



Nottinghamshire
County Council



Nottingham
City Council

Outdoor and Environmental Training Opportunities 2010/2011

Information for O/EVCs,
outdoor leaders,
teachers of outdoor/
environmental education

Eco
Schools

EVC
Training

Walking
Group
Leader

First
Aid

Bringing
Your School
Grounds To Life

Rock
Climbing

Ski Course
Organiser

Caving

Canoeing

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General Information

Introduction

This booklet provides details of the environmental and outdoor education in-service training courses provided for Nottinghamshire County Council's Children and Young People's Service and Nottingham City Council's Children's Services Establishments. Although priority is given to Nottingham City and Nottinghamshire staff, places may be available for teachers or leaders from other organisations or to individual applicants.

Learning Outside the Classroom

In November 2006 the DfES launched a manifesto of Learning Outside the Classroom. This outlines the value that the Government place on education beyond the classroom environment and the positive outcomes for young people. Nottinghamshire County Council is a signatory to this and many of the courses within this booklet enable school staff and other leaders to develop skills which enhance this type of educational opportunity. The Learning Outside the Classroom Manifesto can be viewed online at www.teachernet.gov.uk.

As a result of the positive review of Environmental Outdoor and Adventure Education within the Local Authority in 2008, the Environmental Education Support Service was re-titled the Learning Outside the Classroom Service from January 2009 to recognise the work it does in meeting the aims of the manifesto.

Booking Arrangements

- **Applying for a course**

If you wish to apply for a course, please send an application form (see back of booklet) before the closing date, to the course administrator detailed against that course. If the course has a fee, the booking form must be signed by the person authorising the funding for your course.

If you miss the closing date, please contact the course administrator to check the availability of places.

- **Acknowledgment of your application**

Courses will only run if there are sufficient applicants. Applications will be acknowledged after the closing date with confirmation of a place or otherwise. Further information about your course, including a location map, will be sent to you at this time.

- **Course fees**

If the course has a course fee, this will be charged to your school/establishment after the closing date. Please note that schools/establishments will be charged for places booked but cancelled after the closing date, unless the place can be filled by another participant. If, due to unavoidable circumstances, the Service has to cancel the course, no charge will be made to the school/ establishment.

Independent Applications

While these courses are run for leaders and staff from Nottinghamshire County Council's Children and Young People's Service and Nottingham City Council's Children's Services Establishments, courses are also open to other people if there are places available. Independent candidates should apply on the enclosed booking form and enclose a cheque, payable to Nottinghamshire County Council or Nottingham City Council, depending on which authority is running the training, for the full course fee (or a deposit of £40 for the MLTE courses and leaders). Applications will be acknowledged after the closing date with confirmation of a place or otherwise. Further information, if appropriate, will be sent to you at this time. Please note that you will be charged for places booked but cancelled after the closing date, unless the place can be filled by another participant.

Special Requirements

The providers will aim to ensure that, as far as possible, the provision is accessible to all. If you have any special requirements, please indicate these on your booking form or contact the course administrator.

Clothing and Catering Arrangements

Due to the location of many of these courses, participants are sometimes asked to bring a packed lunch or other meals, and/or suitable outdoor clothing and footwear. Please check the course details and if in any doubt consult with the course administrator.

Further Information and Other Courses

If you would like further information before applying for a particular course, please contact the administrator listed for that course. For more general information, or for specific training which is not listed, please contact your Outdoor Education Adviser's office listed below to discuss your specific requirements. Additional courses or bespoke training can be provided where appropriate.

Nottinghamshire County Council

Outdoor Education Advisers: David Sampson and Howard Whittaker
Tel 0115 953 5056 Fax 0115 953 5078
Email: outdoor.environmental@nottscc.gov.uk

Nottingham City Council Children's Services

Outdoor and Environmental Education Development Manager: Martin Smith
Tel 0115 947 6202 Fax 0115 941 1073
Email: martin.smith@collegest.org.uk

Health and Safety Management of Visits

Health and safety on off-site visits is clearly vital. Schools, teachers and others leading visits need to be aware of their Children’s Services policy for off-site/educational visits and accepted good practice when they are taking charge of children and young people out of their school/establishment. The following courses provide specific training for educational visit coordinators, visit leaders, group leaders, and leaders of ski trips. Other courses in this booklet cover aspects of health and safety training.

Additional training on a range of issues can be provided by the Outdoor Education Advisors, including risk assessment training specific to off site visits and briefing sessions covering the main aspects of organising off site/educational visits. These are available on demand and can be delivered at a time convenient to you, for example a staff meeting or school closure day.

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Training for Educational Visit Coordinators Nottinghamshire County Council Establishments

	Event One	Event Two	Event Three	Event Four
Date	Thursday 29 April 2010	Wednesday 26 May 2010	Wednesday 22 September 2010	Friday 26 November 2010
Venue	Mundella Centre, Nottingham	Perlethorpe Env Ed Centre	The Mill Adventure Base, Sutton in A.	Perlethorpe Env Ed Centre
Course Leader	Local Authority Outdoor Education Advisers			
Time	9am – 4pm			
Max Places	20			
Course Fee	£80			
Closing Date	Friday 16 April 2010	Friday 14 May 2010	Friday 10 September 2010	Friday 12 November 2010

For NOTTINGHAMSHIRE Local Authority Educational Visit Coordinators, nominated by headteachers and managers. There must be a nominated EVC in every school. If the EVC leaves, a new EVC must be appointed and attend an EVC training session. It is good practice to refresh this training through attendance at EVC training every three years or arranging an update briefing from the OEA

Individual sites (schools and other CYPS setting) must ensure adequate safety standards on educational off-site visits and activities. This course is aimed at Educational Visit Coordinators. Based on the Local Authority's policy for educational visits and DCSF guidance, the course provides a detailed briefing on the range of factors which need to be considered, including the legal situation, risk assessment, supervision arrangements, insurance, parental consent, licensing scheme for outdoor adventure centres, outdoor pursuit qualifications and sources of further advice.

Course objectives

The course follows the national framework for EVC training. Based on the Local Authority's policy for educational visits, the day comprises five modules:

- the national context, role of outdoor education and legal situation
- risk management and risk assessment
- leader competence and supervision
- what the EVC needs to know
- what the EVC needs to do.

Refreshments and lunch provided. At the end of the course, participants will receive a course completion certificate.

Contribution to EVC competence

This course will develop your knowledge of the Local Authority's policy for educational visits and help you improve practice in school or other children's services setting.

Applications and Enquiries to:

Outdoor Education Advisers, Learning Outside the Classroom Service,
Mundella Centre, Green Street, The Meadows, Nottingham NG2 2LA

Tel: 0115 953 5056 Fax: 0115 953 5078

Email: outdoor.environmental@nottsc.gov.uk

Training for Off-Site Visit Coordinators
For Nottingham City Council Children's Services Establishments

	Event One	Event Two	Event Three	Event Four
Date	Thursday 13 May 2010	Wednesday 23 June 2010	Tuesday 28 September 2010	Friday 4 February 2011
Venue	College Street Centre, College Street, Nottingham			
Course Leader	Martin Smith			
Time	9am – 3.15pm			
Max Places	20			
Course Fee	£80			
Closing Date	Thursday 6 May 2010	Wednesday 16 June 2010	Tuesday 21 September 2010	Friday 28 January 2011

For NOTTINGHAM CITY'S CHILDREN'S SERVICES Establishments Off-site Visit Coordinators, must be nominated by the head of establishment.

There must be a nominated OVC in every establishment. If the OVC leaves, a new OVC must be appointed and attend an OVC training session.

Children's Services establishments need to ensure adequate safety standards on off-site visits and activities. This course is aimed at schools' Off-site Visit Coordinators. Based on the Children's Services policy for off-site visits and the DfES' latest guidance, the course provides a detailed briefing on the range of factors which need to be considered by all establishments including the legal situation, risk assessment, supervision arrangements, insurance, parental consent, licensing scheme for outdoor adventure centres, outdoor pursuit qualifications and sources of further advice.

Course objectives

The course follows the national framework for OVC training. Based on the Children's Services policy for off-site visits, the day comprises five modules:

- the legal situation
- risk management and risk assessment
- leader competence and supervision
- what the OVC needs to know
- what the OVC needs to do.

At the end of the course, participants will receive a course completion certificate.

Contribution to OVC competence

This course will develop your knowledge of the Children's Services policy for off-site visits and help you improve practice in your establishment.

THIS COURSE IS RUN BY NOTTINGHAM CITY COUNCIL. IF PAYING BY CHEQUE, IN ADVANCE, PLEASE MAKE CHEQUES PAYABLE TO NOTTINGHAM CITY COUNCIL.

Applications and Enquiries to:

Rebecca Inkster, Outdoor Education Coordinator,
 College Street Centre, College Street, Nottingham NG1 5AQ
 Tel: 0115 947 6202 Fax: 0115 941 1073 Email: rebecca.inkster@collegest.org.uk

<h2 style="margin: 0;">Training for Group Leaders</h2> <h3 style="margin: 0;">Nottinghamshire County Council Establishments</h3>
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	Event One	Event Two	Event Three
Date	Tuesday 13 April 2010	Wednesday 9 June 2010	Tuesday 5 October 2010
Venue	Perlethorpe Centre, near Ollerton		
Course Leader	Local Authority Outdoor Education Advisers		
Time	9am – 4pm		
Max Places	20		
Course Fee	£58		
Closing Date	Friday 19 March 2010	Friday 21 May 2010	Friday 24 September 2010

Practical course which follows national framework endorsed by the Outdoor Education Advisers' Panel. Recommended for all leaders of groups (not necessarily only the overall visit leader), particularly in country and coastal environments.

