Volunteer Training Courses
Course Administration

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

- Internal Invoices (Parked Journals) - for those within the HCC SAP finance system, unless requested otherwise.
- External Invoices - for all those who are not within the HCC SAP finance system
- Cash/cheque with booking - will be accepted regardless of above and for all courses

Booking – Applications should be made as early as possible either by using the Learning Zone (courses with an 'LZ' are available to book online) https://learningzone.hants.gov.uk through your HCC DoE Coordinator or the backpage form of this leaflet. 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 by email. If fees have not already been received, then an invoice will be sent.

For more information: www.hants.gov.uk/course_administration_-_booking_fees_and_conditions.doc

Cancellation - We reserve the right to cancel a course should the numbers fail to reach the minimum required to make it viable. Delegates will be notified and a transfer will be offered or a refund made, if applicable. Participants should note that once course details are sent out they are eligible for full costs should a cancellation be made. For large multi-day and residential courses, this penalty will be incurred if cancellation is made within four weeks of the course.

Price List

Costs to HCC DoE Centres are still well below the National average
* Or those who have bought into The HCC Outdoor Education, PE & DoE Service Level Agreement

<table>
<thead>
<tr>
<th>Course</th>
<th>HCC Open DoE Centre*</th>
<th>HCC Schools &amp; Colleges*</th>
<th>Other Providers (registered under the HCC DoE Licence)</th>
<th>Out of County/External Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Band 1</td>
<td>Band 2</td>
<td>Band 3</td>
<td>Band 4</td>
</tr>
<tr>
<td>Introduction to DoE</td>
<td>£15</td>
<td>£20</td>
<td>£35</td>
<td>£50</td>
</tr>
<tr>
<td>HCC DoE Safeguarding</td>
<td>-</td>
<td>-</td>
<td>£10</td>
<td>£30</td>
</tr>
<tr>
<td>Coordinating a DoE Centre</td>
<td>£20</td>
<td>£25</td>
<td>£35</td>
<td>£60</td>
</tr>
<tr>
<td>Expedition Trainer/Supervisor Course</td>
<td>£50</td>
<td>£100</td>
<td>£180</td>
<td>£200</td>
</tr>
<tr>
<td>Exped Trainer Exp'/Upgrade</td>
<td>£10</td>
<td>£15</td>
<td>£20</td>
<td>£35</td>
</tr>
<tr>
<td>Coordinating Gold Prog</td>
<td>-</td>
<td>£10</td>
<td>£20</td>
<td>£40</td>
</tr>
<tr>
<td>Expedition Assessor Accreditation</td>
<td>£10</td>
<td>£35</td>
<td>£45</td>
<td>£65</td>
</tr>
<tr>
<td>Expedition Assessor Reaccreditation</td>
<td>£6</td>
<td>£15</td>
<td>£25</td>
<td>£40</td>
</tr>
<tr>
<td>ITC First Aid Course 2 day</td>
<td>£110</td>
<td>£110</td>
<td>£110</td>
<td>£140</td>
</tr>
</tbody>
</table>

If you have any queries about the courses in this brochure please contact
Email: dofe@hants.gov.uk   Tel: 01962 876323
HCC New DofE Volunteers - Induction Process

New Volunteer interested

Initiate interview with DofE Advisor. DofE Advisor to send volunteer ID Guidance notes.

Volunteer and DofE Advisor meet.
Volunteer to bring ID for verification AND UK Passport to prove residency

IF YES

Do you have a Hampshire County Council Enhanced CRB/DBS disclosure dated within the last 3 years?

Complete the following & meet with your local DofE Advisor:
* Volunteer Registration Form
* Health Declaration Form
* FO will need to see your original DBS Disclosure

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

Forms are processed by the HCC DofE office.
DBS and medical clearance usually takes approx. 3 weeks, dependent on references being received. Volunteer will receive confirmation welcome pack.

Volunteer to complete Intro to DofE Course (and Safeguarding course, if required)

You are now an HCC DofE Leader!

