



**Nottinghamshire  
County Council**

# **Outdoor and Environmental Training Opportunities 2018/2019**



Information for visit coordinators,  
leaders and teachers of adventurous  
and environmental education

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## General Information

This document provides details of the adventure, environmental and outdoor training courses run each year by Nottinghamshire County Council's Outdoor and Environmental Education provision.

### **Who can apply for a place?**

Although priority is given to staff from Nottinghamshire schools and establishments, places are available on courses for teachers and leaders from other organisations and to individual applicants. Please contact the course coordinator of your chosen training event for details.

### **How do I book?**

1. Send in your application form before the closing date, or if near to closing date, check with the organiser that places are available.
2. When sending in a completed application form; a fax or scanned copy via email will be the most effective way to include an email address is essential for receiving course information.
3. Please ensure that the application form is countersigned by the person paying for, or authorising the funding for your course.

### **How are the course fees paid?**

If your establishment is part of Nottinghamshire County Council, the course fee will be charged to your school or establishment soon after the course date. Persons from outside Nottinghamshire County Council should complete the application form, enclosing a cheque made payable to Nottinghamshire County Council for the course fee.

If you cancel your place after the closing date, you will be charged the full amount for the place unless it can be filled by another participant.

In the unlikely event that the Service has to cancel a course, you will be informed as soon as possible and no charge will be made.

### **What about bespoke training events to meet the specific needs of my establishment?**

Additional courses or bespoke training across many areas can be provided as and when appropriate.

# 1. Health and Safety Management of Visits

## What's new?

In 2011 Nottinghamshire County Council revised visit guidelines and implemented a new online approval system called EVOLVE. Schools and other establishments across Children, Families and Cultural Services need to be aware of these amended procedures and accepted good practice.

All schools and establishments must have a trained Visit Coordinator in place. Visit Coordinators are advised that they should attend a refresher course at least every 3 years. Details of training courses to update existing Visit Coordinators on revised guidelines and other practice issues are contained in this publication.

Additional courses and training are available throughout the year and information will be posted on EVOLVE ([www.nottinghamshirevisits.org.uk](http://www.nottinghamshirevisits.org.uk)) and on the Council's website [www.nottinghamshire.gov.uk/outdoorenvironmental](http://www.nottinghamshire.gov.uk/outdoorenvironmental) where appropriate.

Training on a wide range of other outdoor safety management issues can be provided by the Outdoor Education Advisers as required. These can be delivered at a time convenient to you, for example a staff meeting or school closure day.

Contact the Outdoor Education Advisers for more details (see back cover).

## Training for Visit Coordinators

	Event One	Event Two	Event Three	Event Four
Date	Thurs 10 May 2018	Thurs 13 Sept 2018	Tues 13 Nov 2018	Tues 5 March 2019
Venue	The Mill Adventure Base, Sutton in Ashfield			
Course Leader	Local Authority Outdoor Education Advisers			
Time	9am – 4pm			
Max Places	20			
Course Fee	£90			
Closing Date	Fri 20 Apr 2018	Fri 31 Aug 2018	Mon 5 Nov 2018	Fri 22 Feb 2019

There must be a trained Visit Coordinator (VC) in every LA school and Children, Families and Cultural Services' (CFCS) establishment. It is good practice to refresh this training through attendance at Visit Coordinator refresher training every three years.

Establishments (schools and other CFCS settings) must ensure adequate safety standards on visits and activities. Based on the Local Authority's visits 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, outdoor pursuit qualifications and sources of further advice.

### Course objectives

The course follows the national framework for VC training. Based on the Local Authority's visits guidance, the day comprises of five modules:

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

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

### Contribution to Visit Coordinator competence

This course will develop your knowledge of the Local Authority's visits guidance and help you improve practice in schools and other CFCS settings.

#### Applications and enquiries to:

Outdoor Education Advisers, Outdoor and Environmental Education,  
The Mill Adventure Base, Kings Mill Reservoir, Sutton in Ashfield, NG17 4PA  
Tel: 01623 556110 Fax: 01623 446699  
Email: [outdoor.environmental@nottsc.gov.uk](mailto:outdoor.environmental@nottsc.gov.uk)

## Visit Co-ordinator Refresh Training

	Event One	Event Two	Event Three	Event Four
Date	Fri 11 May 2018	Fri 14 Sept 2018	Tues 6 Dec 2018	Thurs 7 Mar 2019
Venue	The Mill Adventure Base, Sutton in Ashfield			
Course Leader	Local Authority Outdoor Education Advisers			
Time	9.30am – 12 pm			
Max Places	20			
Course Fee	£50			
Closing Date	Fri 27 April 2018	Fri 31 Aug 2018	Fri 23 Nov 2018	Fri 8 Feb 2019

There must be a trained Visit Coordinator in every LA school and Children, Families and Cultural Services establishment. It is good practice to revisit this training by attendance at Visit Coordinator refresher training event every three years.

This course provides key updates on the content of the Visits Guidance document April 2011. It contains; direct input, workshops, question and answer sessions to consider issues of new and developing practice in areas such as risk management, the use of EVOLVE and provides an opportunity for Visit Coordinators to share good practice with other colleagues and the OEA.

