

AWARD LEADER TRAINING 2009

City of Edinburgh Council CPD Directory

Course/Code	Aims	Content	Date	Time	Venue
Duke of Edinburgh's Award: Leader Induction (C&F0197)	<ul style="list-style-type: none"> • Provide introduction to the Duke of Edinburgh's Award ethos, structure and content. • To understand operation and administration of Duke of Edinburgh's Award groups and expedition procedures. • To develop networking and support to new leaders. 	<ul style="list-style-type: none"> • Setting the scene. • Aims and key principles. • Levels, sections and timescales. • Award Inclusive. • Roles and Responsibilities. • Planning and recording DofE Award Activity. • Expedition Introduction 	1) 16/05/09 2) 07/11/09	1000-1600 1000-1600	West Lobby, New Parliament House, 5-7 Regent Road EDINBURGH
Excursions Policy: Group Leader Training (C&F0257)	<ul style="list-style-type: none"> • To familiarise staff planning to lead an excursion with Departmental policy HSP6. • To build on experience and encourage and support staff to undertake off site excursions. • To prepare staff for the role and responsibilities leading excursions. • To raise awareness of current issues and practice to ensure a trouble free excursion. 	<ul style="list-style-type: none"> • Value of off site excursions. • HSP 6 policy and procedures. • Risk Assessment. • Best practice. • Roles and responsibilities including legal responsibilities. 	1) 19/05/09 2) 04/09/09 3) 20/11/09 4) 05/02/10 5) 07/05/10	0930-1600 0930-1600 0930-1600 0930-1600 0930-1600	Drummond CHS TBA TBA TBA TBA

HSE First Aid/Emergency First Aid at Work (2 session course)	<ul style="list-style-type: none"> • To address the priorities and responsibilities of the first aider. • To adopt a procedure to follow in the event of an emergency. • To learn how to cope with a first aid situation. 	<ul style="list-style-type: none"> • The responsibilities of the first aider. • Develop a procedure to deal with an unconscious casualty. • Learn the basics of CPR and defibrillation. • Treatment for wounds, fractures, burns, shock, etc. • Other miscellaneous emergency conditions. 	1) 27/05/09 1) 3/06/09 2) 01/06/09 2) 08/06/09 3) 31/08/09 3) 07/09/09 4) 01/09/09 4) 08/09/09	1630-1830 1630-1830 1630-1830 1630-1830 1630-1830 1630-1830 1630-1830	TBA TBA TBA TBA TBA TBA TBA
---------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------	-----------------------------------------------

To book a course please complete attached booking form and send to Pam Waugh, Clerical Assistant pamdukeedinburgh@yahoo.co.uk