IF NO

* Contact the DofE Office to initiate online DBS check.
* Meet with local DofE Advisor to get ID verified
* Complete the Registration, Health Declaration and online DBS form

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

If you don’t have a UK passport, please get in touch with the Hampshire DofE Office.
Training for new HCC volunteers

All HCC DofE volunteers are required to attend or provide evidence of attending the following courses as part of their induction (see flowchart, page 3):

Introduction to DofE [National Module]
&
Safeguarding Training
(volunteers are required to and must provide evidence of having completed Safeguarding Training. Evidence can be a certificate of attendance or a statement letter from the Establishment Head. If you are volunteering at multiple Centres and/or at an HCC Open DofE Centre then you must complete the HCC Safeguarding course)

We insist that the ‘DofE Leader’ status is the required standard for all HCC DofE Volunteers. This is to ensure that all those helping at our DofE Centres are not only interviewed, DBS checked and registered under Hampshire County Council, but also have the basic understanding of DofE and our procedures in order to guide the Participants through DofE Programmes of quality.

Introduction to DofE

Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th June 2015</td>
<td>6 - 9 pm</td>
<td>Rookwood School Andover</td>
</tr>
<tr>
<td>7th July 2015</td>
<td>6 - 9 pm</td>
<td>Ditcham Park Sch., Petersfield</td>
</tr>
</tbody>
</table>

Cost: Please see price list (p.2)

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 Licenced Organisation regulations. Gold DofE participants (over 18 only) following the DofE Leadership Programme for their volunteering section, should attend this course.

HCC Safeguarding Training

Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>17th March 2015</td>
<td>6 - 9 pm</td>
<td>QMC, Basingstoke</td>
</tr>
<tr>
<td>6th May 2015</td>
<td>6 - 9 pm</td>
<td>King’s School, Winchester</td>
</tr>
</tbody>
</table>

Cost: Please see price list (p.2)

This course raises the awareness of a DofE volunteer’s role in safeguarding situations, including signs and ways to reduce such situations. To be refreshed every 3 years.

DofE Leader meetings

A FREE chance to update yourself on any national updates, current events, eDofE, training courses and recognising good practice and service, etc.
Everyone’s welcome, but let us know if you’re coming!

dofe@hants.gov.uk

Dates:

22 June 5-9pm Four Chimneys Winton Close Winchester SO22 6AB

Is there something you’d like to have included…?
Training Structure

Your First 5 DofE Steps

1. CRB
2. Volunteer Registration
3. E-Induction
4. Introduction to DofE
5. Safe Guarding Young People

- Practical Award Leadership
  - Expedition Trainers / Supervisors
  - Assessor Accreditation
  - Co-ordinate a DofE Centre
- National Governing Body Awards
- Co-ordinating a Gold DofE Centre

Yellow = Essential
Orange = Leadership Training
Green = Expedition Trainer/Supervisor
Blue = Assessor Purple = Admin
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 Walking Group Leader (WGL), Mountain Leader (ML) and Hill and Moorland Assessed qualifications, appropriate to the terrain to be covered. Training and Assessment courses are supplied by the Hampshire Mountain Centre, South Wales.

In addition, there is a requirement to work alongside an allocated HCC Gold Training team. Contact the HCC DoE Office for further information and the Gold Trainer/Supervisor application form.

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**Expedition Supervisors/Trainers Course (ETC)**

**Dates:**

<table>
<thead>
<tr>
<th>!! Booking Deadline for May is 24th April 2015 !!</th>
<th>Burgate School, Fordingbridge</th>
</tr>
</thead>
<tbody>
<tr>
<td>6pm Friday 15th— Sunday 17th May 2015</td>
<td></td>
</tr>
</tbody>
</table>

You must be cleared as a DofE Leader by the booking deadline date to be eligible for this course! Please see flowchart on page 2.