### Course objectives

- Provide guidance and policy updates for Visit Coordinators
- Develop ideas on managing routine and non routine events
- Consider risk management procedures across a range of activities
- The provision of direct support to Visit Coordinators in configuring operating procedures using EVOLVE.
- Provide an opportunity to learn from other Visit Coordinator's and problem solve issues with an Outdoor Education Advisor.

Refreshments will be provided mid morning and at the end of the course a certificate of attendance will be issued

### Contribution to Visit Coordinator competence

Ongoing personal development to help improve visits management procedures in schools and other CFCS settings.

### Applications and enquiries to:

Outdoor Education Advisers, Outdoor and Environmental Education,  
 The Mill Adventure Base, Kings Mill Reservoir, Sutton in Ashfield, NG17 4PA  
 Tel: 01623 556110 Fax: 01623 446699  
 Email: [outdoor.environmental@nottsc.gov.uk](mailto:outdoor.environmental@nottsc.gov.uk)

## 2. First Aid Courses for Visits

Nottinghamshire Children, Families and Cultural Services' visits guidance recommends that at least one person with a current first aid certificate, trained to an appropriate level based on the risk assessment accompanies each visit. Our courses provide appropriate training for this requirement. These courses are fun, interactive and give you the opportunity to obtain the certificate you require for your individual or establishment's needs.

### Tailor-made training for your school

It is possible for us to run a first aid course at your own venue to fulfil Nottinghamshire Local Authority requirements and your establishment's specific needs e.g. paediatric emphasis for those working with primary and nursery school pupils. This can be based on either;

1. 1 day Emergency First Aid at Work (EFAW) – Nationally recognised: A training ratio of 1 trainer per 12 participants at a cost from £682.50 for 12 participants or £1107 for 24 participants (£56.87 or £46 per participant based on a full course).
2. A 3 hour course (First Aid awareness for Visit Leaders course, recognised by Notts LA) for up to 20 participants at a cost of £525 (£26.25 per participant based on a full course).

Contact St Michael's on 01433 650309 for more information.

Which first aid course is right for you?	
First Aid Course	Notes/further information
<b>3 hour First Aid Awareness for Visit Leaders</b>	<ul style="list-style-type: none"> <li>• Gives confidence and competence for short periods of time on a school visit</li> <li>• This course can be run at your school/venue</li> <li>• Attendance certificate</li> <li>• This course is not designed for participants to be first aiders in school</li> </ul>
<b>1 day Emergency First Aid at Work Course (EFAW)</b>	<ul style="list-style-type: none"> <li>• Fulfils Nottinghamshire LA requirements for leading visits</li> <li>• Fulfils requirements for those holding the Nottinghamshire Countryside Leader Award</li> <li>• This course can be run at <b>your</b> school/venue</li> </ul>
<b>2 day Outdoor First Aid Incident Management Course</b>	<ul style="list-style-type: none"> <li>• Fulfils Nottinghamshire LA requirements for leading visits</li> <li>• Fulfils requirements for many National Governing Body Awards e.g. Mountain Leader, Hill &amp; Moorland Leader/Expedition Skills, Single Pitch Award</li> <li>• Provides practical incident management and outdoor scenarios</li> </ul>
<b>2 day Paediatric First Aid Course</b>	<ul style="list-style-type: none"> <li>• Provides specific training for those working in early years establishments (under 5's)</li> <li>• It is a requirement of EYFS that at least one person has this qualification at all times when children are present and they must accompany them on any off site visits</li> </ul>

## Emergency First Aid at Work Course (One Day)

(suitable for visit leaders)

	Event One	Event Two	Event Three	Event Four	Event Five	Event Six
Date	Wed 23 May 2018	Wed 12 Sept 2018	Thurs 15 Nov 2018	Sat 19 Jan 2019	Sat 2 Mar 2019	Tue 19 Mar 2019
Venue	The Mill, Sutton in Ashfield	Perlethorpe Env Ed Centre		The Mill, Sutton in Ashfield		Perlethorpe Env Ed Centre
Course Leader	ITC Approved Provider					
Time	9.00am – 4.00pm (6 contact hours)					
Max Places	12					
Course Fee	£85					
Closing Date	Wed 25 Apr 2018	Wed 15 Aug 2018	Thurs 18 Oct 2018	Mon 17 Dec 2019	Fri 1 Feb 2019	Tues 12 Feb 2019

This one day course is particularly suited to those leading visits and it is also suitable for those holding the Countryside Leader Award (CLA). Please see the two day course details if you would like to 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 and coffee is provided but please bring your own packed lunch.

### Course objectives

- to gain a practical basic knowledge of how to deal with first aid situations, including those involved in 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 and CLA subject to passing the course.