This course provides one day training for those who lead groups in the field. **Practical in nature**, this course packs a lot into a day, covering basic navigation, practical risk assessment, strategies for group control and dealing with water hazards among other components. The course will provide a short briefing on the Local Authority policy for educational visits and dealing with emergencies.

A large part of the day is outdoors - please come prepared for this and bring suitable outdoor clothing and footwear. Refreshments and lunch provided. At the end of the course participants will receive a course completion certificate.

Course objectives

- familiarise participants with good practice on educational visits
- demonstrate strategies for management of risks in specific environments
- raise awareness of key documentation and sources of advice and support.

Contribution to leader competence

- enhanced knowledge and understanding about effective supervision of young people taking part on educational visits
- greater confidence to act as leader or assistant on educational visits and off-site activities.

<h4 style="margin: 0;">Applications and Enquiries to:</h4> <p style="margin: 0;">Outdoor Education Advisers, Learning Outside the Classroom Service, Mundella Centre, Green Street, The Meadows, Nottingham NG2 2LA Tel: 0115 953 5056 Fax: 0115 953 5078 Email: outdoor.environmental@nottscc.gov.uk</p>
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Training for Group Leaders

Nottingham City Council Children's Services Establishments

Course No.	Event 1	Event 2	Event 3	Event 4
Date	Tuesday 13 April 2010	Wednesday 9 June 2010	Thursday 4 November 2010	Tuesday 15 February 2011
Venue	College Street Centre, College Street, Nottingham			
Course Leader	Martin Smith, Outdoor and Environmental Education Development Manager			
Time	9am – 3pm			
Max, Places	20			
Course Fee	£60			
Closing Date	Tuesday 6 April 2010	Friday 28 May 2010	Thursday 28 October 2010	Tuesday 8 February 2011

New course which follows national framework endorsed by the Outdoor Education Advisers' Panel. Recommended for all leaders of off-site visits particularly in country and coastal environments.

Following on from the nationally developed OVC training, this course provides one day training for those who lead visits in the field. **Practical in nature**, this course packs a lot into a day, covering basic navigation, practical risk assessment, strategies for group control, dealing with water hazards among other components. The course will provide a short briefing on Children's Services policy for off-site visits and dealing with emergencies.

Part of the day is outdoors - please come prepared for this and bring suitable outdoor clothing and footwear. Refreshments and lunch provided. At the end of the course, participants will receive a course completion certificate.

Course objectives

- familiarise participants in good practice on off-site visits
- demonstrate strategies for management of risks in specific environments
- raise awareness of key guidance documentation and sources of advice and support.

Contribution to leader competence

- enhanced knowledge and understanding about effective supervision of young people taking part on off-site visits
- greater confidence to act as leader or assistant on off-site visits and off-site activities.

THIS COURSE IS RUN BY NOTTINGHAM CITY COUNCIL. IF PAYING BY CHEQUE, IN ADVANCE, PLEASE MAKE CHEQUES PAYABLE TO NOTTINGHAM CITY COUNCIL.

Applications and Enquiries to:

Rebecca Inkster, Outdoor and Environmental Education Coordinator,
College Street Centre, College Street, Nottingham NG1 5AQ
Tel: 0115 947 6202 Fax: 0115 941 1073 Email: rebecca.inkster@collegest.org.uk

Risk Management for Off-Site Activities

Nottingham City Council Children's Services Establishments

Course No.	Event 1	Event 2
Date	Thursday 14 October 2010	Wednesday 9 March 2011
Venue	Wollaton Hall, Nottingham	Wollaton Hall, Nottingham
Course Leader	Martin Smith, Outdoor and Environmental Education Development Manager	
Time	3pm – 5pm	
Max, Places	20	
Course Fee	£40	
Closing Date	Thursday 7 October 2010	Wednesday 2 March 2011

For all Nottingham City Council Children's Services staff who organise off-site visits and would like further help with risk assessments

In response to feedback following the Off-site Visits Co-ordinators training a short practical course on risk assessment for off-site visits has been created. The course will focus on practical activities based around the venues for the courses, in addition to background work on risk assessments for off-site activities in relation to the Children's Services Off-site Visits Policy.

The course will be suitable for anyone planning to organise an off-site visit or who wants to expand their knowledge as an Off-site Visits Co-ordinator.

Course objectives

- cover the basic principles of the 5 steps to risk assessment
- apply this concept to the organisation of off-site visits through classroom-based scenarios and a practical exercise at the venue
- to provide experience of carrying out risk assessments.

Course Achievements

- knowledge and skills in carrying out risk assessments
- a greater understanding of the role of risk assessments within the Children's Services policy.

THIS COURSE IS RUN BY NOTTINGHAM CITY COUNCIL. IF PAYING BY CHEQUE, IN ADVANCE, PLEASE MAKE CHEQUES PAYABLE TO NOTTINGHAM CITY COUNCIL.

Applications and Enquiries to:

Rebecca Inkster, Outdoor Education Coordinator,
College Street Centre, College Street, Nottingham NG1 5AQ
Tel: 0115 947 6202 Fax: 0115 941 1073 Email: rebecca.inkster@collegest.org.uk

On-Line Training
Nottingham City Council Children's Services Establishments

Date	To be arranged with establishment
Venue	Establishment or The College Street Centre
Course Leader	Rebecca Inkster
Time	Flexible
Max, Places	Dependant upon the number of computers with internet access available
Course Fee	Free
Closing Date	N/A

The session will be suitable for anyone who has planned or is planning to organise an off-site visit and requires training to access the on-line system for approval of the visit.

The training will cover:

- How to access the system
- Successful log on
- Background to the system
- How to put a visit on
- Detailed breakdown of each section
- Where to get 'paperwork' and risk assessments from
- Any other questions?

Applications and Enquiries to:

Rebecca Inkster, Outdoor Education Coordinator,
College Street Centre, College Street, Nottingham NG1 5AQ
Tel: 0115 947 6202 Fax: 0115 941 1073 Email: rebecca.inkster@collegest.org.uk

Ski Course Organiser Training

	Event One
Date	Wednesday 10 November 2010
Venue	Perlethorpe Centre, Near Ollerton
Course Leader	Snowsport England tutor
Time	9am – 4pm
Max Places	25
Course Fee	£90
Closing Date	Friday 15 October 2010

For all teachers and others who lead ski trips. It is Local Authority policy that at least the leader of every ski visit has attended this training. To help leader planning and to ensure there is a trained deputy leader on every trip, it is recommended that a second leader of every ski trip also attend.

Snowsport England recommends that all leaders of parties of young people on ski visits complete this training. The course is led by a Snowsport England accredited trainer. Nottinghamshire teachers (even those with much experience of ski visits) who have previously attended this event have found the training very useful and worthwhile.

This is an indoor course. Tea, coffee and lunch provided.

Course Objectives

- provide practical advice on the safe management of ski trips
- develop understanding of good practice on ski trips
- clarify responsibilities of leaders.

After the course, participants will receive a course completion certificate from Snowsport England.

Contribution to leader competence

Meet the requirements of the Local Authority for leading a ski trip.

Applications and Enquiries to:

Outdoor Education Advisers, Learning Outside the Classroom Service,
Mundella Centre, Green Street, The Meadows, Nottingham NG2 2LA
Tel: 0115 953 5056 Fax: 0115 953 5078
Email: outdoor.environmental@nottscc.gov.uk

Developing Outdoor and Environmental Education

The following courses aim to help teachers develop environmental education and an understanding of sustainable development in schools.

An Introduction to Eco Schools (Nottinghamshire County Council Schools)	17
The Eco Schools Award (Nottingham City Council Children's Services Establishments)	18
An Introduction to Trailblazer	19
Forest Schools – 5 day course	20
Bringing Your School Grounds to Life	21
Outdoor Learning Cards Training (Nottinghamshire County Council Establishments)	22
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<h2 style="margin: 0;">An Introduction to Eco Schools</h2> <h3 style="margin: 0;">Nottinghamshire County Council Schools</h3>

	Event One (Primary)	Event Two (Secondary)
Date	Thursday 27 May 2010	Thursday 10 June 2010
Venue	Redlands Primary School, Worksop	Minster School, Southwell
Course Leader	Hugh McCahon	
Time	1.00pm – 3.30pm	
Max Places	20	
Course Fee	nil	
Closing Date	Friday 14 May 2010	Friday 21 May 2010

If your school is involved in any of the following then it is well worth finding out more about Eco Schools. Much of the work involved in them can also count towards an Eco Schools award.

- | | |
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| <ul style="list-style-type: none"> • Litter, waste and recycling • School grounds development • Energy & water conservation • Climate change | <ul style="list-style-type: none"> • School Travel Plans • Healthy Schools • International School Award • Wildlife or Environment Week |
|--|--|

Eco Schools offers an effective way of bringing together all these initiatives into a manageable framework, enabling your school to analyse its environment, how it runs and become more sustainable. The scheme is recognised by Ofsted as means of engaging with the Sustainable Schools Framework; providing opportunities for curriculum enrichment and pupils' personal development.

There are no fees associated with taking part in Eco Schools.

These free events will be of value to schools new to Eco Schools as well as to schools well on the road of developing their environmental practice and perhaps ready to gain the Eco Schools' 'green flag'. They will include an introduction to the scheme as well as a chance to see the scheme in practice through a tour of an 'Eco School'.

Course objectives

- to help schools develop environmental best practice
- to provide an explanation of the Eco Schools Award and its benefits
- to explore approaches to gaining the award
- to share practice across schools.

Contribution to school improvement

- to help schools develop environmental practice and gain the Eco Schools Award.