**Venue:** Burgate School, Fordingbridge

**Cost:** Please see price list (p.2)

This course is aimed at DoE 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 ‘enhanced’ 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. Trainers who have previously completed WGL or ML Assessment, can also then upgrade to Gold Trainer (see below: LZ Ref: DOFE0007 or 8)

**First Aid for Expedition Trainers**

We recommend that all Expedition Trainers have a First Aid qualification, for improved health and safety standards in HCC DofE. Each course certificate is valid for 3yrs and we arrange on a waiting list basis.

**Cost:** Please see price list (p.2)

<table>
<thead>
<tr>
<th>2 day Outdoor First Aid Course</th>
<th>8.45am-5.00pm (usually weekends)</th>
</tr>
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<tbody>
<tr>
<td>16hrs, for Silver &amp; Gold Trainers</td>
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</table>

Please forward a booking form with your preference (inc weekday OR weekend dates) and we will then contact you once we have a delegate place for you.

**Upgrade / Experience Courses**

**Cost:** Please see price list (p.2)

Met by a member of the Training team at the chosen point—usually New Forest (NF) or South Downs (SD) you will spend the set time displaying your competence/learning the ropes leading exped’ routes.

<table>
<thead>
<tr>
<th>For those upgrading from assistant to Bronze or Bronze to Silver Trainer</th>
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</thead>
<tbody>
<tr>
<td>20th June 2015 OR 21st June 2015</td>
</tr>
</tbody>
</table>

For those wanting experience prior to the Expedition Trainers course

| 25th April 2015 OR 26th April 2015                      |

Looking to be a Gold Expedition Trainer?
Are you now a DofE Leader?

If you have completed your Intro to DofE course, completed/provided evidence of Safeguarding (depending on your type of DofE Centre) and completed your Volunteer Registration, inc DBS checks...

...then you are now a DofE Leader and can book onto the courses below onwards...

### Coordinating a DofE Centre

<table>
<thead>
<tr>
<th>Dates:</th>
<th>Course B (over two days)</th>
<th>15th/29th June 2015 6.00pm-9.00pm</th>
<th>4 Chimneys, Winchester</th>
</tr>
</thead>
</table>

Cost: Please see price list (p.2)
This course will enable an HCC DofE Leader to develop and practice the skills that are essential in managing and administering a DofE Centre.

### Coordinating Gold Programmes

<table>
<thead>
<tr>
<th>Dates:</th>
<th>2nd November 2015</th>
<th>Four Chimneys, Winton Close Winchester SO22 6AB</th>
</tr>
</thead>
</table>

Cost: Please see price list (p.2)
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)

### DofE For All

Please contact our office to enquire about cluster training

We are holding **free** training sessions for HCC DofE leaders who would like to welcome young people with additional needs to their centre. The aim will focus on giving leaders resources and support to work with all young people regardless of their additional needs.

### Minibus Training For DofE Leaders

<table>
<thead>
<tr>
<th>Dates:</th>
<th>Refresher Course 24th June 2015 6.30 - 9pm</th>
<th>New Drivers Course 1st July 2015 6.30 - 9pm</th>
<th>Four Chimneys Winchester</th>
</tr>
</thead>
</table>

**Free** to HCC DofE Leaders
The Outdoor Education, PE and DofE Service are able to offer MIDAS minibus driving training courses for DofE Leaders. All DofE Leaders who are driving young people in minibuses (regardless of size) should hold a current MIDAS certificate. These courses are only for those who want to drive the larger minibuses (over 3.5 tonnes and 12-17 seats approx.) and who have D1 driving category on their licence. All drivers need to be over 21 years, have held a full driving licence for 2 years and have no more than 5 penalty points in the last five years.
Dates: Four Chimneys, Winton Close, Winchester, SO22 6AB 6.30 - 9.30pm

Cost: Please see price list (p.2)

This ‘EAAS’ course is a two-part evening 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.

Please note this course requires a supported assessment to be completed between the two sessions, this is arranged on the first evening with the secretary of the New Forest Expedition Assessor Network.

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.

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**Expedition Assessor’s Reaccreditation**

Dates: 23rd February 6.30-9.30pm

Venue: Four Chimneys, HCC, Andover Road, Winchester

Cost: Please see price list (p.2)

This is an evening course for those who are wishing to renew their Expedition Assessor Accreditation, which expires after 5yrs. You will receive a new photo ID card on approval of your application.