**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@nottsc.gov.uk](mailto:stmichaels@nottsc.gov.uk)



**Outdoor First Aid Incident Management Course (Two Day)**  
(Suitable for SPA, HML and ML holders)

	Event One	Event Two
Date	Sat/Sun 26 & 27 Jan 2019	Sat/Sun 16 & 17 Mar 2019
Venue	St Michaels	The Mill, Sutton in Ashfield
Course Leader	ITC Approved Provider	
Time	9am Saturday to 5pm Sunday Optional accommodation on the Saturday night is available on request at an additional charge of £20.	
Max Places	12 per trainer	
Course Fee	£126 non-residential, £146 residential self-catered	
Closing Date	Thurs 20 Dec 2018	Thurs 14 Feb 2019

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. Hill and Moorland Leader (HML), Mountain Leader (ML). The course is very practical and includes indoor and outdoor first aid simulations. Overnight accommodation is available if wanted at an additional charge and would include self-catering facilities. All course materials and equipment are included in the fee.

**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 Canoeing 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

<p><b>Paediatric First Aid (Two Day)</b> (suitable for Nursery/Reception School Staff)</p>
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	Event One	Event Two
Date	Wednesday 19 & Thursday 20 September 2018	Saturday 10& Sunday 11 November 2018
Venue	The Mill Adventure Base, Sutton in Ashfield	
Course Leader	ITC Approved Provider	
Time	9am – 5pm	
Max Places	12 per trainer	
Course Fee	£126	
Closing Date	Monday 20 August 2018	Monday 15 October 2018

The ITC Level 2 Award in Paediatric First Aid is a 2 Day course recommended for anyone working in the Early years Foundation Stage Education (EYFS).

It covers the relevant content set out by the government’s statutory framework. We design our course to be fun, practical and informative. All course materials and equipment are included in the fee.

**Course objectives**

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

**Contribution to leader competence**

- a protocol for dealing with first aid situations with children
- 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, a protocol for dealing with first aid situations with children.

<p><b>Applications and enquiries to:</b></p>
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<p>St Michael's Environmental Education Centre Main Road, Hathersage, Hope Valley S32 IBB Tel: 01433 650309 Fax: 01433 650089 Email: stmichaels@nottscc.gov.uk</p>
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### **3. Walking, Climbing and Caving Courses for Group Leaders**

#### Which course is right for you?

##### **Countryside Leader Scheme**

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 scheme includes navigation, group management, emergency situations and campcraft skills. The course assumes experience of countryside walking.

##### **Hill and Moorland Leader Award**

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 Mountain Training England (MTE) prior to the training course.

##### **Mountain Leader Award**

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, leadership skills, techniques for safety and security on steep ground. Participants must register with the MTE prior to the training course.

##### **Single Pitch Award**

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 MTE prior to the training course.

##### **Caving Courses**

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. In addition Cave Instructors Certificate (CIC) Training and Assessment can be arranged. Please see [www.british-caving.org.uk](http://www.british-caving.org.uk) or phone the centre for further details.

## Countryside Leader Scheme Registration and Training

	Event One	Event Two	Event Three	Event Four
Date	Sat/Sun 14 & 15 April 2018	Sat/Sun 2 & 3 June 2018	Sat /Sun15 & 16 Sept 2018	Sat/Sun 6 & 7 Oct 2018
Venue	St. Michael's Environmental Education Centre			
Course Leader	Outdoor and Environmental Education Staff			
Time	9am Saturday to 3pm Sunday.			
Max Places	8 per trainer			
Course Fee	£160 (non-residential) £190 (residential including breakfast)			
Closing Date	Mon 19 March 2018	Tues 8 May 2018	Tues 21 Aug 2018	Mon 10 Sept 2018

The Countryside Leader Scheme has several stages. Candidates need to

1. Have an interest in and experience of countryside walking
2. Register with the scheme (at St Michael's Centre, see below) to obtain a logbook and syllabus
3. Gain and consolidate their experience, so that minimum requirements are met before assessment.
4. Attend an assessment day, which results in a pass or deferral.

In order that all candidates arrive on the assessment day fully prepared, the above weekend training course is offered at St Michael's. The course will include a full day walk on the Saturday and a shorter one on the Sunday, looking, amongst other things, at navigation techniques and group management. There will also be sessions on logbooks and other parts of the syllabus raised by candidates.

On Saturday evening there is a session where candidates prepare their own meal out of doors, put up tents and discuss safe camp-craft practices.

### Registration, 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

## Countryside Leader Scheme Assessment

	Event One	Event Two	Event Three	Event Four
Dates	Sat 14 April 2018	Sat 2 June 2018	Sat 15 Sept 2018	Sat 6 Oct 2018
Venue	St. Michael's Environmental Education Centre			
Course Leader	Outdoor and Environmental Education Staff			
Time	9am to 7pm Saturday.			
Max Places	6 per trainer			
Course Fee	£80			
Closing Date	Mon 19 March 2018	Tues 8 May 2018	Tues 21 Aug 2018	Mon 10 Sept 2018

This assessment course is designed for teachers and leaders who wish to lead groups on walks in lowland countryside including the White Peak. This course includes navigation, group management, camp-craft and dealing with emergency situations. Candidates should have experience of countryside walking.

As an assessment all potential candidates should consult the CLA prospectus and syllabus before applying for this course. Candidates may wish to attend the (optional) CLA training weekend (see previous page).

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 (for instance) teachers leading day walks and leaders of Duke of Edinburgh Award bronze and silver expeditions.

On Saturday evening there is a session where candidates prepare their own meal out of doors, put up tents and demonstrate good practice for camp-craft.

