



Training Courses for The Duke of Edinburgh's Award



Welcome to the Autumn 2010 course brochure.
Please remember courses are also available on the Outdoor Education website.

Course Administration

Course Costs – A course cost is shown for each course, where applicable.
These costs can be met in a number of different ways:

- Schools – have a devolved budget and will be charged directly for the staff members they approve to go on a course
- Children's Service's Department - charges for all courses will be made directly to the District/ Area concerned.
- Volunteer charges should be covered by the DofE Centre, Local DofE Committee or District Youth Team.

Booking – Applications should be made as early as possible using the forms provided. Many of the courses have limited numbers and you are advised to book early. Once a course is viable (in *most* circumstances from 2 weeks before) a place is confirmed and course details are sent out. If fees have not already been received, the participant will be invoiced.

Cancellation - We reserve the right to cancel a course should the numbers fail to reach the minimum required to make it viable. Participants will be notified and a transfer will be offered or a refund made.

Travel Costs – the course costs do not cover travel unless they are an integral part of the course. Travel costs are the responsibility either of the individual or their school, college or youth group. Applicants should negotiate this expenditure in advance with their line managers.

To apply for these courses complete the attached registration form and return to:

The Duke of Edinburgh's Award
Rookwood Centre,
Penshurst Way,
Boyatt Wood,
Eastleigh, SO50 4RJ

If you have any queries about the courses in this brochure please contact
the Admin Officers on 023 8068 4934/5, Fax 023 8061 8395
Email: dofe@hants.gov.uk

New DofE Volunteers - Registration Process

New Volunteer interested

Get in contact with DofE Office,
Field Officer, or Centre Coordinator

Welcome meeting to discuss training options and how you'd like to help

Have you had a Hampshire County Council CRB check within the last 3 years?

IF YES

Complete and send in:
* DF16 DofE Staff registration Form
* Copy of Enhanced CRB Disclosure

Receive registration completion Pack

Complete and send in:
* DofE e-induction certificate
* Intro to DofE course application
* HCC Safeguarding Children evidence/course application

IF NO

Complete and send in:
* Full CRB Pack and HCC registration details

Receive registration completion Pack

Complete and send in:
* DofE e-induction certificate
* Intro to DofE course application
* HCC Safeguarding Children evidence/course application