Applications and Enquiries to:
 Learning Outside the Classroom Service,
 Mundella Centre, Green Street, The Meadows, Nottingham NG2 2LA
 Tel: 0115 953 5054 Fax: 0115 953 5078 Email: outdoor.environmental@nottscc.gov.uk

The Eco Schools Award Training
Nottingham City Council Children's Services Establishments

	Event One
Date	Friday 11 June 2010
Venue	Blue Bell Hill Environmental Study Centre, Sneinton, Nottingham
Course Leader	Caroline Hendy
Time	1.30pm – 4pm
Max, Places	20
Course Fee	£20
Closing Date	Friday 28 May 2010

Nearly a third of schools in the City are now registered on this internationally recognised environmental award. The award encourages and fosters environmental learning and applies this to the everyday operation of the school. As part of the award, pupils' knowledge, understanding and environmental practice is developed as well as improving the school's environmental performance.

The award can also make a significant contribution to the Citizenship curriculum and the Healthy Schools Initiative.

Within the UK the scheme is co-ordinated by Encams.

Course Objectives

- To help schools develop environmental best practice
- Provide an explanation of the Eco Schools Award and its benefits
- To explore approaches to gaining the award.

Contribution to leader competence

To help participants to develop environmental practice and gain the Eco Schools Award in their own school.

THIS COURSE IS RUN BY NOTTINGHAM CITY COUNCIL. IF PAYING BY CHEQUE, IN ADVANCE, PLEASE MAKE CHEQUES PAYABLE TO NOTTINGHAM CITY COUNCIL.

Applications and Enquiries to:

Rebecca Inkster, Outdoor Education Coordinator,
 College Street Centre, College Street, Nottingham NG1 5AQ
 Tel: 0115 947 6202 Fax: 0115 941 1073 Email: rebecca.inkster@collegest.org.uk

Introduction to Trailblazer

	Event One
Date	Tuesday 6 July 2010
Venue	Mundella Centre, Nottingham
Course Leader	Hugh McCahon
Time	1pm – 3.30pm
Max Places	20
Course Fee	£26
Closing Date	Friday 18 June 2010

Trailblazer is an outdoor, environmental and sustainable education scheme which provides a purposeful framework for learning and is available to young people of all ages and abilities.

The scheme provides opportunities for:

- Study and direct experience of the environment and adventurous activities which provide challenge and first-hand experience of the outdoors
- Caring for the environment through activities which make a positive contribution
- Learning about and sharing personal responses to the environment

Whilst the content of Trailblazer is focused on sustainability, outdoor and environmental activities and issues, the benefits for young people participating go beyond practical involvement. The processes and key themes which run through the scheme equip participants with the ability to maximise their potential, to develop healthy and varied interests and to make a positive contribution to the environment, to their own lives and to society.

This course is appropriate for teachers from schools and individuals from other organisations wishing to run Trailblazer for the first time and for those already running the scheme but who would like to find out more. The scheme has recently been revised and the handbook rewritten. A copy of the new handbook and record pages is provided free to all course participants.

Course objectives

- To support teachers interested in or already running the Trailblazer award scheme
- To provide an explanation of how the scheme works and introduce teachers to ways in which it can operate in school

Contribution to leader competence

- To enable participants to act as Trailblazer Coordinators in their own school

Applications and Enquiries to:

Learning Outside the Classroom Service,
Mundella Centre, Green Street, The Meadows, Nottingham NG2 2LA
Tel: 0115 953 5054 Fax: 0115 953 5078 Email: outdoor.environmental@nottscc.gov.uk

Forest Schools – 5 Day Course

	Date One	Date Two	Date Three	Date Four	Date Five	MUST ATTEND ALL 5 DATES
Date	6 Sept 2010	7 Sept 2010	8 Sept 2010	9 Sept 2010	10 Sept 2010	
Venue	Colwick Park Adventure Centre					
Course Leader	Dave Johnson					
Time	9:00am – 5:00pm					
Max Places	12					
Course Fee	£393 for Level 2, £884 Level 3					
Closing Date	16 April 2010					

Forest schools Level 2 or 3 Practitioners Course.

Candidate suitability is arranged through APL (accredited prior learning) and is evidence based - experience and understanding of teaching/coaching and managing groups of young people in an education setting - preferably outdoors but not essential.

‘A Forest School is an innovative educational approach to outdoor play and learning.’

The philosophy of Forest Schools is to encourage and inspire individuals of any age through positive outdoor experiences.

Level 2 Booklet

This is a 5-day course, which is aimed at individuals who want to assist a Forest School Practitioner (Level 3) in the delivery of Forest School sessions in woodland environment.

This qualification is fun and a good introduction to Forest Schools for individuals new to the subject area or for those who have not been in education for a while or do not have the relevant practical or academic experience to complete the Level 3 Practitioners course at this time. The emphasis on this course is to give you a wealth of ideas of how to introduce new ideas, use themes and hooks to motivate young people and how to use tools with groups. This course will also give you a range of imaginative ideas for activities that you can incorporate into sessions within your own settings.

Level 3 Booklet

This course is an opportunity to explore to a higher level, different approach to using the outdoor environment in a Forest School setting. You will investigate how best to design and run a Forest School programme and look at how to approach and apply it safely and effectively.

This Level 3 course is aimed at individuals who have a minimum Level 2 qualification in Youth Work, Child Care, Teaching or equivalent relevant qualifications, experience of practical activities in the out of doors (see level 2 above), and wish to coordinate, manage and lead Forest School Sessions with children, young people or adults.

Contact The Arches Adventure Base for more information or visit www.forestschools.com

Bringing your School Grounds to Life

	Event One
Date	Wednesday 2 March 2011
Venue	Perlethorpe Environmental Education Centre
Course Leader	Learning Outside the Classroom Service staff
Time	9.30am to 4pm
Max Places	12
Course Fee	£52.50
Closing Date	Wednesday 2 February 2011

Interested in bridging the gap between the indoor and outdoor classroom? Then come to Perlethorpe for a day of ideas, inspiration and fun! Of course, whatever your school grounds are like, they won't be exactly the same as Perlethorpe, but the ideas developed at Perlethorpe can, with imagination and use of easily available items, be adapted for use at your school.

Using the area around Perlethorpe, various activities and practical projects will demonstrate how teachers can use their own school grounds to help deliver numerous topics in their curriculum. It will be especially useful to teachers leading or wishing to lead Trailblazer activities and further the school's support for the Sustainable Schools Framework and the Learning Outside the Classroom Manifesto.

The event will be run in a participatory manner and will include presentations, discussions, activities and action planning.

Please bring a packed lunch and appropriate outdoor clothing.

Course objectives

- to experience a range of activities and ideas to help you use your school grounds as an effective teaching resource to support your pupils learning

Contribution to leader competence

- have a range of ideas and approaches to implement in schools
- have a collection of varied resources
- be able to lead new activities in school grounds.

Applications and Enquiries to:

Perlethorpe Environmental Education Centre
 Perlethorpe, Newark, Nottinghamshire, NG22 9EQ
 Tel: 01623 822218 Fax: 01623 825005
 Email: perlethorpe@nottsc.gov.uk

Outdoor Learning Cards Training

Nottinghamshire County Council Establishments

	Event One (Primary)	Event Two (Primary)	Event Three (Secondary)	Event Four (Primary)
Date*	Tuesday 11 May 2010	Thursday 7 October 2010	Wednesday 23 March 2011	Tuesday 10 May 2011
Venue	Perlethorpe Env Ed Centre	St Michael's Env Ed Centre	Hagg Farm Outdoor Ed Centre	Perlethorpe Env Ed Centre
Course Leader	Learning Outside the Classroom Service Course Directors			
Time	9am to 4pm			
Max Places	12			
Course Fee	£120 (includes £75 for a set of materials)			
Closing Date	Friday 30 April 2010	Friday 24 September 2010	Friday 11 March 2011	Friday 15 April 2011

*Further dates will be made available according to demand, so if the above dates are not suitable please express an interest using the contact details below.

For all teachers and leaders with an interest in delivering exciting learning opportunities outside the classroom.

The Outdoor Learning Cards have been developed by the Outdoor Education Advisers' Panel as a resource for teachers and leaders. Participants in this practical one day course will receive the handbook, the pack of 50 resource cards, a CD of supporting materials and training in their use.

The cards can be used with young people of all ages to promote learning across the curriculum and particularly in PSHE, Outdoor and Adventurous Activities, PE and Geography. They are designed to be delivered on school and other sites and in the surrounding environment.

The training will focus on each of the four elements covered by the cards:

- **Orienteering**
- **Team Building and Problem Solving**
- **Bouldering** - use of low level climbing or traversing walls
- **Journeying** - local visits organised by young people

Course Objectives

The course will:

- Assist teachers and other leaders in improving attainment through the provision of exciting learning opportunities across the curriculum.
- Provide leaders with ideas and resources.
- Develop the skills of leaders to deliver safe and exciting adventurous activities.

Applications and Enquiries to:

Learning Outside the Classroom Service,
Mundella Centre, Green Street, The Meadows, Nottingham NG2 2LA
Tel: 0115 953 5056 Fax: 0115 953 5078
Email: outdoor.environmental@nottscc.gov.uk

Outdoor Learning Cards Training

	Event Two	Event Three	Event Four	Event Five
Date	Wednesday 28 April 2010	Thursday 23 Sept 2010	Tuesday 1 March 2011	Wednesday 27 April 2011
Venue	T.B.C			
Course Leader	Martin Smith + Outdoor Learning Cards Training Course Directors			
Time	9am to 4pm			
Max Places	12			
Course Fee	£95 Nottingham City Establishments - £155 All Others			
Closing Date	Wednesday 21 April 2010	Thursday 16 Sept 2010	Tuesday 22 Feb 2011	Wednesday 20 April 2011

*Further dates will be made available according to demand, so if the above dates are not suitable please express an interest using the contact details below.

