

## IOS 1 Course Information Form

This sheet gives you all the information you need prior to the course starting.

<b>Course title</b>	CIEH Level 2 Award in Emergency First Aid at Work
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<b>Tutor</b>	Tony Coupe		
<b>Date</b>	28 May 2014	<b>Time</b>	9am – 5:30pm
<b>Venue</b>	Room 4 – Lifelong Learning	<b>Course fees</b>	<b>£80</b>

### Course Description

This course teaches the theoretical and practical skills necessary to deal with first aid emergencies. Candidates are taught about personal safety, the best methods to assess an incident, how to record and report on an incident, what to keep in your first aid kit and legislation. The course also provides an opportunity for learners to use the practical techniques relating to resuscitation, injury, shock, blood loss and more.

### Learning Objectives

Understand the role of the first-aider including reference to:  
 The importance of preventing cross infection  
 The need for recording incidents and actions  
 Use of available equipment  
 Assess the situation and circumstances in order to act safely, promptly and effectively in a emergency  
 Administer first aid to a casualty who is unconscious including seizure.  
 Administer CPR  
 Administer first aid to a casualty who is choking  
 Administer first aid to a casualty who is wounded and bleeding  
 Administer first aid to a casualty who is suffering from shock  
 Provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)

### Equipment / Materials to Bring

Pen & paper.

### Lunch / Refreshment's

Tea/coffee will be provided but please bring your own lunch. A lunch break will be provided and ther length of this will be decided during the morning.

### How will you know you are progressing and how will you be assessed?

The tutor will monitor your progress throughout the day.  
 At the end of the programme candidates will take a short assessment - don't worry about the assessment as sample questions will be trailed throughout the course. The assessment consists of a multiple choice question paper and a demonstration of the practical skills learnt throughout the course.

**Will there be homework and if so, how much?**

None.

**Qualification courses only:** the course fee includes the exam/registration fee. Fees for courses that lead to a qualification are charged at a lower rate than non-qualification courses. Where learners do not undertake the exam/assessment required, a charge at the higher rate will be incurred. Exam/registration fees will only be refunded where the Centre cancels the course.

**Are there any additional costs, e.g. materials, equipment or books?**

None.

**What course can you do next?**

You could train for another qualification in health and safety or environmental protection.

**Additional information:**

Make it a day well spent:

Come relaxed

Try to put work at the back of your mind

Make an effort to get the best out of it

Enjoy yourself!

**If you would like to discuss any other learning needs or progression, please ask a member of staff or email:**

[lifelonglearning@scilly.gov.uk](mailto:lifelonglearning@scilly.gov.uk).

Thank you,

The Lifelong Learning Team.

## Key Facts Sheet

*To be read in conjunction with the Course Information Sheet prior to enrolment*

### Office Opening Hours

Monday to Friday 09.00 – 16.00

### Contact Details

Harold Wilson Lifelong Learning Centre  
Carn Gwavel Wellbeing Centre  
Carn Gwavel  
St Mary's  
Isles of Scilly  
TR21 0NA

Telephone: 01720 424880

Email: [lifelonglearning@scilly.gov.uk](mailto:lifelonglearning@scilly.gov.uk)

Website: [www.learnscilly.co.uk](http://www.learnscilly.co.uk)

Facebook: [www.facebook.com/lifelonglearningios](https://www.facebook.com/lifelonglearningios)

Twitter: [www.twitter.com/learnscilly](https://www.twitter.com/learnscilly)

### Enrolment information

Places on courses cannot be confirmed until we have received your completed enrolment form and your payment, or confirmation from your employer agreeing that they will pay the course fee in full.

### Payment

Payment can be by cheque (made payable to 'The Council of the Isles of Scilly') or cash at the Lifelong Learning Centre at Carn Thomas. Cheques can also be posted to:

The Lifelong Learning Centre  
Carn Thomas  
St Mary's, Isles of Scilly  
TR21 0PT

You can also pay by Debit or Credit card at The Town Hall

### Attendance

You should arrive for your class in good time to avoid delays in starting the class or disruption for your fellow learners. If you are unable to attend a class, for any reason, please ensure that your course tutor is made aware of this in advance.

### Learner Support

#### Fee Remission

Learners may be eligible for fee remission if they are in receipt of any of the following state benefits:

- Universal Credit
- Employment and Support Allowance (WRAG).
- Jobseekers' Allowance.
- Income Support
- Council Tax Benefit.
- Housing Benefit.
- Working Tax Credit with household income less than £15,276.
- Pension Guarantee Credit.
- Carers Allowance.

**Boating**

Lifelong Learning will pay the price of a scheduled ticket for off island learners to access courses on St Mary's. Please contact us to arrange.

**Additional Support**

If you have any additional support needs please contact us to discuss.

**Refunds and cancellations**

- A full refund will be made when a course does not start and is cancelled by the service.
- Where you cancel your place on the course more than 7 days prior to the start of the course a full refund will be given less a £5 administration charge.
- Where you cancel your place on the course less than 7 days prior to the start of the course 50% of the course fees will be refunded in vouchers less a £5 administration charge.
- Where you are unable to attend a class due to weather issues vouchers will be given instead of refund.
- Once a course has started no refund will be given.
- Where you are unable to attend on medical grounds a pro-rata refund may be given. Evidence i.e. a doctor's certificate/letter must be provided.

All refunds must be applied for either by email or in writing. Exceptions may be made in exceptional circumstances at the discretion of the Lifelong Learning Manager.

If a class has to be cancelled due to tutor illness, adverse weather conditions or similar, we will contact you as soon as possible. To assist us in contacting you, please make sure we have accurate information regarding telephone numbers, and inform us immediately if you have moved or change your number. Please check your answer phone messages before leaving for a class.

*Thank you for taking the time to read this information, we hope you enjoy your course.*