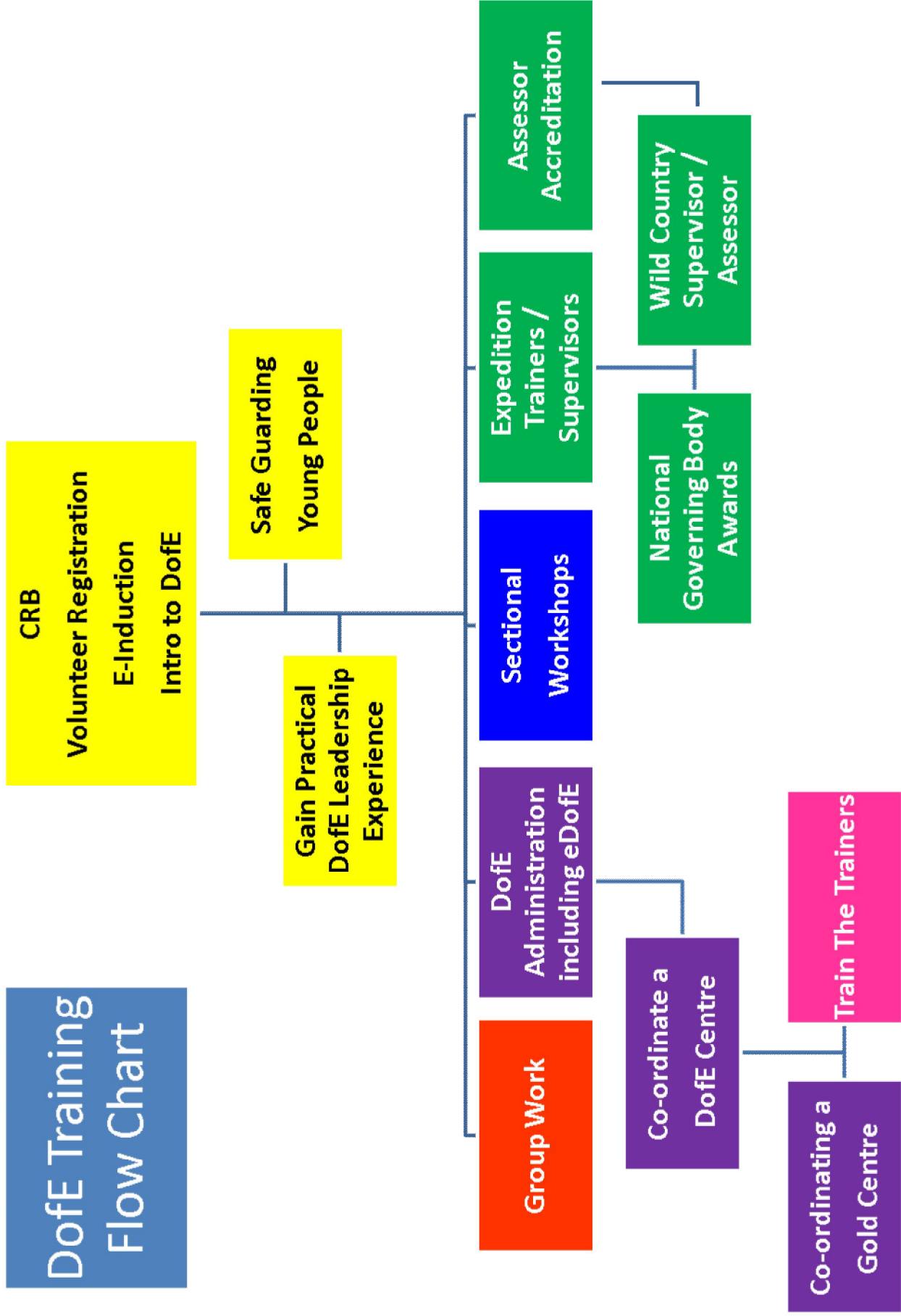
Forms are processed by DofE office

Complete Intro to DofE Course
(and Safeguarding course if required)

You are now an HCC DofE Leader!

Onward guidance from Field Officer, placement within DofE Centre and options of further training courses

Training Structure



Training for volunteers new to the Duke of Edinburgh's Award

All new volunteers are required to attend the following training:

Introduction to DofE

Pre-requisites -

- registering with DofE County Office as a DofE volunteer
- completing the on line 'e-induction' , please print completion letter and bring to the course. (www.dofetraining.org)
- In addition, volunteers area required to complete Hampshire County Council Safeguarding Training. If you are a teacher at an HCC school - it is likely that you have completed this training, if so - please ensure you obtain a letter from the Headteacher confirming that you have done the appropriate training.

Introduction to DofE

Dates:

27 September 2010	630-930pm	Churchers College, Petersfield
5 October 2010	630-930pm	Hampshire Collegiate Sch, Romsey
5 October 2010	630-930pm	Rookwood Centre, Eastleigh
17 November 2010	630-930pm	TBA, West Hampshire
25 January 2010	630-930pm	TBA, North-East Hants
14 March 2011	630-930pm	Oaklands RC School, Waterlooville

Cost: £10 Course fee includes a Volunteer Record Book and DofE Handbook.
£40 for non-HCC registered volunteers

This course provides an understanding of the key principles, DofE sections and relevant Leader information. Advice will be given on organising a DofE Centre, keeping records and Operating Authority regulations. Gold DofE participants (over 18 only) following the DofE Leadership Programme for their volunteering section, should attend this course.

HCC Safeguarding Training

Dates:

11 October 2010	630-930pm	Limington House Sch, Basingstoke
7 February 2011	630-930pm	Rookwood Centre, Eastleigh
15 June 2011	630-930pm	TBA, West

This free course must be undertaken by all leaders that cannot provide evidence that they already have completed HCC safeguarding training. This should be refreshed every 3years.

Coordinating a DofE Centre

Dates:

Course 1 (Morning course)	12 February 2011	9am - 1pm	Rookwood Centre, Eastleigh
OR			
Course 2 (Both evenings)	19 October 2010	630-930pm	Rookwood Centre, Eastleigh
	9 November 2010	630-930pm	

Cost: FREE & includes the DofE Programmes Box

This course which will enable an HCC DofE Leader to develop and practice the skills that are essential in managing and administering a DofE Centre.

Expedition Trainers Course (Burgate)

Dates: 8-10 October 2010

Venue: Burgate School, Fordingbridge

Cost: £25 per person.

Note: Completion of the Introduction to DofE Module and pre-requisites is required to attend.

This course is aimed at DofE Leaders who wish to become registered as a Duke of Edinburgh's Award Expedition Trainer with Hampshire County Council. Participants can expect a very busy and tiring weekend during which your expedition skills will be assessed and "topped-up" as necessary. The course provides an opportunity for you to become familiar with the standards expected by the Hampshire County Council DofE. It is an assessment course and not appropriate for beginners.