For all teachers and leaders with an interest in delivering exciting learning opportunities outside the classroom.

The Outdoor Learning Cards have been developed by the Outdoor Education Advisers' Panel as a resource for teachers and leaders. Participants in this practical one day course will receive the handbook, the pack of 50 resource cards, a CD of supporting materials and training in their use.

The cards can be used with young people of all ages to promote learning across the curriculum and particularly in PSHE, Outdoor and Adventurous Activities, PE and Geography. They are designed to be delivered on school and other sites and in the surrounding environment.

The training will focus on each of the four elements covered by the cards:

- **Orienteering**
- **Team Building and Problem Solving**
- **Bouldering – Use of low level climbing walls**
- **Journeying – Local visits organised by young people**

Course Objectives

The course will:

- Assist teachers and other leaders in improving attainment through the provision of exciting learning opportunities across the curriculum.
- Provide leaders with ideas and resources.
- Develop the skills of leaders to deliver safe and exciting adventurous activities.

THIS COURSE IS RUN BY NOTTINGHAM CITY COUNCIL. IF PAYING BY CHEQUE, IN ADVANCE, PLEASE MAKE CHEQUES PAYABLE TO NOTTINGHAM CITY COUNCIL.

Applications and Enquiries to:

Rebecca Inkster, Outdoor Education Coordinator,
College Street Centre, College Street, Nottingham NG1 5AQ
Tel: 0115 947 6202 Fax: 0115 941 1073 Email: rebecca.inkster@collegest.org.uk

Introductory Courses at the County Environmental Education Centres

These courses provide essential inductions for teachers planning to lead school parties to the County Council's centres.

Day Centres:

- Bestwood Environmental Education Centre, north of the City of Nottingham.
- Brackenhurst Environmental Education Centre, near Southwell.
Run in conjunction with Nottingham Trent University.
- Perlethorpe Environmental Education Centre, on the Thoresby Estate near Ollerton.

Residential Centres:

- St Michael's, Hathersage, Derbyshire, for primary and special schools.
- Hagg Farm, the Upper Derwent Valley, Derbyshire, for secondary and special schools.

Contact details of each centre will be found on the relevant course page.

Introductory Courses at the Nottinghamshire County Council	
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Introductory Courses at the Nottinghamshire County Council Environmental Education Day Centres

Bestwood Environmental Education Centre is located in Bestwood Country Park, just north of the City of Nottingham. Set in the heart of woodlands at Bestwood Country Park, the classroom accommodates one class group for teaching and can seat two classes for lunch. Larger groups can be accommodated in the park as a whole.

Brackenhurst Environmental Education Centre is located on the Nottingham Trent University site near Southwell. Two classrooms allow two class groups to be accommodated at Brackenhurst - one based at Home Farm, the other by the Horticulture Unit. The animal care unit, equestrian centre, hall and grounds, pond and dumble (stream) can all be visited.

Perlethorpe Environmental Education Centre is located on the Thoresby Estate, near Ollerton. The old village school is ideally placed to allow two class groups of pupils to explore the village of Perlethorpe, church, woods, river and lake, grounds and other buildings on this private farming estate.

Teachers wishing to bring a group of pupils to the day centres must have attended an introductory pre-visit. All pre-visits (1-2 hours) provide an introduction to the opportunities, curriculum materials, and health and safety management at each site. Support materials will be available during each course and may be purchased on the day. Prices range from 50p to £5. Please bring suitable clothing and footwear.

Pre visit objectives

- to prepare teachers to lead a group of pupils and colleagues on a successful visit to the day centres, so that a visit can enrich the pupils learning and the school's curriculum.

Contribution to leader competence

- an understanding of organisational and safety issues which affect the visit
- knowledge of the area around the centre and an understanding of its educational potential
- experience a range of outdoor activities pupils can undertake when visiting
- an understanding of programme planning for your visit
- opportunity to examine a range of supporting resource materials for use with pupils.

To organise a mutually convenient time for a pre-visit to one of the day centres, please use the contact details below. There is no charge for these pre-visit courses.

Bestwood

Jackie Adams,
Centre Teacher,
Bestwood Environmental
Education Centre,
Bestwood Country Park,
Alexandra Lodge, Northern
Drive, Park Road, Bestwood
Village, Nottingham NG6 8UH
Tel: 0115 975 3782
Fax: 0115 927 3674

Brackenhurst

Corby Lewington
Centre Teacher,
Brackenhurst Environmental
Education Centre,
Brackenhurst College,
Southwell, Notts.
NG25 0QF
Tel: 01636 817059
Fax: 01636 817066

Perlethorpe

Head of Day Centres,
Perlethorpe Environmental
Education Centre, Perlethorpe,
Newark, Notts NG22 9EQ
Tel: 01623 822218
Fax: 01623 825005 Email:
perlethorpe@nottscc.gov.uk

An Introduction to St Michael's Environmental Education Centre

	Event One	Event Two
Date	Wednesday 8 to Thursday 9 September 2010	Thursday 6 to Friday 7 January 2011
Venue	St. Michael's Environmental Education Centre	
Course Leader	St Michael's Staff	
Time	9.30am Wednesday to 5pm Thursday	
Max Places	10 per trainer	
Course Fee	£40 (1 free place for each new leader)	
Closing Date	Friday 23 July 2010	Wednesday 8 December 2010

St Michael's Environmental Education Centre located in Hathersage, Derbyshire is a residential centre for primary and special schools run by Nottinghamshire County Council.

This course is for teachers who are leading visits to St Michael's or teachers and other colleagues who may want to book in the future and are interested to find out what the centre has to offer. The first day (essential for potential leaders) includes an evening meal and evening activities. The second day is strongly recommended, covering more activities and programme planning. The second day includes breakfast and a packed lunch.

Course objectives

- to prepare teachers to lead a group of pupils and colleagues in a successful residential experience at St Michael's, so that a visit can enrich the school and National Curriculum.

Contribution to leader competence

- an understanding of organisational and safety issues which affect the visit
- knowledge of the area around the centre and an understanding of its educational potential
- experience and leadership in a range of outdoor activities pupils can undertake whilst visiting St Michael's
- an understanding of programme planning and a draft programme for your visit.

Applications and Enquiries to:

St Michael's Environmental Education Centre
Main Road, Hathersage, Hope Valley S32 IBB
Tel: 01433 650309 Fax: 01433 650089
Email: stmichaels@nottscc.gov.uk

An Introduction to Hagg Farm Outdoor Education Centre

	Event One	Event Two
Date	Friday 17 and Saturday 18 September 2010	Friday 28 and Saturday 29 January 2011
Venue	Hagg Farm Outdoor Education Centre	
Course Leader	Hagg Farm staff	
Time	9.30am Friday to 1pm Saturday	
Max Places	12 per trainer	
Course Fee	£40 (1 free place for each school booked into the centre)	
Closing Date	Friday 10 September 2010	Friday 21 January 2011

Hagg Farm is a residential outdoor education centre for secondary schools run by Nottinghamshire County Council.

This course is for teachers who will be leading courses to Hagg Farm for the first time. The first day is essential and the second day is highly recommended. All catering and overnight accommodation is included (except a packed lunch on the first day). The two days include a wide range of activities both on and off site, an appreciation of the facilities at Hagg Farm, information on the local environment and the huge number of curriculum opportunities that are available. The first day includes an evening session. All equipment is provided.

Course objectives

- to prepare new leaders for a residential visit to Hagg Farm, so that the potential of the visit can be maximised
- to cover a full range of issues to ensure a successful and safe visit, and assist in the planning of the visit.

Contribution to leader competence

- the necessary knowledge and understanding to lead a successful and safe visit that will enrich the school curriculum
- knowledge of the area around the centre and an understanding of the educational potential
- experience and leadership in a range of outdoor activities pupils can undertake whilst visiting Hagg Farm
- an understanding of programme planning and a draft programme for your visit.

Applications and Enquiries to:

Hagg Farm Outdoor Education Centre
Snake Road, Bamford, Hope Valley S33 0BJ
Tel: 01433 651594 Fax: 01433 651525
Email: haggfarm@nottscc.gov.uk

Walking, Climbing and Caving Courses Which course is right for you?

Countryside Leader Scheme

Page 33

This scheme is designed for teachers and leaders who wish to lead school groups on walks in normal lowland countryside including Nottinghamshire and the White Peak area of Derbyshire. It is also applicable to leaders working with Duke of Edinburgh Award bronze and silver groups. This training course covers the basics of navigation, group management and dealing with emergency situations. (There is an optional lightweight camping module.) The course assumes some experience of countryside walking.

Walking Group Leader Award

Page 34

This is a National Governing body award providing training and assessment for leaders wishing to lead groups in moorland environments throughout the UK including the Dark Peak (Kinder and Bleaklow) areas of Derbyshire. The course covers navigation and leadership skills, hazards and emergency procedures as well as access and environmental issues. The scheme does not include the high and rocky mountains included in the Mountain Leader Award. Participants must register with the MLTE prior to the training course.*

Mountain Leader Award

Page 35

The National Governing Body award for leaders wishing to take groups into the hills and mountains of the UK in summer conditions. Week-long courses are run during the Easter or autumn half term holidays. Courses are partly residential at Hagg Farm and partly on expedition in the mountainous areas of the Lake District or North Wales. During training, candidates learn a full range of navigation and leadership skills, and the techniques for safety and security on steep ground. Participants must register with the MLTE prior to the training course.*

Single Pitch Award

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This National Governing Body award course is for those wishing to teach climbing to groups on the single pitch crags of the British Isles. It involves a training weekend followed by an assessment weekend after a consolidation period. Participants must register with the MLTE prior to the training course.*

Climbing for Beginners

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Introductory courses for anyone wishing to 'have a go' at climbing and explore its learning opportunities.

