



West Dunbartonshire Leisure Trust
Training Courses
2015-2017

Facts and figures

The use of CPR dates all the way back to 1740, yet even today, many individuals don't know how to perform it. Given properly and immediately to sudden cardiac arrest victims, CPR can save lives.

Up to
140,000
The number of people who die where first aid could have given them a chance to live

Did you know that people can drown in as little as
2cm of water?

Around
450,000
under-fives attend A&E each year

Nearly two-thirds of people
(59%)
wouldn't feel confident enough to try to save a life

Nearly **900** people choke to death each year

Around
2,500
people die each year from a blocked airway, but if someone had known the recovery position, lives could have been saved.

In the UK
600,000
have epilepsy

Someone is struck by a heart attack in the UK every
3 minutes

629,000 injuries at work from the Labour Force Survey

On average, more than
400
people drown in the UK each year. Nearly 60% of these are children and young people.

95%
of sudden cardiac arrest victims die before reaching hospital. Effective CPR can double the chance of survival

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Introduction

West Dunbartonshire Leisure provide a comprehensive package of training courses for local businesses, employers, local clubs and groups.

Many of the courses are also available for individuals wishing additional qualifications to widen employment prospects.

This booklet provides comprehensive information on the courses available and outlines the content and duration of each course.

Individuals can book onto the courses but there are significant savings to be made by booking small or large groups onto the courses.

The training courses take place in various West Dunbartonshire Leisure facilities.

West Dunbartonshire Leisure Training Centres

**West Dunbartonshire Leisure
Alexandria Community Centre**
Main St
Alexandria
G83 0NU
01389 757806

Vale of Leven Pool
Main St
Alexandria
G83 0UE
01389 756931

Meadow Sports Centre
Meadow RD
Dumbarton
G82 2AA
01389 734094

The Play Drome
2 Abbotsford Rd
Clydebank
G81 1PA
0141 951 4321

Each of these centres has excellent fully equipped training facilities.

West Dunbartonshire Leisure Training courses include

National Pool Lifeguard Qualification	6 day course
National Pool Lifeguard Qualification Renewal	2 day course
First Aid at Work	3 day course
First Aid at Work Renewal	2 day course
Emergency First Aid at Work	1 day course
Paediatric First Aid	2 day course
Paediatric First Aid Renewal	2 day course
Emergency Paediatric First Aid	1 day course
AED	4 hour course - By arrangement

Our free Community Outreach courses include

Save a Baby's Life	2 hour course - By arrangement
Community First Aid	2 hour course - By arrangement



National Pool Lifeguard Qualification

Course Overview

National Pool Lifeguard Qualification (NPLQ) and National Pool Lifeguard Renewal

The RLSS UK National Pool Lifeguard Qualification (NPLQ) is the most awarded lifeguard qualification in the United Kingdom and Ireland that complies with the industry guidance contained within the HSE publication 'Managing Health and Safety in Swimming Pools'. Generally, the NPLQ is a recruitment requirement for a number of jobs from Pool Lifeguard to Centre Manager. On successful completion of the course you will be fully qualified to work as a Pool Lifeguard.

The RLSS UK NPLQ is not just a qualification it can be a stepping stone into a career within the leisure industry. The NPLQ and associated courses are administered by IQL UK Ltd, a trading subsidiary of the Royal Life Saving Society.

The NPLQ course duration is 36 hours with an optional bolt on element of Automated External Defibrillation which is 1.5 hours.

The course comprises of physical training and theoretical classroom work, followed by a practical in-water and out-of-water assessment on pool rescue, first aid, CPR and lifesaving skills.

The qualification is internationally recognised and is incorporated on the Qualifications Framework at Level 2. The NPLQ is valid for 2 years from the date of issue and a further 20 hours of on-going training and competency assessment must be completed before a lifeguard can renew their qualification prior to the expiry of their existing award.