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**Expeditions - Other modes of travel…are you qualified?**

**By Bike…**

For more information, please view the [Mountain-Bike Award Scheme (MIAS) website](#). We also host our own MIAS 16hr (2 day) courses in order to qualify you to supervise mountain-biking Expeditions [LZ ref: OUTA0003]

**By Canoe OR Kayak…**

For more information, please view the [British Canoe Union (BCU) website](#).

**By Horseback…**

For more information, please view the [British Horse Society (BHS) website](#).

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**Outdoor Equipment for Hire!**

We have a plethora of equipment available for hire! - please see the [equipment webpage](#) for more info

- **Canal Boat** - located in Newbury
- **Indoor Caving sets** - great for teambuilding!
- **Kite sets** - beginner play kites up to advanced power kites!
- **Mountain Bikes** - bikes, trailers & panniers
- **9-seater Minibus** - includes internal equipment cages
CODE OF BEHAVIOUR

All adults involved in DoE activities should follow this DoE Code of Behaviour. You must also be familiar with the steps to be taken in the event of becoming aware of, suspecting, or receiving allegations of bullying, harassment or abuse.

All Leaders and Volunteers involved with the DoE should:

- Treat everyone with respect
- Act as a good role model of appropriate behaviour.

All adults involved with the DoE Charity and programme activities must:

- Ensure at least one other person is present when working with young people or at least be within hearing or sight of others.
- Remember that your actions, remarks and gestures can be misinterpreted, no matter how well intentioned.
- Provide separate sleeping accommodation for DoE Leaders and participants during expeditions and residential activities.
- Provide access for participants to talk through any concerns they may have.
- Encourage participants to feel comfortable and caring enough to point out attitudes or behaviour they do not like.
- Recognise that caution is required when dealing with bullying, bereavement, abuse and other sensitive issues.
- Not permit abusive youth peer activities (e.g. initiation ceremonies, ridiculing, bullying, harassment etc.)
- Not have any inappropriate physical or verbal contact with others.
- Not to jump to conclusions about others.
- Not to allow themselves to be drawn into reacting to inappropriate attention-seeking behaviour such as tantrums or crushes.
- Not to exaggerate or trivialise harassment or child abuse issues.
- Not show favouritism.

Equal Opportunities

Never forget that DoE programmes are about inclusion, not exclusion.

They can be designed to meet the needs of any young person, whatever their ability.

There is no room for discrimination in DoE. And by that we mean treating a person less or more favourably than another on the grounds of age, race, colour, ethnic origin, nationality, sex, gender, marital status, sexual orientation, disability, health, creed, religious beliefs, financial status or caring responsibilities.

Furthermore, we do not discriminate on the grounds of criminal convictions or political beliefs that do not conflict with the aims, principles and policies of the DoE.

If you ever have to ask a participant to leave the group, you must inform them that they will remain registered with the DoE until their 25th birthday. You may be able to help them find a new way to complete their programme.

If you need any assistance, your OA or DoE Region/Country Office will be able to help you.
| **Course Title** |  |
| **Venue** |  |
| **Date(s)** |  |

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th><strong>Forename</strong></th>
<th><strong>Surname</strong></th>
</tr>
</thead>
</table>

| **Home address** |  |

| **Contact number** |  |

| **Email Address** | **REQUIRED:** |

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.

| **Any special dietary requirements** |  |
| **Your Signature and date** |  |

| **Invoice address & Postcode (DofE Centre)** |  |

| **Contact number for invoice address:** |  |

**Approval by the Individual responsible for the DofE Centre’s budget**
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.

| **Line Manager’s / Co-coordinator’s Signature and date** |  |

| **Special reasons for wishing to attend this course:** |  |

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**Please return this form to:** HCC DofE office, Four Chimneys, Winton Close, Winchester, Hampshire, SO22 6AB  dofe@hants.gov.uk