*Mountain Leader Training England (MLTE) Siabod Cottage, Capel Curig, Conwy, LL2 OET
Tel. 01690 720314, Fax: 01690 720248, Email: info@mlte.org Website: www.mlte.org

Caving Courses

Page 39

The limestone area of the Peak District offers a wealth of caving and potholing within easy reach of Nottinghamshire. Apart from an exciting and fascinating activity in its own right, exploring caves provides real and memorable curriculum opportunities for pupils.

Hagg Farm can now offer Local Cave and Mine Leader Assessment (LCMLA) courses, required to lead groups in caves and mines locally. Please see www.british-caving.org.uk or phone the centre for further details.

Local Mountain Bike Leaders

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Grand National Archery Society – 4 Day Course

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Countryside Leader Scheme

	Event One	Event Two
Date	Saturday 23 & Sunday 24 October 2010	Saturday 19 & Sunday 20 February 2011
Venue	St. Michael's Environmental Education Centre	
Course Leader	Learning Outside the Classroom Service Staff	
Time	9am Saturday to 5pm Sunday	
Max Places	8 per trainer	
Course Fee	£170	
Closing Date	24 September 2010	21 January 2011

This course is designed for teachers and leaders who wish to lead groups on walks in normal countryside including the White Peak. This training course covers the basics of navigation, group management, campcraft and dealing with emergency situations. (There is an optional lightweight camping module.) The course assumes some experience of countryside walking.

To gain the award completion certificate, leaders need to provide evidence of sufficient experience, demonstrate the competence required and have a current (6 – 8 hours) first aid certificate.

The course is applicable to teachers leading day walks and leaders of Duke of Edinburgh Award bronze and silver expeditions.

The course includes overnight accommodation, an evening meal on Saturday and a self prepared breakfast and packed lunch on Sunday.

Course objectives

- to cover the syllabus of the Countryside Leader Training Scheme, including leadership and group management, navigation and route planning, use of tents and stoves (optional module), access and conservation, clothing and equipment and emergency procedures.

Contribution to leader competence

- a range of skills and knowledge to help lead groups in lowland countryside, such as the White Peak
- a course completion action plan
- participants who meet the minimum requirements, demonstrate the standard required and provide evidence of a current first aid certificate, will be awarded the Countryside Leader certificate.

Applications and Enquiries to:

St Michael's Environmental Education Centre
Main Road, Hathersage, Hope Valley S32 IBB
Tel: 01433 650309 Fax: 01433 650089
Email: stmichaels@nottsc.gov.uk

Walking Group Leader Award Training and Assessment

	Event One	Event Two
Date	Friday 19 to Sunday 21 November 2010	Friday 4 to Sunday 6 March 2011
Venue	Hagg Farm Outdoor Education Centre	
Course Leader	Learning Outside the Classroom Service staff	
Time	9am Friday to 5pm Sunday	
Max Places	6 per trainer, 4 per assessor	
Course Fee	£195 for training, £215 for assessment	
Closing Date	15 October 2010	27 January 2011

Please note: dates for training and assessment are the same but they are separate courses. It is essential to read the following information.

The Walking Group Leader (WGL) is a national award administered by the home nations including Mountain Leader Training England. The WGL Award offers the opportunity to develop and demonstrate technical competence in leading groups on walks in open uncultivated, non-mountainous high or wild country in the UK e.g. the Dark Peak or Dartmoor. **Before applying candidates should register with the Walking Group Leader scheme and have completed at least 20 hillwalks.** The training course is for potential leaders and assumes a basic competence as a hill walker. Registration is with the MLTE www.mlte.org Candidates should register with the MLTE **before** applying for the training course.

Assessment takes place after a period of consolidation and after further experience, usually at least 3 to 6 months after a training course. **Candidates must have completed a minimum of 40 hill walking days.** Candidates must have either completed a WGL training course **or** gained exemption from training from the MLTE or completed ML training and hold a current, valid first aid award (minimum of 16 hour course). **In all cases candidates must have registered on the WGL scheme.**

Hagg Farm is Nottinghamshire Local Authority's outdoor centre, situated in the Dark Peak area of Derbyshire. Participants can, by prior arrangement, arrive at Hagg Farm on the previous evening in order to ensure a prompt start on the first day. The course is fully catered and accommodation is provided.

Training course objectives

- to provide training in the essential skills of the WGL syllabus
- to provide the skills and knowledge necessary to gain further experience and prepare for assessment. (The training course is not a qualification in itself.)

Contribution to leader competence - assessment course

- further development of skills, experience and knowledge
- successful completion will result in the Walking Group Leader Award.

Applications and Enquiries to:

Hagg Farm Outdoor Education Centre, Snake Road, Bamford, Hope Valley S33 0BJ
Tel: 01433 651594 Fax: 01433 651525 Email: haggfarm@nottscc.gov.uk

Mountain Leader Award Training and Assessment

	Event One	Event Two
Date	Saturday 23 to Thursday 28 October 2010	Tuesday 26 April to Sunday 1 May 2011
Venue	Hagg Farm Outdoor Education Centre	
Course Leader	Learning Outside the Classroom Service staff	
Time	9am day 1 to 7pm day 6	
Max Places	6 per trainer and 4 per assessor	
Course Fee	£365 training, £390 assessment	
Closing Date	10 September 2010	4 March 2011

Please note: dates for training and assessment are the same but they are separate courses. It is essential to read the following information.

This is the national award for leaders with some hillwalking experience wishing to take groups into the hills and mountains of the UK in summer conditions. Week-long courses are run during the Easter or autumn half-term school holidays. Courses are partly residential at Hagg Farm and partly on expedition in the mountainous areas of the Lake District or North Wales. During training, candidates learn a full range of navigation and leadership skills and the techniques for safety and security on steep ground. Participants must register with the MLTE prior to the training course. Contact MLTE (Mountain Leader Training England) www.mlte.org Please send details of your registration with your application.

Participants on the Mountain Leader assessment course must:

- be registered with the MLTE
- have completed training or gained exemption from training from the MLTE
- have completed a minimum of 40 quality mountain days and fulfilled all the logbook requirements as set out in the syllabus
- have a current, valid first aid award (minimum 16 hours assessed courses e.g. 'Emergency' 2 day course).

Training course objectives

- to provide training in the essential skills of the ML syllabus
- to give candidates sufficient information and skills to prepare (through further experience)
- for assessment. (The training course is not a qualification in itself.)

Contribution to leader competence - assessment course

- a further development of skills, knowledge and experience
- successful completion will result in the Mountain Leader Award.

Applications and Enquiries to:

Hagg Farm Outdoor Education Centre, Snake Road, Bamford, Hope Valley S33 0BJ
Tel: 01433 651594 Fax: 01433 651525 Email: haggfarm@nottsc.gov.uk

**Walking Group/Mountain Leader Award
Pre-assessment Refresher Days**

	Event One	Event Two	Event Three
Date	Saturday 19 June 2010	Saturday 25 September 2010	Saturday 18 June 2011
Venue	Hagg Farm Outdoor Education Centre		
Course Leader	Learning Outside the Classroom Service staff		
Time	9am to 5pm		
Max Places	6 per trainer		
Course Fee	£73.50		
Closing Date	21 May 2010	10 September 2010	20 May 2011

These days are for anyone preparing for a Walking Group Leader or Mountain Leader assessment. The day will concentrate on practical hill navigation skills in the Dark Peak with the opportunity to discuss all other aspects of the syllabuses of the courses. For Mountain Leader Award candidates there will be the opportunity to practice the skills of ropework and security on steep ground.

Please indicate on your application which award you are preparing for. The dates of the courses are designed to give candidates sufficient time to gain further experience before our next advertised courses. For instance the September course is 3 months before the closing date of the Walking Group Leader assessment course in February/March 2009.

Course objectives

- to allow candidates to explore any areas of the syllabus they are unsure of
- to provide a refresher of the skills and knowledge necessary for assessment
- to give advice to candidates on further experience necessary before assessment.

Contribution to leader competence

- a better understanding of your readiness for assessment and a refinement of the skills and knowledge necessary for a successful assessment.

Applications and Enquiries to:

Hagg Farm Outdoor Education Centre
Snake Road, Bamford, Hope Valley S33 0BJ
Tel: 01433 651594 Fax: 01433 651525
Email: haggfarm@nottscc.gov.uk

Rock Climbing: Single Pitch Award Training and Assessment

	Event One	Event Two	Event Three
Date	Saturday 10 & Sunday 11 July 2010	Cancelled	Saturday 9 & Sunday 10 July 2011
Venue	Hagg Farm Outdoor Education Centre		
Course Leader	Phil Baker, Head of Hagg Farm Outdoor Education Centre, and MIC		
Time	9am Saturday to 5pm Sunday		
Max Places	6 per trainer and 4 per assessor		
Course Fee	£110 training, £125 assessment		
Closing Date	10 June 2010		10 June 2011

Please note: dates for training and assessment are the same but they are separate courses. It is essential to read the following information.

This is the National Governing Body award for those wishing to teach climbing to groups on single pitch crags of the British Isles. Administered by Mountain Leader Training England (MLTE) the course follows a national syllabus covering the skills required for leading groups in this activity. Following a consolidation period these skills are examined on a 2 day assessment course. Participants are expected to provide their own personal climbing equipment for this course. Please note that the courses are self catering residential. There is a fully equipped kitchen available.