National Pool Lifeguard Qualification Courses

Course	Course Dates	Time	Location
NPLQ - 6 days	Sat 21st Nov 2015 / Sun 22nd Nov 2015 Sat 28th Nov 2015 / Sun 29th Nov 2015 Sat 5th Dec 2015 / Sun 6th Dec 2015	9.00am – 5.30pm	Meadow Centre
NPLQ - 6 days	Tues 8th Mar 2016 - Thu 10th Mar 2016 Tues 15th Mar 2016 - Thu 17th Mar 2016	9.00am – 5.30pm	Meadow Centre
NPLQ - 6 days	Mon 4th Apr 2016 – Sat 9th Apr 2016	9.00am – 5.30pm	Play Drome
NPLQ - 6 days	Sat 11th June / Sun 12th Jun 2016 Sat 18th June / Sun 19th June 2016 Sat 25th June / Sun 26th June 2016	9.00am – 5.30pm	Meadow Centre
NPLQ - 6 days	Mon 18th July – Sat 23rd July 2016	9.00am – 5.30pm	Play Drome
NPLQ - 6 days	Mon 17th Oct – Sat 22nd Oct 2016	9.00am – 5.30pm	Meadow Centre
NPLQ - 6 days	Sat 19th Nov / Sun 20th Nov 2016 Sat 26th Nov / Sun 27th Nov 2016 Sat 3rd Dec / Sun 4th Dec 2016	9.00am – 5.30pm	Meadow Centre

Cost £220.00

National Pool Lifeguard Qualification

Prior to booking this course, a swim test must be completed. This can be done by phoning the nearest Sports Centre to book a test. Confirmation of a successful swim test will be retained by West Dunbartonshire Leisure and the candidate will then be authorised to book and pay for their place on a course.

Full payment is required when booking onto the course. Cash, debit or credit cards are accepted.

First Aid Training and Qualifications

First Aid at Work – Employer Responsibility

WHAT ARE THE RULES



Employers must make appropriate first-aid arrangements for their workplace. In doing so, employers should consider the circumstances of their workplace, workforce and the health and safety risks that may be present to help them decide what arrangements they need to put in place.

Some small low-risk workplaces need to have only a first-aid box and a person appointed to take charge of first-aid arrangements such as calling the emergency services and stocking the first-aid box. The appointed person does not need specific first-aid training.

If your workplace has more significant health and safety risks, for example you use machinery or hazardous materials, then you are more likely to need a trained first-aider.

A first-aider is someone who has undertaken training appropriate to the circumstances. They must hold a valid certificate of competence in either:

- first aid at work
- emergency first aid at work
- any other level of training or qualification that is appropriate to the circumstances

The guidance table below is taken from the Health and Safety Guidance Book HSG179

Low Hazard Offices, shops, libraries	Fewer than 25 employees	25 - 50 employees	More than 50 employees
First Aid Requirements	At least 1 appointed person	At least 1 EFAW trained first aider	At least 1 FAW trained first aider for every 100 employed (or part thereof)
Higher Hazard Light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5 employees	5 – 50 employees	More than 50 employees
First Aid Requirements	At least 1 appointed person	At least 1 EFAW or FAW trained first aider, depending on the type of injuries that may occur	At least 1 FAW trained first aider for every 50 employed (or part thereof)

First Aid at Work

Purpose Statement for First Aid at Work (FAW)

QCF qualification number 601/1149/5 (England, Scotland and Wales)

Qualification title: Level 3 Award in First Aid at Work

Unit 1 title: Emergency First Aid in the Workplace A/504/4517

Unit 2 title: Recognition and Management of Illness and Injury in the workplace F/504/4518

Description and Purpose

Employers are legally required to assess their workplace with regards to First Aid qualification needs. The findings of the needs assessment should indicate the level of first-aid equipment, facilities and personnel required.

This comprehensive 3 day course covers a wide range of CPR, AED and First Aid skills and includes the Emergency First Aid at Work syllabus and also equips the first-aider to apply first aid to a range of specific injuries and illness.

This course will provide the learner a recognised Royal Life Saving Society UK (RLSS UK) First Aid at Work qualification.

Duration

The FAW course duration is 18 hours and the course comprises of practical work and theoretical classroom work, including practical assessment on CPR, AED and first aid.

The course is delivered over 3 consecutive days

Pre Requisites

Every candidate, prior to commencement of training for the FAW qualification must:

- Be 16 years of age at the time of taking the FAW assessment
- Be able to produce photographic identification on the first day of the course.

Certification

Completed assessment reports will be forwarded to the Awarding Body for processing. A carbon copy of the Assessment Report Form will be retained by the candidate as proof of successfully gaining the award. IQL UK will despatch, by normal post, the FAW certificate to the candidate's home address. The validity period of the award is three years from the date of the assessment.

