



Training Courses for The Duke of Edinburgh's Award



Welcome to the Spring 2011 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.

*** Please be advised that costs for courses occurring after April 2011 will change (p.6)***

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.

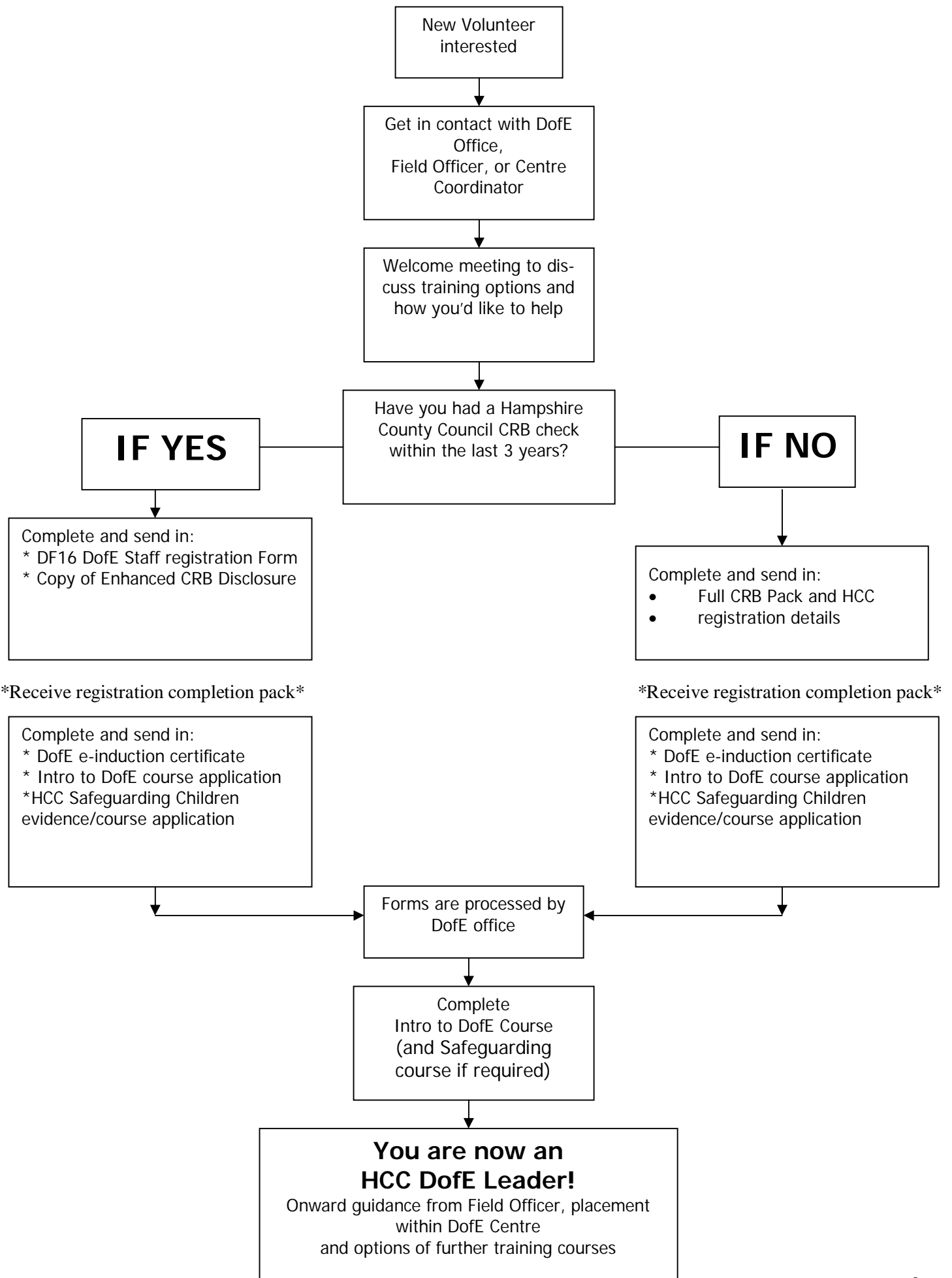
To apply for these courses complete the attached registration form and return to:

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

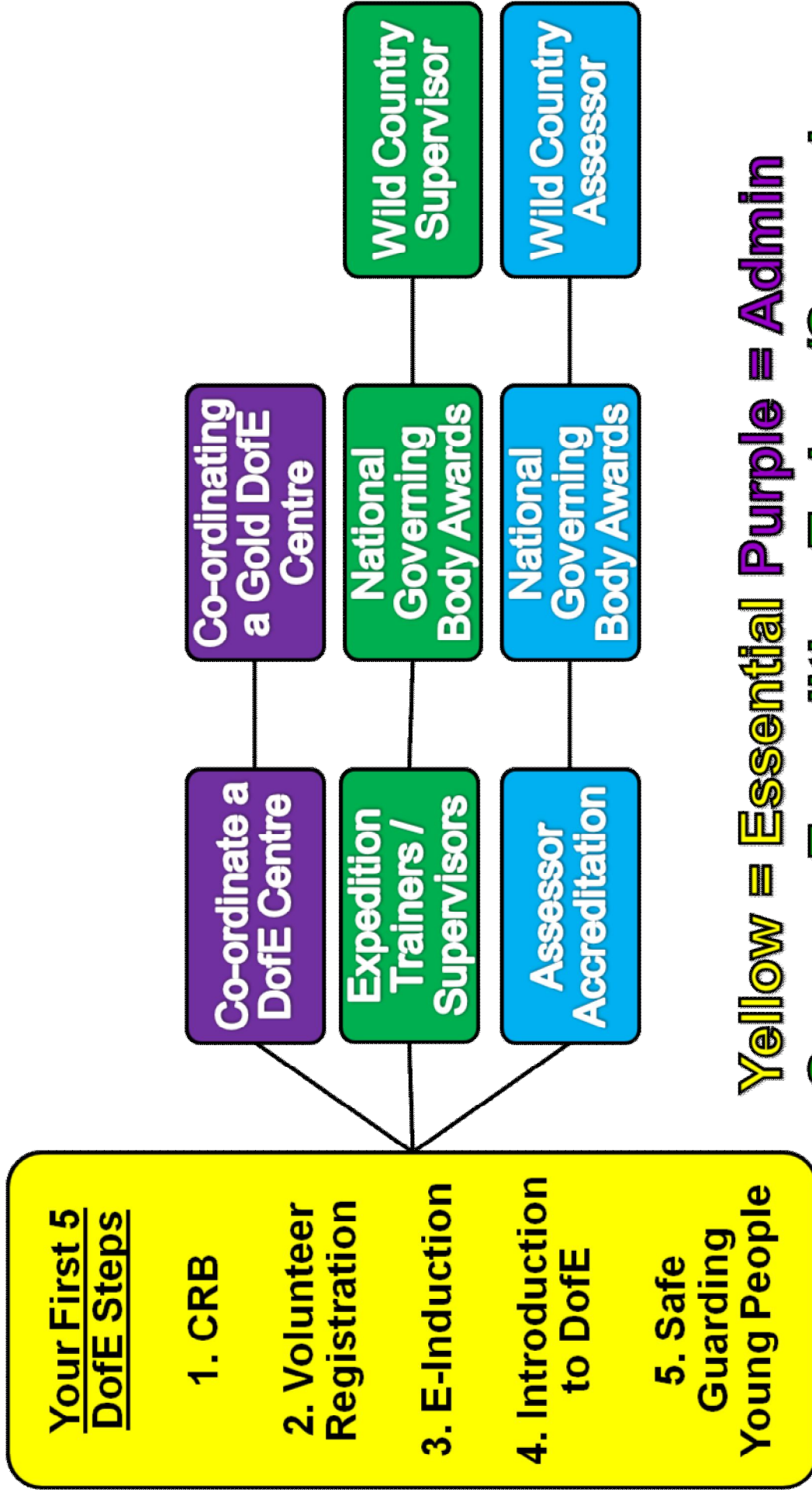
New DofE Volunteers - Registration Process



Receive registration completion pack

Receive registration completion pack

Training Structure



Yellow = Essential Purple = Admin

Green = Expedition Trainer/Supervisor

Blue = Assessor

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:

25 January 2011	6-9pm	Basingstoke College of Tech
16 February 2011	630-930pm	Barton Peveril College, Eastleigh
14 March 2011	630-930pm	Oaklands RC School, Waterlooville
21 June 2011	630-930pm	Queen Mary's College, Basingstoke
24 August 2011	630-930pm	Eastleigh College, Eastleigh
27 September 2011	630-930pm	Motiv8, Gosport
6 December 2011	630-930pm	Romsey School, Romsey

Costs for courses occurring after April 2011 will change. Please see page 6.

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Cost Until April 2011: £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:

9 March 2011	630-930pm	South Downs College, Waterlooville
15 June 2011	630-930pm	TBA, West Hants
19 September 2011	630-930pm	Limington House Sch, Basingstoke

See Page 6 for prices. This 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)	18 June 2011	9am - 1pm	Rookwood Centre, Eastleigh
OR			
Course 2 (Both evenings)	1 November 2011	630-930pm	Rookwood Centre, Eastleigh
	15 November 2011	630-930pm	

Cost: Please see page 6 for prices

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 Supervisors/Trainers Course (Burgate)

Dates: 13-15 May 2011, 30 Sept - 2 October 2011

Venue: Burgate School, Fordingbridge

Cost: Please see page 6

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: 12 February 2011, 24 Sept 2011 New Forest/South Down area

Cost: FREE until April 2011

**Costs for courses
occurring after
April 2011
will change**

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: 7 November 2011, 630-930pm, Rookwood Centre, Eastleigh

Cost: Please see page 6

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	OR	Part One	Part Two	OR	Part One	Part Two
14 June 2011	19 July 2011		23 Aug 2011	27 Sept 2011		June 2012	July 2012

Venue: The Rookwood Centre, Eastleigh

Cost: Please see page 6

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: Summer 2011 TBA

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

Sat 15 October 2011	0845 - 1700	TBA
Mon 12 March 2012	0845 - 1700	TBA

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

29-30th October 2011	0845 - 1700	TBA
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Looking to be a Gold Expedition Trainer?

Expedition Trainer's 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.

Prices April 2011 onwards

Please be aware that prices will follow the rates below from April 2011. This is as a result of the withdrawal of previous funds from the budget due to the recent and on-going budget restraints within HCC.

Course	Local Authority Open DofE Centre	Local Authority Schools & Colleges	Other Providers registered with HCC* OA	Out of County/ External Providers
Introduction to DofE	£12	£15	£35	£40
HCC DofE Safeguarding	-	-	£8	£30
Coordinating a DofE Centre	£15	£20	£30	£50
Expedition Trainer/ Supervisor Course	£50	£100	£180	£190
Expedition Trainer Upgrade	£5	£10	£15	£20
Coordinating Gold Programmes	-	£5	£10	£20
Expedition Assessor Accreditation Scheme	£5.20	£31	£40	£50
ITC First Aid Course 1day	£60	£60	£80	£150
ITC First Aid Course 2day	£100	£100	£160	£250

* for HCC also read SCC & PCC under the Outdoor Ed SLA

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>		