Participants are required to have prior experience of rock climbing and must have registered with the MLTE prior to attending training. Contact MLTE (Mountain Leader Training England) www.mlte.org

Course objectives

- to cover most aspects of the SPA syllabus
- to offer the opportunity for participants to learn, develop and discuss the skills required to lead groups on single pitch crags.

Contribution to leader competence - training course

- gain a range of skills necessary to progress to assessment
- the knowledge to consolidate the skills required to progress to SPA assessment.

Contribution to leader competence - assessment course

- successful completion will result in the Single Pitch Award.

Participants on the Single Pitch assessment course must:

- be registered with the MLTE
- have completed training or gained exemption from training from the MLTE
- met the requirements for assessment in the SPA syllabus
- have a valid first aid certificate at the time of assessment (minimum 16 hour course).

Applications and Enquiries to:

Hagg Farm Outdoor Education Centre, Snake Road, Bamford, Hope Valley S33 0BJ
Tel: 01433 651594 Fax: 01433 651525 Email: haggfarm@nottscc.gov.uk

Climbing for Beginners

	Event One	Event Two	Event Three	Event Four
Date	Monday 10 May 2010	Friday 11 June 2010	Monday 4 October 2010	Monday 7 March 2011
Venue	Nottingham Climbing Wall, Haydn Road, Sherwood, Nottingham			
Course Leader	Wall Staff			
Time	5pm – 7pm			
Max Places	1:8			
Course Fee	£15			
Closing Date	Monday 3 May 2010	Friday 4 June 2010	Monday 27 September 2010	Monday 28 Feb 2011

These courses are designed for anyone who would like to ‘have a go’ at climbing and who may wish to introduce pupils to climbing, through the Climbing Wall. These courses are run by staff at Nottingham Climbing Wall and can be used as an entry into the sport.

No previous experience of climbing is necessary.

Course objectives

- to provide a safe introduction to climbing
- to offer a route to developing further skills and qualifications.

Contribution to leader competence

- develop initial skills and confidence in climbing

THIS COURSE IS RUN BY NOTTINGHAM CITY COUNCIL. IF PAYING BY CHEQUE, IN ADVANCE, PLEASE MAKE CHEQUES PAYABLE TO NOTTINGHAM CITY COUNCIL.

Applications and Enquiries to:

Rebecca Inkster, Outdoor Education Coordinator,
College Street Centre, College Street, Nottingham NG1 5AQ
Tel: 0115 947 6202 Fax: 0115 941 1073 Email: rebecca.inkster@collegest.org.uk

Local Cave and Mine Leader Assessment (LCMLA) Scheme Level 1 Training*

(*It may be possible to offer Level 1 assessment or Level 2 training/assessment on the same dates. Please contact Phil Baker for details.)

	Event One	Event Two	Event Three
Date	Saturday 8 & Sunday 9 May 2010	Saturday 8 & Sunday 9 January 2011	Saturday 7 & Sunday 8 May 2011
Venue	Hagg Farm Outdoor Education Centre		
Course Leader	Phil Baker, Head of Hagg Farm Outdoor Education Centre/CIC		
Time	9am Saturday to 5pm Sunday		
Max Places	6		
Course Fee	£115		
Closing Date	9 April 2010	12 December 2010	8 April 2011

LCMLA level 1 is a national award administered by the British Caving Association (BCA) and is required to lead groups in non-vertical cave and mine systems.** This two day course will cover all aspects of the syllabus for modules one and two of the scheme and will be led by experienced CIC holders.

Candidates are required to register with the BCA prior to the course, details can be found online: at: www.british-caving.org.uk or from:

The Training Administrator,
37 Jackson Road
Matlock,
DE4 3JQ
trainadmin@british-caving.org.uk

The course is residential (optional), self-catering and includes all equipment and instruction.

Please note that due to BCA syllabus changes, **two day courses can only cover caves**. For those wishing to add mines training, it may be possible to extend the course (at another agreed date) to include mines. Please indicate on your application form if you are interested in this option (at an extra cost of £60).

Applications and Enquiries to:

Hagg Farm Outdoor Education Centre
Snake Road, Bamford, Hope Valley S33 0BJ
Tel: 01433 651594 Fax: 01433 651525
Email: haggfarm@nottsc.gov.uk

Local Mountain Bike Leaders

	Date One
Date	11 May 2010
Venue	Colwick Park Adventure Centre
Course Director	Ossie Higgins
Time	9:00am – 5:00pm
Max Places	8
Course Fee	£50
Closing Date	26 March 2010

Adventure Activity Team and City Schools - Local Off Road Cycle Leaders Course.

A day course intended for those wishing to lead groups on bikes - mainly off road bikes. The course is both theoretical and practical and candidates will be expected to have some cycling experience prior to the course.

A certificate will be awarded when the course director is satisfied that the candidate has sufficient knowledge and skill to lead groups on a low level off road track including minor roads. Anyone wishing to lead groups in more demanding country should seek appropriate national qualifications.

The qualification will only be valid when supported by a current first aid certificate and cycle routes used must be recognised excursions, risk assessed by the adventure Activity Team.

Contact The Arches Adventure Base for more information.

Grand National Archery Society – 4 Day Course

	Date One	Date Two	Date Three	Date Four	MUST ATTEND ALL 4 DATES
Date	17 May 2010	18 May 2010	19 May 2010	20 May 2010	
Venue	Colwick Park Adventure Centre and Arches Adventure Base				
Course Leader	Phillip Van Buren				
Time	9:00am – 6:00pm, with Homework				
Max Places	6				
Course Fee	£250				
Closing Date	7 May 2010				

GNAS Leader Training and Assessment- Grand National Archery Society.

There is no pre-requisite for this course.

PLEASE NOTE: No Previous Archery Experience Necessary.

These Training Courses are ideal for:

SDO's, P.E. TEACHERS, TEACHING ASSISTANTS & Any Other LEA PROFESSIONALS, GUIDERS & SCOUTERS and other YOUTH WORKERS or ANYONE LINKED to the OUTDOOR EDUCATION/ADVENTUROUS ACTIVITY BUSINESS as this Course is recognised as the Industry Standard.

Be aware that, anything other than the 4-DAY GNAS/ARCHERY GB Archery Specific Community Sports Leader Course (incl. exam), is NOT recognised by ALAA, BAHA, SportscoachUK or any other Government Agencies & National Bodies and should be avoided at all costs.

Contact The Arches Adventure Base for more information or visit www.gnas.org or www.archeryleaders.co.uk

Orienteering Courses: Which course is right for you?

British Orienteering is currently restructuring its coaching awards and the training courses that lead to the awards. Full and up to date details are available at www.britishorienteering.org.uk/developing/award-scheme.php

The restructuring will result in two pathways. **The first pathway** is aimed at the teaching of beginners of any age, typically through schools and outdoor education, by people who need to know the basics of orienteering instruction but do not wish to proceed to being assessed after that training. This pathway includes;

Teaching Orienteering Part One

This training course is aimed at teachers, youth sector workers, and people working in schools and outdoor centres. This six hour course delivers the knowledge, understanding and practical ability to deliver the basic skills of orienteering, on defined sites such as schools and outdoor centre grounds.

Teaching Orienteering Part Two

This training course is aimed at the same group as Part One. The Part One course must have been completed before Part Two. This six hour course delivers the knowledge, understanding and practical ability to teach some of the advanced skills of orienteering, as well as orienteering competitions, on small areas with clear boundaries (that have been risk assessed as safe). This course is recommended for those delivering GCSE PE Orienteering. No dates are currently given for this award but can be arranged to meet demand.

The second pathway is being created by the introduction of the United Kingdom Coaching Certificate (UKCC) awards, and will ultimately encompass 4 levels of awards. This pathway is aimed at orienteers who wish to achieve a professional qualification.

UKCC Level One

This course takes place over three full days including some time in the evening and further study. Courses can be offered as a continuous block of time or as two events and includes assessment. This award looks at the knowledge and skills of the initial steps (1, 2 and 3) of the Step System and White, Yellow and Orange Courses. The award is designed for those coaching on school or outdoor centre grounds as well as enclosed simple areas and small woods with good access. No dates are at currently given for this award but can be arranged to meet demand.

UKCC Level Two

This course is currently in development. This course builds on the knowledge and skills of Level 2.

UKCC Level Three

This course is designed for competent orienteers who can demonstrate skills up to and including Step System Level 5. At present the course consists of a training weekend and an assessment tasks including practical coaching.

Enquiries to St. Michael's Environmental Education Centre.

Teaching Orienteering Part One

	Event Two
Date	Thursday 21 October 2010
Venue	T.B.C
Course Leader	Pauline Olivant, British Orienteering licensed coach
Time	9.30am to 4.30pm
Max Places	14 per trainer
Course Fee	£80 (including British Orienteering resource pack)
Closing Date	Thursday 14 October 2010

This training course is aimed at teachers, youth sector workers, and people working in schools and outdoor centres. This six hour course delivers the knowledge, understanding and practical ability to deliver the basic skills of orienteering, on defined sites such as schools and outdoor centre grounds.

Attending this course is a prerequisite for anybody wishing to deliver the Orienteering Young Leader Award or attend the Teaching Orienteering Part Two Training. It is an advantage, although not essential, if participants have knowledge of orienteering prior to the course.

Course Objectives

- to introduce children or adults to orienteering on a school site or outdoor centre grounds
- to sample a range of activities
- to develop a knowledge and understanding of the sport.