First Aid at Work Courses

Course	Course Dates	Time	Location
FAW 3 day	Mon 9th Nov – Wed 11th Nov 2015	9.00am – 4.00pm	Alexandria Community Centre
FAW 3 day	Mon 7th March – Wed 9th March 2016	9.00am – 4.00pm	Alexandria Community Centre
FAW 3 day	Wed 18th May – Fri 20th May 2016	9.00am – 4.00pm	Alexandria Community Centre
FAW 3 day	Tue 23rd Aug – Thu 25th Aug 2016	9.00am – 4.00pm	Alexandria Community Centre
FAW 3 day	Mon 3rd Oct – Wed 5th Oct 2016	9.00am – 4.00pm	Alexandria Community Centre
FAW 3 day	Mon 5th Dec – Wed 7th Dec 2016	9.00am – 4.00pm	Alexandria Community Centre

Cost £210.00

Considerable savings can be made for small and large group bookings please see page 14 for more information.

First Aid at Work Renewal

Keep your FAW certificate valid. If you hold a current FAW certificate and it's due to expire, renew the certificate by attending one of our 2 day courses

First Aid at Work 2 day renewal courses.

Course	Course Dates	Time	Location
FAW 2 day	23rd and 24th November 2015	9.00am – 4.00pm	Alexandria Community Centre
FAW 2 day	4th and 5th April 2016	9.00am – 4.00pm	Alexandria Community Centre
FAW 2 day	1st and 2nd August 2016	9.00am – 4.00pm	Alexandria Community Centre
FAW 2 day	31st October and 1st November 2016	9.00am – 4.00pm	Alexandria Community Centre

Cost £144.00

Considerable savings can be made for small and large group bookings please see page 14 for more information.



Emergency First Aid at Work

Purpose Statement for Emergency First Aid at Work (EFAW)

QCF qualification number 601/1156/2 (England, Scotland and Wales)

Qualification title: Level 2 Award in Emergency First Aid at Work

Unit 1 title: Emergency First Aid in the Workplace A/504/4517

Description and Purpose

Employers are legally required to assess their workplace with regards to First Aid qualification needs. The findings of the needs assessment should indicate the level of first-aid equipment, facilities and personnel required.

This 1 day course covers a range of CPR, AED and First Aid skills and the training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.

This course will provide the learner a recognised Royal Life Saving Society UK (RLSS UK) Emergency First Aid at Work qualification.

Duration

The EFAW course duration is 6 hours and the course comprises of practical work and theoretical classroom work, including practical assessment on CPR, AED and first aid.

The course is delivered over one day.

Every candidate, **prior to commencement** of training for the EFAW qualification must:

- Be 16 years of age at the time of taking the EFAW assessment
- Be able to produce photographic identification on the first day of the course

Certification

Completed assessment reports will be forwarded to the Awarding Body for processing. A carbon copy of the Assessment Report Form will be retained by the candidate as proof of successfully gaining the award. IQL UK will despatch, by normal post, the EFAW certificate to the candidate's home address. The validity period of the award is three years from the date of the assessment.

Emergency First Aid at Work

Course	Course Dates	Time	Location
FAW 1 day	Monday 15th Feb 2016	9.00am – 4.00pm	Meadow Centre
FAW 1 day	Thursday 26th May 2016	9.00am – 4.00pm	Alexandria Community Centre
FAW 1 day	Thursday 11th Aug 2016	9.00am – 4.00pm	Play Drome
FAW 1 day	Monday 28th Nov 2016	9.00am – 4.00pm	Meadow Centre
FAW 1 day	Tuesday 7th March 2017	9.00am – 4.00pm	Alexandria Community Centre

Cost £90.00

Considerable savings can be made for small and large group bookings please see page 14 for more information.

Paediatric First Aid and Paediatric First Aid Renewal

Paediatric First Aid is suitable for anyone who deals with children and wants a more in depth course.

Purpose Statement for Paediatric First Aid (PFA)

QCF qualification number 601/3753/8 (England, Scotland and Wales)

Qualification title: IQL Level 3 Award in the Paediatric First Aid (QCF)

Unit 1 title: Emergency Paediatric First Aid H/506/0792

Unit 2 title: Managing Paediatric Illness, Injuries and Emergencies D/506/0791

Description and Purpose

Employers are legally required to assess their workplace with regards to First Aid qualification needs. The findings of the needs assessment should indicate the level of first-aid equipment, facilities and personnel required.

This comprehensive 2 day course covers a wide range of CPR and First Aid skills related to children and includes the Paediatric Emergency First Aid syllabus and also equips the first-aider to apply first aid to a range of specific injuries and illness.

This course will provide the learner a recognised Royal Life Saving Society UK (RLSS UK) Paediatric First Aid qualification.

Duration

The PFA course duration is 12 hours and the course comprises of practical work and theoretical classroom work, including practical assessment on CPR and first aid.