### Course objectives

- to cover and assess the syllabus of the Countryside Leader Award.

### Contribution to leader competence

- a range of skills and knowledge to lead groups in lowland countryside
- participants who meet the standard and provide evidence of a current first aid certificate, will be awarded the Countryside Leader Award.

### 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

## Hill and Moorland Leader Award Training and Assessment

	Event One	Event Two
Date	Friday 16-18 November 2018	Friday 9-10 February 2019
Venue	Hagg Farm Outdoor Education Centre	
Course Leader	Outdoor and Environmental Education Staff	
Time	9am Friday to 5pm Sunday	
Max Places	6 per trainer, 4 per assessor	
Course Fee	£210 non-residential (£240 with accommodation)	
Closing Date	Monday 29 October 2018	Monday 21 January 2019

**Please note: dates for training and assessment are the same but they are separate courses. It is essential to read the following information. After successful completion of assessment, a candidate can choose to attend a 2 day Expedition Skills module.**

The Hill and Moorland Leader (HML) is a national award administered by the home nations including Mountain Training England. The HML 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 scheme and have completed at least 20 hill walks.** The training course is for potential leaders and assumes a basic competence as a hill walker. Registration is with the MTE - [www.mountain-training.org](http://www.mountain-training.org) Candidates should register with the MTE **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/HML training course **or** gained exemption from training from the MTE 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 HML 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. Self-catering accommodation in the John Hunt Base and St Michaels are available as an option for participants.

### Course objectives

- to provide training in the essential skills of the HML 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 Hill and Moorland 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](mailto:haggfarm@nottsc.gov.uk)

<b>Mountain Leader Award</b>
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	Event One	Event Two
Date	Tues 30 to Sun 4 Nov 2018	Sat 6 to Thurs 11 April 2019
Venue	Hagg Farm Outdoor Education Centre	
Course Leader	Outdoor and Environmental Education Staff	
Time	9am day 1 to 5pm day 6	
Max Places	6 per trainer and 4 per assessor	
Course Fee	£355 non-residential (£415 with accommodation)	
Closing Date	Monday 8 October 2018	Monday 18 Feb 2019

**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 MTE (Mountain Training England) prior to the training course. Contact MTE - [www.mountain-training.org](http://www.mountain-training.org). Self-catering accommodation is available in the John Hunt Base as an option for participants. Please send details of your registration with your application.

**Participants on the Mountain Leader (ML) assessment course must:**

- be registered with the MTE
- have completed training or gained exemption from training from the MTE
- 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 for assessment (through further experience). 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.

<b>Applications and enquiries to:</b>
Hagg Farm Outdoor Education Centre, Snake Road, Bamford, Hope Valley S33 0BJ Tel: 01433 651594 Fax: 01433 651525 Email: <a href="mailto:haggfarm@nottsc.gov.uk">haggfarm@nottsc.gov.uk</a>

<p><b>Hill and Moorland/Mountain Leader Award</b>  <b>Pre-assessment Refresher Days</b></p>
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	Event One
Date	Sunday 23 September 2018
Venue	Hagg Farm Outdoor Education Centre
Course Leader	Outdoor and Environmental Education Staff
Time	9am to 5pm
Max Places	6 per trainer
Course Fee	£90
Closing Date	Monday 10 September 2018

These days are for anyone preparing for a Hill and Moorland 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.

**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
- a refinement of the skills and knowledge necessary for a successful assessment.

<p><b>Applications and enquiries to:</b></p>
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<p>Hagg Farm Outdoor Education Centre  Snake Road, Bamford, Hope Valley S33 0BJ  Tel: 01433 651594 Fax: 01433 651525  Email: haggfarm@nottsc.gov.uk</p>
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## 4. Developing Outdoor and Environmental Education

### Bringing your School Grounds to Life

	Event One
Date	Wednesday 6 March 2019
Venue	Perlethorpe Environmental Education Centre
Course Leader	Gary Richards, Head of Day Centres
Time	9.30am to 4pm
Max Places	12
Course Fee	£80
Closing Date	Monday 4 February 2019

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.

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](mailto:perlethorpe@nottsc.gov.uk)

## 5. Watersport Courses

### Introduction to Paddlesports (Canoe & Kayak)

	Event One
Date	Thursday 3 May 2018
Venue	The Mill Adventure Base, Sutton in Ashfield
Course Leader	Drew Cartwright
Time	Thursday 5.00pm to 8.00pm for 5 consecutive weeks
Max Places	8 per course tutor
Course Fee	£90, limited places
Closing Date	Friday 20 April 2018

This course is designed for anybody who would like to have a go at paddlesports activities. The course will work towards the British Canoeing 1 star, covering a wide range of essential skills. The course will look at the two most accessible forms of paddlesport activities, Canoeing (in two man craft) and Kayaking (in one man craft). No previous experience is required, however a basic level of fitness and a reasonable level of water confidence is required as craft will be required to invert for rescue drills during the assessment session.

#### Course objectives

- To provide a safe introduction to paddlesports
- To see how paddlesports can contribute to the wider curriculum
- To offer a route to developing further skills and qualifications
- To understand how paddlesports can develop individuals and teams
- To provide awareness of key things to look for when booking a provider.