Contribution to leader competence

- plan and deliver orienteering sessions that meet the safety standards required by British Orienteering
- organise and deliver simple orienteering competition.
- be able to deliver the Orienteering Young Leader Award, see website: www.britishorienteering.org.uk/developing/award-scheme.php

THIS COURSE IS RUN BY NOTTINGHAM CITY COUNCIL. IF PAYING BY CHEQUE, IN ADVANCE, PLEASE MAKE CHEQUES PAYABLE TO NOTTINGHAM CITY COUNCIL.

Applications and Enquiries to:

Rebecca Inkster, Outdoor Education Coordinator,
College Street Centre, College Street, Nottingham NG1 5AQ
Tel: 0115 947 6202 Fax: 0115 941 1073 Email: rebecca.inkster@collegest.org.uk

Water Activities – Canoeing, Sailing, White-water Rafting, Power Boat Handling

In addition to the following courses for leader training and coaching qualifications in any of the above activities please contact Nottinghamshire County Council or Nottingham City Council Youth Support Service Adventure Bases at:

North Notts:	Sandhill Lake Adventure Base, Worksop - 01623 556 110
South Notts:	Lakeside Adventure Base, Holme Pierrepont - 01623 556 110
West and East Notts:	The Mill Adventure Base, Sutton-in-Ashfield - 01623 556 110
City of Nottingham:	The Arches Adventure Base, Meadow Lane, Nottingham Ossie Higgins, Centre Manager - 0115 915 0138
	Colwick Park Adventure Centre, Colwick Park, Nottingham Marcus Broad, Centre Manager – 0115 9871332

For water activity opportunities at Hoveringham for school, youth groups and Summer Schools; visit www.outdoorequipmentstores.co.uk for information.

Other opportunities are shown on the following pages.

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An Introduction to the Youth Service Adventure Bases

	Event One	Event Two
Date	Wednesday 5 May 2010	Wednesday 28 April 2010
Venue	Lakeside Adventure Base, Holme Pierrepont	The Mill Adventure Base, Sutton in Ashfield
Course Leader	Charles Hall/Peter Gurney	Charles Hall/Drew Cartwright
Time	4:30 – 6:30pm	
Max Places	12	
Course Fee	Free	
Closing Date	12 April 2010	26 March 2010

Nottinghamshire County Council, Youth Support Service Adventure Team offers a range of activities suitable for PE curriculum, alternative Education, After Schools Clubs, GNVQ, and much more.

These courses will give an insight of what activities are available and the equipment and resources that are held at The Mill and Lakeside Adventure bases.

Please bring suitable clothing, change of clothing and footwear; opportunities will be made available for you to try some of the activities available

Course objectives

- to experience a range of activities and ideas so Teachers are able to inform Young People of the expectation and requirement to be able to participate in Adventure activities

Contribution to leader competence

- an understanding of organisational and safety issues which affect the visit
- knowledge of where and how to access the centre
- knowledge of the booking procedures, consent requirement and cost
- an understanding of the types and content of programmes available
- a better understanding of the curriculum opportunities offered by Adventure Bases

Applications and enquires to:

Drew Cartwright, Professional Youth Worker (Adventure)
The Mill Adventure Base, Kings Mill Reservoir,
Sutton in Ashfield, Mansfield, Nottinghamshire NG17 5LA
Tel: 01623 556 110 Fax: 01623 44 66 99 Email: andrew.cartwright@nottsc.gov.uk

Canoeing and Kayaking for Beginners

	Event One	Event Two
Date	Tuesday 13 July 2010	Wednesday 15 September 2010
Venue	Colwick Park Adventure Centre, Colwick Park, Nottingham	
Course Leader	Colwick Park Adventure Staff	
Time	5pm – 7pm	
Max Places	8	
Course Fee	£15	
Closing Date	Tuesday 6 July 2010	Wednesday 8 September 2010

These courses are designed for anyone who would like to 'have a go' at canoeing and kayaking. These courses can be used as an entry into the sport with the opportunity to progress through the British Canoe Union star tests towards coaching qualifications.

No previous experience of canoeing is necessary, although a certain level of water confidence is required.

Course objectives

- to provide a safe introduction to the sport of canoeing and kayaking
- to see how canoeing and kayaking can contribute to the wider curriculum
- to offer a route to developing further skills and qualifications.

Contribution to leader competence

- develop initial skills and confidence in canoeing and kayaking
- a better understanding of the curriculum opportunities offered by canoeing and kayaking.

THIS COURSE IS RUN BY NOTTINGHAM CITY COUNCIL. IF PAYING BY CHEQUE, IN ADVANCE, PLEASE MAKE CHEQUES PAYABLE TO NOTTINGHAM CITY COUNCIL.

Applications and Enquiries to:

Rebecca Inkster, Outdoor Education Coordinator,
College Street Centre, College Street, Nottingham NG1 5AQ
Tel: 0115 947 6202 Fax: 0115 941 1073 Email: rebecca.inkster@collegest.org.uk

**Canoeing and Kayaking Course –
5 evenings and 2 weekends (must attend ALL dates)**

	Date One	Date Two	Date Three	Date Four	Date Five	Date Six	Date Seven
Date	15 Sept 2010	22 Sept 2010	29 Sept 2010	2 Oct 2010	6 Oct 2010	13 Oct 2010	16 Oct 2010
Venue	The Arches Adventure Base, Lady Bay						
Course Director	Ossie Higgins						
Time	5:00pm-8:00pm evenings, 9:00am-5:00pm weekends						
Max Places	8						
Course Fee	£175						
Closing Date	30 June 2010						

Level1 UKCC Canoe/Kayak Coach - (BCU). Pre-requisite for this course is the BCU 2* award in personal paddling skills & The FSRT course.

UKCC Coaches are able to coach small groups of 8-12 young people on sheltered water in either canoe or kayak, i.e at Colwick Park, with the presence of a safety boat or Level 2 Coach or higher & affiliation with the Adventurous Activity Licensing Service - unless it is teachers working with their own students in school time.

The course aims to provide the student with the first step on the paddlesport coaching pathway. It will introduce you to the fundamentals of good coaching practice and helps you to understand and coach technical and tactical aspects of your sport.

What can a Level 1 Coach do?

You can assist higher level Coaches, delivering coaching sessions under their supervision, and deliver taster sessions (see below).

Can a Level 1 Coach run sessions on their own?

Yes. Clubs and centres can task Level 1 Coaches to run taster sessions at special venues unsupervised if they deem it suitable. They will need to provide an appropriate site specific induction.

The course is both training and assessment in one handy course - being both theoretical and practical (you will get wet). Contact The Arches Adventure Base for more information or visit www.bcu.org.uk

Sailing for Beginners

	Event One	Event Two
Date	Tuesday 25 May 2010	Wednesday 14 July 2010
Venue	Colwick Adventure Centre, Colwick Park, Nottingham	
Course Leader	Colwick Park Adventure Staff	
Time	5pm – 7pm	
Max Places	8	
Course Fee	£15	
Closing Date	Tuesday 18 May 2010	Wednesday 7 July 2010

This course is designed for anyone who would like to ‘have a go’ at sailing. The course can be used as an entry into the sport with the opportunity to progress through the Royal Yachting Association towards sailing qualifications, through further sessions.

No previous experience of sailing is necessary, although a certain level of water confidence is required.

Course objectives

- to provide a safe introduction to the sport of sailing
- to see how sailing can contribute to the wider curriculum
- to offer a route to developing further skills and qualifications.

Contribution to leader competence

- develop initial skills and confidence in sailing
- a better understanding of the curriculum opportunities offered by sailing.

THIS COURSE IS RUN BY NOTTINGHAM CITY COUNCIL. IF PAYING BY CHEQUE, IN ADVANCE, PLEASE MAKE CHEQUES PAYABLE TO NOTTINGHAM CITY COUNCIL.

Applications and Enquiries to:

Rebecca Inkster, Outdoor Education Coordinator,
College Street Centre, College Street, Nottingham NG1 5AQ
Tel: 0115 947 6202 Fax: 0115 941 1073 Email: rebecca.inkster@collegest.org.uk

Foundation Safety and Rescue Training Course – 3 day course

	Date One	Date Two	Date Three	THEY MUST ATTEND ALL 3 OF THESE DATES
Date	20 April 2010	27 April 2010	4 May 2010	
Venue	The Arches Adventure Base, Lady Bay Bridge, Meadow Lane			
Course Director	Ossie Higgins			
Time	5.30 – 7:30pm			
Max Places	8			
Course Fee	£30			
Closing Date	26 March 2010			

Foundation Safety and Rescue Training Course (FSRT) - British Canoe Union (BCU).

Pre-requisite for this course is the BCU 2* award in personal paddling skills.

This FSRT course is a pre-requisite for entry to the BCU UKCC Coaching Awards.

UKCC Coaches are able to coach small groups of 8-12 young people on sheltered water in either canoe or kayak, i.e at Colwick Park, with the presence of a safety boat or Level 2 Coach or higher & affiliation with the Adventurous Activity Licensing Service - unless it is teachers working with their own students in school time.

The FSRT course replaces the old Canoe Safety Test.

The course aims to provide the student with the key safety and rescue skills required to operate safely in a sheltered water environment and to be able to deal with common emergencies. These skills will then form the basis of all safety and rescue training throughout the BCU Scheme.

The course has two purposes:

1. To provide the paddler with the necessary skills which will enable them to ensure the safety of themselves and others.
2. To provide the paddler with the appropriate rescue skills which can be used to help themselves and/or others in difficulty.

The course is both training and assessment in one handy course - being both theoretical and practical (you will get wet).