The course is delivered over 2 consecutive days.

Pre Requisites

Every candidate, prior to commencement of training for the PFA qualification must:

- Be 16 years of age at the time of taking the PFA assessment
- Be able to produce photographic identification on the first day of the course

Certification

Completed assessment reports will be forwarded to the Awarding Body for processing. A carbon copy of the Assessment Report Form will be retained by the candidate as proof of successfully gaining the award. IQL UK will despatch, by normal post, the PFA certificate to the candidate's home address. The validity period of the award is three years from the date of the assessment.

Paediatric First Aid

Course	Course Dates	Time	Location
PFA 2 day	Wed 18th Nov – Thu 19th Nov 2015	9.00am – 4.00pm	Alexandria Community Centre
PFA 2 day	Mon 25th Jan – Tues 26th Jan 2016	9.00am – 4.00pm	Meadow Centre
PFA 2 day	Mon 21st Mar – Tue 22nd Mar 2016	9.00am – 4.00pm	Alexandria Community Centre
PFA 2 day	Thu 12th May – Fri 13th May 2016	9.00am – 4.00pm	Alexandria Community Centre
PFA 2 day	Mon 5th Sept – Tue 6th Sept 2016	9.00am – 4.00pm	Meadow Centre
PFA 2 day	Mon 14th Nov – Tue 15th Nov 2016	9.00am – 4.00pm	Alexandria Community Centre
PFA 2 day	Thu 19th Jan – Fri 20th Jan 2017	9.00am – 4.00pm	Alexandria Community Centre
PFA 2 day	Tues 14th Mar – Wed 15th Mar 2017	9.00am – 4.00pm	Alexandria Community Centre

Cost £144.00

Considerable savings can be made for small and large group bookings please see page 14 for more information.

Emergency Paediatric First Aid

Purpose Statement for Emergency Paediatric First Aid (EPFA)
QCF qualification number 601/3845/2 (England, Scotland and Wales)

Qualification title: IQL Level 3 Award in Emergency Paediatric First Aid (QCF)

Unit 1 title: Paediatric Emergency First Aid H/506/0792

Description and Purpose

Employers are legally required to assess their workplace with regards to First Aid qualification needs. The findings of the needs assessment should indicate the level of first-aid equipment, facilities and personnel required.

This comprehensive 1 day course covers a wide range of CPR and First Aid skills related to children and includes the Emergency Paediatric Emergency First Aid syllabus and also equips the first-aider to apply emergency first aid to a range of specific injuries and illness.

This course will provide the learner a recognised Royal Life Saving Society UK (RLSS UK) Emergency Paediatric First Aid qualification.

Duration

The EPFA course duration is 6 hours and the course comprises of practical work and theoretical classroom work, including practical assessment on CPR and first aid.

The course is delivered over one day.

Pre Requisites

Every candidate, prior to commencement of training for the PFA qualification must:

- Be 16 years of age at the time of taking the PFA assessment
- Be able to produce photographic identification on the first day of the course

Certification

Completed assessment reports will be forwarded to the Awarding Body for processing. A carbon copy of the Assessment Report Form will be retained by the candidate as proof of successfully gaining the award. IQL UK will despatch, by normal post, the PFA certificate to the candidate's home address. The validity period of the award is three years from the date of the assessment.

Emergency Paediatric First Aid

Course	Course Dates	Time	Location
PFA 1 day	Thursday 21st April 2016	9.00am – 4.00pm	Play Drome
PFA 1 day	Thursday 2nd June 2016	9.00am – 4.00pm	Alexandria Community Centre
PFA 1 day	Thursday 29th Sept 2016	9.00am – 4.00pm	Play Drome
PFA 1 day	Thursday 12th Jan 2017	9.00am – 4.00pm	Alexandria Community Centre

Cost £90.00

Considerable savings can be made for small and large group bookings please see page 14 for more information.

Automated External Defibrillation (AED) Training Courses

Learn how to provide CPR including the use of an AED unit to a casualty.

Course Overview:

The AED Course requires a minimum of 4 hours training and requires 100% attendance. The course will be delivered using a variety of methods including:

- PowerPoint presentations
- Flip chart exercises
- Guided group discussions
- Guided group activities
- Practical demonstrations and training

The AED certificate is valid for 2 years from date of successful completion of the course. Candidates must bring photographic ID to present to the trainer on the first day of the course.

Course Assessment:

The competence of each learner is continually assessed by the trainer during the course. Learners will be required to demonstrate their knowledge and understanding of the topics covered through verbal question and answer sessions as well as practical demonstrations of first aid skills.