#### Contribution to leader competence

- Develop initial skills and confidence in paddlesports
- A better understanding of curriculum opportunities offered by paddlesports
- Awareness of minimum requirements for booking safe providers of paddlesports
- Develop an understanding of how paddlesports can enhance group dynamics.

#### Applications and enquires to:

The Mill Adventure Base, Kingsmill Reservoir,  
Sutton in Ashfield, Mansfield, Nottinghamshire NG17 4PA  
Tel: 01623 556 110 Fax: 01623 44 66 99  
Email: outdoor.environmental@nottscc.gov.uk

## Personal Proficiency in Paddlesports (Canoe & Kayak)

	Event One
Date	Thursday 7 June 2018
Venue	The Mill Adventure Base, Sutton in Ashfield
Course Leader	Drew Cartwright
Time	Thursday 5.00pm to 8.00pm for 5 consecutive weeks
Max Places	8 per course tutor
Course Fee	£90, limited places
Closing Date	Monday 21 May 2018

This course is designed for anybody who would like to further their paddlesports activities. The course will work towards the British Canoeing (BC) 2 star level, this being the prerequisite personal proficiency award to start on the BC coaching scheme. The course will look at the two most accessible forms of paddlesport activities, canoeing (in two man craft) and kayaking (in one man craft). No previous experience is essential, however a basic level of fitness and a reasonable level of water confidence is required as craft will be required to invert for rescue drills during the assessment session.

### Course objectives

- To provide a safe introduction to paddlesports
- To see how paddlesports can contribute to the wider curriculum
- To offer a route to developing further skills and qualifications
- To understand how paddlesports can develop individuals and teams
- To provide awareness of key things to look for when booking a provider.

### Contribution to leader competence

- Develop initial skills and confidence in paddlesports
- A better understanding of curriculum opportunities offered by paddlesports
- Awareness of minimum requirements for booking safe providers of paddlesports
- Develop an understanding of how paddlesports can enhance group dynamics.

### Applications and enquires to:

The Mill Adventure Base, Kingsmill Reservoir,  
Sutton in Ashfield, Mansfield, Nottinghamshire NG17 4PA  
Tel: 01623 556 110 Fax: 01623 44 66 99  
Email: outdoor.environmental@nottsc.gov.uk

## Foundation Safety and Rescue (Paddlesports Water safety)

	Event One
Date	Sunday 17 March 2019
Venue	The Mill Adventure Base, Sutton in Ashfield
Course Leader	Drew Cartwright
Time	9.00am to 5.00pm
Max Places	6 per course tutor
Course Fee	£90
Closing Date	Friday 1 February 2019

This course is the British Canoeing (BC) water safety course for paddlers, kayak or canoe, covering a wide range of safety situations and the most current thinking on techniques and equipment. It is also a prerequisite for the BC level 1 coach award training scheme.

### Course objectives

- to provide a safe introduction to water activities
- to provide an understanding of water safety issues
- to see how water activities can contribute to the wider curriculum
- to offer a route to developing further skills and qualifications
- to understand how water activities can develop individuals and teams
- to provide awareness of key things to look for when booking an external provider.

### Contribution to leader competence

- develop initial skills and confidence in white water activities
- better understanding of curriculum opportunities offered by white water activities
- awareness of minimum requirements for booking safe providers of white water activities
- develop an understanding of how white water activities can enhance group dynamics.

### Applications and enquires to:

The Mill Adventure Base, Kingsmill Reservoir,  
Sutton in Ashfield, Mansfield, Nottinghamshire NG17 4PA  
Tel: 01623 556 110 Fax: 01623 44 66 99  
Email: outdoor.environmental@nottscc.gov.uk

## British Canoeing 3 Star Assessment (Kayak)

	Event One
Date	Saturday 13 October 2018
Venue	The Mill Adventure Base, Sutton-in-Ashfield & local river venue
Course Leader	Drew Cartwright
Time	9.00am to 5.00pm
Max Places	6 per course tutor
Course Fee	£50
Closing Date	Friday 21 September 2018

This course is part of the British Canoeing (BC) scheme for assessing an individual's competency to take part in river trips and a prerequisite for the Level 2 coach award, which allows you to run independent sessions for groups with certain locations and condition. Training for this award can also be arranged if you require by contacting The Mill Adventure Base to discuss this option in advance.

### Course objectives

- to demonstrate personal competency in kayaking
- to develop paddlesports within the wider curriculum
- to offer a route to developing further skills and qualifications
- to understand how paddlesports can develop individuals and teams
- to provide awareness of key things to look for when booking a provider.

### Contribution to leader competence

- further develop skills and confidence in kayaking
- a better understanding of curriculum opportunities offered by paddlesports
- awareness of minimum requirements for booking safe providers of paddlesports
- develop an understanding of how paddlesports can enhance group dynamics.