At the conclusion of the course you will be registered as either a Bronze Assistant, Bronze Trainer or Silver Trainer, however there are opportunities to upgrade at a later date. Leaders who have previously completed WGL or ML Assessment are required to attend the Saturday session only of this course.

Upgrade Courses

Dates: 2 October 2010, 12 February 2011, New Forest area

Cost: FREE

For those upgrading from assistant to Bronze or Bronze to Silver Trainer. You will need to be met by the supervisor at the chosen point and will spend the set time in the area displaying your competence.

Coordinating Gold Programmes

Dates: 2 November 2010, 630-930pm, Rookwood Centre, Eastleigh

Cost: FREE

This is an evening course which will enable a DofE Leader to guide young people through their Gold Award (N.B. offering the expedition section requires additional outdoor qualifications and training)

Expedition Assessor's Accreditation Scheme (EAAS)

Dates:

Part One	Part Two
25 Aug 2010	6 Oct 2010

OR

Part One	Part Two
14 June 2011	19 July 2011

OR

Part One	Part Two
23 Aug 2011	27 Sept 2011

Venue: The Rookwood Centre, Eastleigh

Cost: £5.20 cheque for the Assessor ID card.

(Extra cost of £40 for non-HCC DofE Leaders)

This course is a two part course for those wishing to become Assessors. You must be able to attend both dates in order to complete the course. It is a National Accreditation, which expires in 5 years. In order to apply, please request an EAAS/3 assessor booking form from the DofE office. **Please note this course requires a supported assessment to be completed between the two sessions.**

HCC DofE Trainers have automatic access to this course.

For those not planning to be a DofE Trainer first - please contact the DofE County office for advice.

DofE Leader meetings

Dates: 6 December 2010, 6-930pm, TBC

Cost: FREE

A chance to update yourself on the recent changes, current events, eDofE, recognise good practice and service, training courses etc.

Everyone's welcome - please let us know if you plan on attending, no booking form needed!

ITC First Aid

We are aiming towards a first aid qualification for Expedition Trainers. 2010 courses are running at the subsidised price of £25 per person in order in this drive for improved health and safety standards in HCC DofE. Each course certificate is valid for 3yrs.

ITC Emergency First Aid Course - 1day, for Bronze and Silver Trainers

TBA (Sat or Sun)	0845-1700	TBA
TBA (Sat or Sun)	0845-1700	TBA

ITC Outdoor First Aid Course - 2day, for Silver & Gold Trainers (Wild Country)

11-12 September 2010	0845-1700	QE Country Park, Waterlooville
18-19 October 2010	0845-1700	Testwood Lakes, Totton
6-7 November 2010	0845-1700	Gilbert Whites Field Centre, Selborne
13-14 December 2010	0845-1700	Tile Barn Outdoor Centre

Looking to be a Gold Expedition Trainer?

Expedition Trainers qualified at Bronze & Silver level wishing to offer Gold Expedition training, are required to hold WGL or ML qualifications appropriate to the terrain to be covered.

Hampshire Outdoor Education, P.E. & Sport offer Training and Assessment courses (See the Outdoor Education website - (www3.hants.gov.uk/education/outdoor-education.htm)).

In addition there is a requirement to work alongside the County Gold Training team and/or attend the Saturday of the Expedition Trainers Course, in order to gain valuable experience. Contact the DofE Office for further information.

To book on courses, please use the booking form provided at the back of this Training brochure. Booking forms are also available from the DofE Office.

Duke of Edinburgh's Award Outdoor Education Courses

Course Title		
Venue		
Dates		
Mr/Mrs/Miss/Ms	Forename	Surname
Home address		
Contact numbers		
Email Address		
<p>I confirm that I am appropriately physically fit and that I have no medical condition which will prevent me from completing this course. I will inform the organiser if there is any change in my condition. I have read and understood the acceptance and cancellation condition set out in the introductory notes.</p>		
Any special dietary requirements		
Your Signature and date		
Invoice address (School/College/ Youth Group)		
Contact number for invoice address:		
<p>Approval by the head of establishment, senior youth worker or line manager I confirm that this application has my support. I understand that my school, college district office or unit will be invoiced for the full costs should a late cancellation or non-attendance occur.</p>		
Line Manager's Signature and date		
Special reasons for wishing to attend this course		
<p>Please return this form to: Duke of Edinburgh's Award , Rookwood Centre, Penshurst Way, Boyatt Wood, Eastleigh, Hampshire, SO50 4RJ. Fax number: 023 8061 8395. dofe@hants.gov.uk</p>		