Contact The Arches Adventure Base for more information or visit www.bcu.org.uk

THIS COURSE IS RUN BY NOTTINGHAM CITY COUNCIL. IF PAYING BY CHEQUE, IN ADVANCE, PLEASE MAKE CHEQUES PAYABLE TO NOTTINGHAM CITY COUNCIL.

Applications and Enquiries to:

Rebecca Inkster, Outdoor Education Coordinator,
College Street Centre, College Street, Nottingham NG1 5AQ
Tel: 0115 947 6202 Fax: 0115 941 1073 Email: rebecca.inkster@collegest.org.uk

First Aid Courses for Educational Visits

Nottinghamshire and Nottingham City's Children's Services 'Educational Visits Policy' states that:

"At least one person with a current first aid certificate, trained to an appropriate level based on the risk assessment, should accompany each group."

"A course of at least six hours run by an HSE approved organisation is recommended as a minimum training for leaders of off-site visits. First aid qualifications are valid for three years."

"Where activities take place in remote areas, a higher standard of training may be appropriate."

Our courses are recognised by the HSE, and are appropriate to provide first aid training for an outdoor and off-site situation. These courses are fun, interactive and give you the opportunity to obtain the certificate you require for your individual or school's needs.

See the diagram overleaf to help decide which course is right for you.

Tailor-made training for your school

It is possible for us to run a one day first aid course at your own venue to fulfil Local Authority/Children's Services requirements and your school's specific needs, e.g. paediatric emphasis for those working with Primary and Nursery school pupils. This is based on a training ratio of 1 trainer per 12 participants at a cost from £610 for 12 participants (or £995 for 24 participants).

Contact John Fothergill on 01433 650309 for more information.

Applications and Enquiries to:

St Michael's Environmental Education Centre
Main Road, Hathersage, Hope Valley S32 IBB
Tel: 01433 650309 Fax: 01433 650089
Email: stmichaels@nottscc.gov.uk

Which first aid course is right for you?

All first aid training should be renewed every three years.

First Aid Course	Nottinghamshire & Nottingham City LA minimum requirements for leading off-site visits. Also fulfils requirements for those holding the Countryside Leader Award and the British Orienteering Level 2 Coaching Award.	Most National Governing Body Awards e.g. Mountain Leader, Walking Group Leader, Single Pitch Award.	Fulfils the requirements of the Health and Safety at Work Act for a first aider at work.
1 day first aid course (can be run at school)	✓	✗	✗
2 day first aid course	✓	✓	✗
First aid at work renewal (2 days)	✓	✓	✓

One Day First Aid Course (suitable for visit leaders)

	Event One	Event Two	Event Three	Event Four	Event Five	Event Six	Event Seven
Date	Weds 21 April 2010	Thurs 20 May 2010	Wed 15 Sept 2010	Tues 9 Nov 2010	Weds 19 Jan 2011	Thurs 3 March 2011	Weds 13 April 2011
Venue	Mundella Centre, Nottm.	Fountain- dale School, Mansfield	Mundella Centre, Nottm.	Perlethorpe Env Ed Centre	Mundella Centre, Nottm	Fountain- dale School, Mansfield	Mundella Centre, Nottm.
Course Leader	Learning Outside the Classroom Service Staff						
Time	9.00am – 5.00pm						
Max Places	12						
Course Fee	£95						
Closing Date	25 Mar 2010	23 April 2010	3 Sept 2010	22 Oct 2010	6 Jan 2011	11 Feb 2011	25 March 2011

This one day course is particularly suited to those leading off-site visits. (This fulfils the Nottinghamshire and Nottingham City Councils' Educational Visits Policies.) It is also suitable for those holding the Countryside Leader Award (CLA) and the Level 1 Certificate in Coaching Orienteering.

Please see the two day course details, if you would like extend your skills further.

The course is fun and interactive. The course cost includes all course materials, and the opportunity to obtain the certificate you require for your individual or school's needs. Tea/ coffee and lunch are provided.

Course objectives

- to gain a practical basic knowledge of how to deal with first aid situations, including those involved in off-site visits.

Contribution to leader competence

- a protocol for dealing with first aid situations
- gaining a practical range of skills and understanding in first aid situations
- successful completion of an approved First Aid qualification, renewable within 3 years and recognised by the LA, CLA and BO subject to passing the practical tests.

This course can be run at your school for a specified group of staff. Enquire below:

Applications and Enquiries to:

St Michael's Environmental Education Centre, Main Road, Hathersage, Hope Valley S32 1BB
Tel: 01433 650309 Fax: 01433 650089 Email: stmichaels@nottscc.gov.uk

Two Day First Aid Course
(Suitable for SPA, WGL and ML holders)

	Event One
Date	Saturday 22 and Sunday 23 January 2011
Venue	St Michael's Environmental Education Centre
Course Leader	Learning Outside the Classroom Service Staff
Time	9am Saturday to 5pm Sunday
Max Places	12 per trainer
Course Fee	£160
Closing Date	Friday 17 December 2010

This two day course is recommended for leaders of outdoor activities and leaders operating in terrain remote from immediate help. It fulfils the requirements of most National Governing Body Awards e.g. Walking Group Leader (WGL), Mountain Leader (ML). The course is very practical and includes indoor and outdoor first aid simulations. This course is self catering and includes overnight accommodation and all course materials and equipment.

Course objectives

- to gain a practical knowledge of how to deal with first aid situations, particularly those involving outdoor locations.

Contribution to leader competence

- a protocol for dealing with first aid situations
- gain a practical range of skills and understanding in first aid situations
- successful completion of an approved First Aid qualification, renewable within 3 years and recognised by the Local Authority, Mountain Leader Training England, British Orienteering, British Canoe Union and other bodies subject to passing the course.

Applications and Enquiries to:

St Michael's Environmental Education Centre
Main Road, Hathersage, Hope Valley S32 IBB
Tel: 01433 650309 Fax: 01433 650089
Email: stmichaels@nottsc.gov.uk

First Aid at Work Renewal

	Event One
Date	Saturday 5 and Sunday 6 March 2011
Venue	St Michael's Environmental Education Centre
Course Leader	Learning Outside the Classroom Service Staff
Time	9am Saturday to 5pm Sunday
Max Places	12 per trainer
Course Fee	£160
Closing Date	Friday 4 February 2011

Renewal of the First Aid at Work course, including a refresher day on Saturday and written and practical examinations on Sunday.

Renewals must take place strictly within three years and one month of your current FAW course (a month overlap time is now allowed after the previous expiry date but during this time your qualification is invalid), details to be provided with your application. This course is self catering and includes overnight accommodation and all materials and equipment.

Course objectives

- to refresh and update first aid skills
- to renew the 'First Aid at Work' qualification to comply with the Health and Safety at Work Act.

Contribution to leader competence

- successful renewal of your first aid certificate (subject to passing the written and practical tests) approved by the HSE for 'designated first aiders'.

Applications and Enquiries to:

St Michael's Environmental Education Centre
 Main Road, Hathersage, Hope Valley S32 IBB
 Tel: 01433 650309 Fax: 01433 650089
 Email: stmichaels@nottscg.gov.uk

Location of the Environmental Education Centres and Other Training Venues



Training Course Application Form

Surname: _____ First name: _____

Job title: _____ Age range of pupils taught: _____

School or work address: _____

Tel no: _____

Home address (for contact during school holidays): _____

Tel no: _____

Email (optional) _____ Date of Birth _____

Course applied for:	Course no (if applicable):	Course date:	Course fee:
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Details of any special needs or dietary requirements:

For Mountain Leader, Walking Group Leader and Single Pitch Award courses only:

MLTE Registration No: _____

If paying by cheque for an MLTE course, we only require a £40 deposit. A cheque for the remainder should be sent to arrive in the week preceding the closing date, not before. Places can only be confirmed after the closing date. If applying for an assessment course please give the date of your training course: _____
or attach details of your approved exemption from training.

Signature of applicant: _____ Date: _____

I approve the attendance of the above named person and agree to fund the same to attend the course detailed above.

Signature of Headteacher/budget manager: _____ Date: _____

If not applying through a school please enclose a cheque for the full course fee payable to 'Nottinghamshire County Council' or 'Nottingham City Council' for courses run by the City Council.

Please return this booking form to the appropriate course administrator. Please note fees for courses will be charged unless cancellation is received before the closing date.

For office use: Date received: _____ Acknowledged: _____

Training Course Application Form

Surname: _____ First name: _____

Job title: _____ Age range of pupils taught: _____

School or work address: _____

_____ Tel no: _____

Home address (for contact during school holidays): _____

_____ Tel no: _____

Email (optional) _____ Date of Birth _____

Course applied for:	Course no (if applicable):	Course date:	Course fee:
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Details of any special needs or dietary requirements:

For Mountain Leader, Walking Group Leader and Single Pitch Award courses only:

MLTE Registration No: _____

If paying by cheque for an MLTE course, we only require a £40 deposit. A cheque for the remainder should be sent to arrive in the week preceding the closing date, not before. Places can only be confirmed after the closing date. If applying for an assessment course please give the date of your training course: _____
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If not applying through a school please enclose a cheque for the full course fee payable to 'Nottinghamshire County Council' or 'Nottingham City Council' for courses run by the City Council.

Please return this booking form to the appropriate course administrator. Please note fees for courses will be charged unless cancellation is received before the closing date.

For office use: Date received: _____ Acknowledged: _____



Nottinghamshire
County Council

Contact us:

Email: **outdoor.environmental@nottsc.gov.uk**

Phone: **0115 953 5056**

Fax: **0115 953 5078**

**Learning Outside the Classroom Service, Mundella Centre,
Green Street, Meadows, Nottingham NG2 2LA**

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