### Applications and enquires to:

The Mill Adventure Base, Kingsmill Reservoir,  
 Sutton in Ashfield, Mansfield, Nottinghamshire NG17 4PA  
 Tel: 01623 556 110 Fax: 01623 44 66 99  
 Email: outdoor.environmental@nottscc.gov.uk

## British Canoeing 3 Star Assessment (Canoe)

Event One	
Date	Sunday 7 October 2018
Venue	The Mill Adventure Base, Sutton-in-Ashfield & local river venue
Course Leader	Drew Cartwright
Time	9.00am to 5.00pm
Max Places	6 per course tutor
Course Fee	£50
Closing Date	Friday 21 September 2018

This course is part of the British Canoeing (BC) scheme for assessing an individual's competency to take part in open water and river trips it is also a prerequisite for the Level 2 coach award, which allows you to run independent sessions for groups with certain locations and conditions. Training for this award can also be arranged if you require by contacting The Mill Adventure Base to discuss this option in advance.

### Course objectives

- to demonstrate personal competency in canoeing
- to develop paddlesports within the wider curriculum
- to offer a route to developing further skills and qualifications
- to understand how paddlesports can develop individuals and teams
- to provide awareness of key things to look for when booking a provider.

### Contribution to leader competence

- further develop skills and confidence in canoeing
- a better understanding of curriculum opportunities offered by paddlesports
- awareness of minimum requirements for booking safe providers of paddlesports
- develop an understanding of how paddlesports can enhance group dynamics.

### Applications and enquires to:

The Mill Adventure Base, Kingsmill Reservoir,  
Sutton in Ashfield, Mansfield, Nottinghamshire NG17 4PA  
Tel: 01623 556 110 Fax: 01623 44 66 99  
Email: outdoor.environmental@nottsc.gov.uk

# 1. Introduction to the Duke of Edinburgh

## Introduction to the Duke of Edinburgh Award (DofE)

	Event One	Event Two
Date	Sat 3 Nov 2018	Sat 2 Feb 2019
Venue	The Mill Adventure Base, Sutton in Ashfield	The Mill Adventure Base, Sutton in Ashfield
Course Leader	DofE Tutor	DofE Tutor
Time	9:00am to 4.30pm	9:00am to 4.30pm
Max Places	8 per course tutor	8 per course tutor
Course Fee	£50	£50
Closing Date	Fri 5 Oct 2018	Fri 4 Jan 2019

The Introduction to the DofE training course is compulsory for certain roles within DofE Centres. It is suitable for new DofE Leaders as well as existing Leaders who want to improve their DofE knowledge. It provides you with the basic information needed to be a DofE Leader and run DofE programmes within a DofE Centre. It will put the learning from e-induction into context in a practical way.

### Course objectives

- the mission and guiding principles of The Duke of Edinburgh's Award
- understanding DofE levels, sections, timescales and the development of DofE programmes
- the DofE structure and how it supports you
- the key roles of DofE Leaders
- how to ensure that the programme is based around the needs of the young people
- information on the range of resources available to help you
- good practice in the delivery of DofE programmes.

### Contribution to leader competence

- increases your confidence in how to deliver quality DofE programmes to young people
- fun and interactive
- increases your knowledge of the DofE
- offers the opportunity to network with other Leaders
- nationally recognised DofE certificate.

### Participants must have

Prior to attending this course, all delegates must have completed the online e-induction module and provide your letter of completion prior to attending the course. This is available free at [www.DofEtraining.org](http://www.DofEtraining.org)

All delegates will be provided with a copy of *The Handbook for DofE Leaders*, which is included in the cost of the course.

### Further information can be accessed via:

<http://www.dofe.org/en/content/cms/leaders/training/intro-to-the-dofe/>

### Applications and enquires to:

The Mill Adventure Base, Kings Mill Reservoir,  
Sutton in Ashfield, Mansfield, Nottinghamshire NG17 4PA  
Tel: 01623 556110 Email: [dukeofedinburgh@nottscc.gov.uk](mailto:dukeofedinburgh@nottscc.gov.uk)

## Expedition Supervisor Training Courses Duke of Edinburgh Award (ESTC)

	Event One	Event Two
Date	Sat 17 Nov 2018	Sat 9 Feb 2019
Venue	The Mill Adventure Base, Sutton in Ashfield	The Mill Adventure Base, Sutton in Ashfield
Course Leader	DofE Tutor	DofE Tutor
Time	9:00am to 4.30pm	9:00am to 4.30pm
Max Places	8 per course tutor	8 per course tutor
Course Fee	£50	£50
Closing Date	Fri 19 Oct 2018	TFri 11 Jan 2019

The course is accredited by the Nottinghamshire Duke of Edinburgh (DofE) Operating Authority and is compulsory for all leaders wishing to undertake the Expedition Supervisor role within the authority. It may be recognised by other Licensed Organisations/Approved Activity Providers and external delegates should ensure it meets their local requirements.

### Course objectives

- understanding the role of the Expedition Supervisor, Assessor and other adults involved in the delivery of the Expedition section
- understanding the process of remote supervision
- understanding the importance of emergency procedures
- understanding the duty of care held by the Supervisor.

### Contribution to leader competence

- DofE knowledge; including a full understanding of the requirements of the Expedition section and the importance of remote supervision
- technical skills; include skills in the method of travel, navigation, camp craft and first aid
- people skills; including the ability to work well with both young people and other adults in a supportive manner
- awareness of Nottinghamshire Safe Guarding Policy
- awareness of Nottinghamshire Accident/Incident reporting policy.