Cost £50.00

Course Dates: By arrangement. Please contact West Dunbartonshire Leisure on 01389 757806.



Community Outreach Courses – Free Courses for Local Community Groups

Save a Baby's Life is one of the RLSS UK's community programmes which aim to provide important lifesaving information to local communities.

Save a Baby's Life workshops are designed to introduce anyone who cares for a baby – be they parents, grandparents, guardians, friends, babysitters or even older siblings – to some basic emergency action skills for when a baby stops breathing through choking or drowning.

Participants will learn:

- Infant Life Support (CPR)
- Infant choking (diagnosis and treatment)
- Infant drowning (diagnosis and treatment)

The RLSS UK's Community Life Support Programme teaches adult resuscitation and aims to provide important lifesaving information to local communities.

The workshops educate people in what to do in emergency situations and equip them with the necessary skills to assist adults who have stopped breathing, are choking, or we are suffering from a heart attack.

Participants will learn:

- Basic Life Support (CPR)
- Choking (diagnosis and treatment)
- Drowning (diagnosis and treatment)

Free - Community Outreach Courses

Please contact us to discuss your course and requirements.



First aid Courses can be booked the following ways

If you wish to book a place on our courses, email us at wdlit-training@west-dunbarton.gov.uk

Alternatively, phone Monday – Friday 9.00am – 4.30pm 01389 757806.

If you are interested in further information, please visit www.wdleisure.net

If you are interested in any of our courses, please contact us to discuss your requirements.

West Dunbartonshire Training Courses Fees and Summary

Course	Cost (VAT Inclusive)
National Pool Lifeguard Qualification	£220.00
First Aid at Work	£210.00
First Aid at work Renewal	£144.00
Emergency First Aid at Work	£90.00
Paediatric First Aid	£144.00
Paediatric First Aid Renewal	£144.00
Emergency Paediatric First Aid	£90.00
AED	£50.00
Save a Baby's Life	Free
Community Life Support	Free

Small Group Bookings for your Workplace

If you have a group of six or more, we can deliver courses at one of our West Dunbartonshire Leisure Facilities in Alexandria, Dumbarton or Clydebank area.

Course	Cost (VAT Inclusive)
First Aid at Work	£198.00 per person
First Aid at work Renewal	£132.00 per person
Emergency First Aid at Work	£84.00 per person
Paediatric First Aid	£132.00 per person
Paediatric First Aid Renewal	£132.00 per person
Emergency Paediatric First Aid	£84.00 per person

Large Group Bookings

If you have a group of 12 or more, we can deliver courses at one of our West Dunbartonshire Leisure Facilities in Alexandria, Dumbarton or Clydebank area.

Course	Cost (Vat Inclusive)
First Aid at Work	£174.00 per person
First Aid at work	£114.00 per person
Emergency First Aid at Work	£78.00 per person
Paediatric First Aid	£114.00 per person
Paediatric First Aid Renewal	£114.00 per person
Emergency Paediatric First Aid	£78.00 per person

All courses are subject to terms and conditions. Terms and conditions are available online at www.wdleisure.net and will also be provided at the time of booking confirmation via email.

Testimonials

“Clearly delivered with the correct amount of practical theory. Two day course well-paced out.”

“A very enjoyable course and interesting, the instructor imparted information very well in both theory and practical.”

“I have had the trainer deliver this training twice now – and it has been great, would be happy to do the training again – very informative. ”

“Very informative session delivered and presented well from a very knowledgeable and experienced trainer. Thank you”

“Course was excellent, good content. Instructor was clear and made the course fun.”

“Course tutor was very knowledgeable and open to discussion and other experiences, really enjoyable and useful course.”

“The instructor who delivered the training was excellent, he could not have done a better job. He answered all questions accurately and informatively. Would be delighted to go to the training he was delivering again.”

“Excellent presentation and information provided. Well presented.”

“Brilliant course! Trainer was very thorough.”





West Dunbartonshire Leisure Trust

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Main Street, Alexandria, G83 0NU

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Fax: **01389 751557**

Email: [**wdlit-training@west-dunbarton.gov.uk**](mailto:wdlit-training@west-dunbarton.gov.uk)

[**www.wdleisure.net**](http://www.wdleisure.net)

West Dunbartonshire Leisure Trust is a recognised Scottish Charity: SC 042999;
VAT Registered: GB 129 7502; and Company Registered: SC413707
Delivering services on behalf of West Dunbartonshire Council