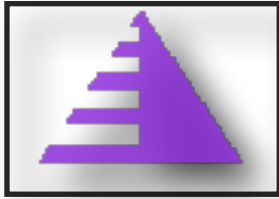


# Pre-Course Info.



This information provides all the information you require to join one of our Courses

## Please Read Carefully

### YOU NEED TO BRING

#### 1.1 ID

Most delegates bring along their driving license or Passport. But any form of id is acceptable.

#### 1.2 SUITABLE CLOTHING

Casual clothes are best, you will be rolling around on the floor on all courses! Appropriate warm clothing and waterproofs for outside scenarios (top and bottom) are required for day 2/3. We will be conducting scenarios outside regardless of the weather. The outside component of the course is vital to the understanding of your course and these scenarios are firm favorites with all of our delegates.

#### 1.3 A PACKED LUNCH

Tea, & Coffee will be provided on site. At our Public/Open Course venue (Great Salkeld), there is an excellent kitchen that delegates may use to prepare their own food.

#### 1.4 A PEN & NOTEPAPER

Although a comprehensive course manual is provided we fully understand that some delegates may wish to take notes. All delegates will require a pen to complete various enrolment forms/paperwork etc.

#### Dear Course Delegate.

Please read the following details carefully. These instructions apply to all of our courses.

#### Course Location

The location of your course will be mailed to you in your booking confirmation letter. Please allow plenty of time to get to the venue, park and orientate yourself. If you are lost, having difficulties or know you are going to be late, please call (07968) 608907 as soon as possible before 0845 on the day of the course.

#### Course Timings

All courses start promptly at 0845 hrs and finish no later than 1800 hrs unless evening sessions have been arranged.

For First Aid at Work, the final day will finish once the exam has been completed and feedback given to the group. For First Aid at Work Refresher courses only, you must bring your existing First Aid at Work certificate with you in order to start the course.

There is a 15 minute break morning and afternoon and 30 minutes for lunch.

#### Certification & Attendance

It is not our policy to issue certificates of attendance for delegates who miss significant sections of any course. You are required to be present for all sessions on all courses to gain the qualification.

#### Assessment

The First Aid at Work course is certificated by ITC and is examined by external assessors on the final day of the course. All delegates are required to stay until the end of the

exam when you will find out results and receive feedback from the assessors. The course director will make it clear what you are being assessed on and the competencies required to pass the course during the first 3 days of the program. For all other courses, the assessment is continuous as the program progresses. You will be told at the end of your course if you have met the criteria to pass. If you do not agree with any decision there is a formal method of appeal which will be explained if required.

#### You need to Bring.

See left.

#### Health & Safety

Our First Aid training courses are active and practical in nature. If during any part of the practical sessions you feel uncomfortable, or in danger, stop and ask the trainer for guidance. Always be aware of your back when lifting, your knees when kneeling, and as ever assess your own safety first. Remember personal hygiene e.g. by making sure you wipe your manikin before use. If you have any medical conditions or injuries, which could affect your performance, please bring them to the attention of our trainers at the start of the course. Course members are expected to behave in a safe and reasonable manner towards other participants and equipment.

#### Pre-Course Reading

This is not required. We provide an excellent course manual that contains everything you need to know and a little more! We do bring along books that we consider suitable post-course study that you can browse and make a note of ISBN numbers to purchase privately after the course. Once you have

completed the course you will have access to our suggested reading list as well.

### **Course Notes & Handouts**

A full, course specific, manual is provided and is included in the cost of your course. These are designed to save you taking copious notes (unless this aids your personal learning). We are unable to send these out prior to the course. All course handouts can be accessed after the course in the password protected area of our website. All handouts are copyrighted and must not be distributed to third parties.

### **Invoicing & Pre-Course Payment**

Please note that your course place is not confirmed until full payment is received in respect of individual delegates attending an Open Course, or a deposit in respect of Group Bookings.

### **Certification**

Following successful completion of the course, a certificate will be issued within three weeks. Certificates will not be issued until full payment is received and cheques have cleared. *Look after your certificate!* Replacements may be provided, but the administrative process is a little demanding, and you will be charged by the licensing authority! Keep them safe, but if you do require a replacement certificate please contact us.

### **Course Syllabus**

We will cover everything you need to know in order for you to leave us feeling capable of dealing with an incident relevant to your workplace and environment. You can download a data sheet for the relevant course you are attending from the website download page should you wish to have a better idea of the topics covered.

We look forward to meeting you and hope you enjoy the course.

If you have any questions prior to the start of the course, please do not hesitate to contact us at any time.

### **Regards**

**Nick Green**

**Senior Trainer**

**Vital Signs First Aid Training**

## **FINAL CHECK**

### **1.1 PHOTO ID**

### **1.2 PEN & PAPER**

### **1.3 OUTDOOR CLOTHING**

### **1.4 PACKED LUNCH**

### **1.5 VENUE LOCATION**

### **1.6 HAVE FUN!**

We will do everything in our power to ensure you are successful in passing the course. We would like all our delegates to enjoy the course as much as we do delivering it. Help us to help you have some fun on the way!