### Participants must have

- have completed the DofE's e-induction and has a letter of completion
- have completed the DofE's Introduction to the Award
- have been approved by their Operating Authority/AAP to attend the course
- held/operated with a technical competence award for more than one year to undertake the expedition supervisor's role.

All delegates will be provided with a copy of *The Expedition Guide*, which is included in the cost of the course.

### Further information can be accessed via:

<http://www.dofe.org/en/content/cms/leaders/training/estc/>

### Applications and enquires to:

The Mill Adventure Base, Kings Mill Reservoir,  
Sutton in Ashfield, Mansfield, Nottinghamshire NG17 4PA  
Tel: 01623 556110 Email: dukeofedinburgh@nottscc.gov.uk



<h2 style="margin: 0;">Expedition Supervisor Update Course</h2> <h3 style="margin: 0;">Duke of Edinburgh Award (ESTC)</h3>
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	Event One	Event Two
Date	Sat 23 Feb 2019	Thurs 14 Mar 2019
Venue	The Mill Adventure Base, Sutton in Ashfield	
Course Leader	Adam Cooke	
Time	9.00am to 12.30pm	6.30pm to 9.30pm
Max Places	15 per course tutor	
Course Fee	£50	
Closing Date	Fri 25 Jan 2019	Thurs 14 Feb 2019

The Duke of Edinburgh (DofE) Expedition Supervisor Training Course Update is suitable for all expedition supervisors who wish to further their knowledge in this area. It is a requirement of all Expedition Supervisors under the NCC licence to undertake this course every five years.

#### Course objectives

- understand the role of the Expedition Supervisor, Assessor and other adults involved in the delivery of the Expedition section
- understanding the process of remote supervision
- understanding the importance of emergency procedures
- understanding the duty of care held by the supervisor
- 

#### Contribution to leader competence

- DofE knowledge; including a full understanding of the requirements of the Expedition section
- technical skills; including skills in the method of travel, navigation, camp craft and first aid
- people skills; including the ability to work well with both young people and other adults in a supportive manner
- awareness of Nottinghamshire Safe Guarding Policy
- awareness of Nottinghamshire Accident/Incident reporting policy.

#### Participants must have

- have completed the DofE's full ESTC Course within the last five years
- be a current registered volunteer within NCC
- have been approved by their Operating Authority/AAP to attend the course

#### Further information can be accessed via:

<http://www.dofe.org/en/content/cms/leaders/training/eaas/>

<p><b>Applications and enquires to:</b></p> <p>The Mill Adventure Base, Kings Mill Reservoir, Sutton in Ashfield, Mansfield, Nottinghamshire NG17 4PA Tel: 01623 556110 Email: dukeofedinburgh@nottscc.gov.uk</p>
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## Adult Helper Training Duke of Edinburgh Award

	Event One
Date	Saturday 9 March 2019
Venue	The Mill Adventure Base, Sutton in Ashfield
Course Leader	Adam Cooke
Time	10.00 am to 3.00pm
Max Places	15 per course tutor
Course Fee	£50.00
Closing Date	Friday 8 Feb 2019

The Adult Helper Training day allows anybody who is interested in volunteering their time to help with an expedition to gain valuable background information on Duke of Edinburgh Expeditions.

The course will give a broad base knowledge of what will be expected of you during an outdoor training event or expedition. This course should be supplemented by a full induction delivered by the Award centre.

### Course objectives

- to prepare prospective volunteers in what will be expected during an expedition
- to make volunteers aware of the training and support they should receive
- understand how expeditions work and to discuss the volunteers role within the process
- to give confidence to volunteers helping in the outdoors

### Contribute to leader competence

- an understanding of organisational and safety issues which affect the visits
- an understanding of health and safety procedures and child protection policies
- knowledge of where and how to access support

### Applications and enquires to:

The Mill Adventure Base, Kings Mill Reservoir,  
Sutton in Ashfield, Mansfield, Nottinghamshire NG17 4PA  
Tel: 01623 556110 Email: dukeofedinburgh@nottscc.gov.uk

## **7. Introductory Courses at the Outdoor, Adventure and Environmental Centres**

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

### **Hagg Farm Outdoor Education Centre (AALS Licensed)**

Located in the Upper Derwent Valley in the Peak District, the centre accommodates up to 44 people on a sole use basis. It offers a range of adventure activities including climbing, canoeing, caving, orienteering, hill walks in addition to other team building and environmental/curriculum based sessions. Aimed at secondary, special and year 6 primary groups, the centre also has a smaller annexe attached which sleeps 18 people and is adapted for those with limited mobility.

### **St Michael's Environmental Education Centre**

A 34 bed residential Environment Education Centre at Hathersage in the Peak District for primary and special schools, established in 1985. Open all year for bookings. Activities support the school curriculum and include hill walking, orienteering, field studies and practical conservation.

### **The Mill Adventure Base (AALS Licensed)**

The Mill is located in Sutton in Ashfield. Daytime and evening sessions. Instruction in canoeing, sailing, climbing, caving and other land and water sports for schools and youth groups. Activities can be linked to after school clubs, PE and other areas of the curriculum.

