The MT website Digital Logbook (DLOG) is the recommended tool to do this, however other formats are acceptable. The minimum age of candidates is 17 years.
3. *Book onto a Lowland Leader training course and attend the course.
4. Complete any consolidation activities as specified by your tutor at the end of the training course.
5. Book onto a Lowland Leader Assessment course and attend the course, once you have also met the additional requirements:
 - a. A current (i.e. less than 3 years old) first aid certificate for a minimum of at least 16 hours, that is relevant to your work as a lowland leader. The REC2 first aid course meets this requirement.
 - b. You have completed and recorded at least 20 varied walks in lowland countryside where use of a map was required.
 - c. A reference confirming your suitability to become a lowland leader.
 - d. The minimum age for assessment is 18 years.

On assessment you will be expected to be familiar with all aspects of the syllabus and to have completed a 'home paper' beforehand.

*It is possible to gain exemption from attending a training course, this process is administered by Mountain Training and is described on their website. Normally exemption from training will only be given to candidates who have previously attended a Mountain Training HML or ML training course. Please note that a fee is payable to Mountain Training for this process.

More details on this, along with the full course syllabus and candidate handbook are available via the mountain training website - - <http://www.mountain-training.org/>.

REC2 – Emergency First Aid Course Information

A 16 hour contact time course that fully meets the requirements of the Lowland Leader, Hill and Moorland Leader, Mountain Leader etc.

There are no specific course pre requisites.

Much of the course will be delivered outside and will involve practical exercises. You will need:

- Old clothing that allows free movement and is suitable for the outdoors at the time of the course.
- Spare footwear, to prevent mud etc being brought back into the classroom.
- Waterproof jacket & trousers – preferably old.
- Extra warm clothing, if necessary. Please note that you are likely to spend some time laying on the ground outside as part of this course.

The course is assessed, by the trainer and other candidates and by use of practical assessment sheets.