### **The Environmental Education Day Centres**

- Perlethorpe on the Thoresby Estate near Ollerton
- Brackenhurst at the Nottingham Trent University School of Animal, Rural and Environment Sciences, near Southwell
- Sherwood Visitor Centre, near Edwinstowe.

The day centre team are also available to visit schools and establishments to help them to develop their school grounds. See next page for further details.

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

## **Introductory Courses at the Environmental Education Day Centres**

**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.

### **Sherwood Forest Visitor Centre**

Teaching will be on offer through the environmental day centres team, with a teacher's pack available for self-guided visits. Topics include: Medieval Sherwood, habitat studies, shelter building, environmental art and orienteering. For further information or to book a visit to Sherwood, please contact Perlethorpe (see below).

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.

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

**Perlethorpe and Sherwood**  
Head of Day Centres,  
Perlethorpe Environmental Education Centre,  
Perlethorpe, Newark, Notts NG22 9EQ  
Tel: 01623 822218  
Fax: 01623 825005  
Email: [perlethorpe@nottsc.gov.uk](mailto:perlethorpe@nottsc.gov.uk)

<h2 style="margin: 0;">An Introduction to St Michael's Environmental Education Centre</h2>
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	Event
Date	<b>Events are usually held in September and January each year. Please contact St Michael's for current dates</b>
Venue	St. Michael's Environmental Education Centre
Course Leader	St Michael's Staff
Time	9.30am day one to 3pm day two
Max Places	10 per trainer
Course Fee	No charge
Closing Date	

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 leaders for 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.

<h3 style="margin: 0;">Applications and enquiries to:</h3>
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<p style="margin: 0;">St Michael's Environmental Education Centre Main Road, Hathersage, Hope Valley S32 IBB Tel: 01433 650309 Fax: 01433 650089 Email: stmichaels@nottsc.gov.uk</p>
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## An Introduction to The Mill Adventure Base

	Event One
Date	Thursday 17 May 2018
Venue	The Mill Adventure Base, Sutton in Ashfield
Course Leader	Drew Cartwright
Time	5.00pm to 7.30pm
Max Places	8 per course tutor
Course Fee	Free
Closing Date	Friday 20 April 2018

The Mill Adventure Base offers a wide range of offsite activities throughout the UK. The centre is well equipped, open all year round with a wide range of activity options and qualified staff.

This course will show a range of activities The Mill Adventure Base can deliver and highlight the potential educational benefits that can be accessed with your school, alternative education programme, project or Youth Group. Please bring suitable clothing and footwear as there will be some outdoor activities.

### Course objectives

- to prepare teachers and Youth Workers to lead a group of young people or colleagues in a successful visit to the The Mill Adventure Base or Offsite activities
- understand how Outdoor activities can be a key part of a schools drive to inclusion

### Contribution to leader competence

- an understanding of organisational and safety issues which affect the visit
- knowledge of where and how to access centres and activities
- experience a range of outdoor activities that can be used when visiting the centres
- an understanding of programme planning for your visit

### Applications and enquires to:

The Mill Adventure Base, Kings Mill Reservoir,  
Sutton in Ashfield, Mansfield, Nottinghamshire NG17 4PA  
Tel: 01623 556110 Fax: 01623 446699 Email: [andrew.cartwright@nottscc.gov.uk](mailto:andrew.cartwright@nottscc.gov.uk)

# Training Course Application Form

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Job title: \_\_\_\_\_

School / DofE Centre / Work address (if relevant): \_\_\_\_\_

Tel no: \_\_\_\_\_

Home address (for contact during school holidays) \_\_\_\_\_

Tel no: \_\_\_\_\_

Email: (essential) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Course applied for:	Course date:	Course fee:	Residential? Yes / No (please circle)
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Details of any special requirements (or dietary needs if a catered event):

**For Mountain Leader, Hill & Moorland Leader, and Single Pitch Award courses you MUST be registered for the specific award with Mountain Training [www.mountain-training.org](http://www.mountain-training.org)**

Mountain Training candidate number (required for us to register you on the course): \_\_\_\_\_

How did you hear about this training? (Please tick) Flyer  Printed booklet

Wired website  Service website  Other (Please specify): \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

If an organisation is paying for the place:

I approve, and agree to fund, the attendance of the above named person at the above course.

Signature of Head teacher/budget manager: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment

Schools/Organisations will be charged through Sales Invoice unless otherwise stated. The full course fee is due at the time of booking except for MTE courses where a £40 deposit only is required, the balance payable at the closing date. Please state preferred payment method, we will then contact you with further details.

Card  Bank Transfer  Cheque

## Please note

Fees for courses will be charged unless cancellation is received before the closing date. Places can only be confirmed after the closing date.

**Please return this booking form to the appropriate course administrator.**

**Contact us:**

Email: [outdoor.environmental@nottscc.gov.uk](mailto:outdoor.environmental@nottscc.gov.uk)

Phone: **01623 556110**

Fax: **01623 446699**

Post: **Outdoor and Environmental Education  
The Mill Adventure Base,  
Kings Mill Reservoir,  
Sutton in Ashfield, Mansfield,  
Nottinghamshire NG17 4PA**

