



West Dunbartonshire Leisure Trust
Training Courses
2019

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Introduction

West Dunbartonshire Leisure provide a comprehensive package of courses specifically designed to help local businesses, employers, schools, clubs and community groups.

Many of the courses are also suitable for individuals wishing to gain additional qualifications to widen employments prospects.

Our Paediatric First aid Courses are excellent and give parents, grandparents and anyone responsible for children the knowledge and essential skills to deal with accidents and emergencies.

West Dunbartonshire Leisure Training Centres

All our courses are held locally in our training centres.

West Dunbartonshire Leisure

Alexandria Community Centre

Main St
Alexandria
G83 0NU
01389 757806

Meadow Sports Centre

Meadow RD
Dumbarton
G82 2AA
01389 734094

Vale of Leven Pool

Main St
Alexandria
G83 0UE
01389 756931

Clydebank Leisure Centre

Queens Quay
Clydebank
G81 1BF
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
First Aid at Work	3 day course
First Aid at Work Renewal	2 day course
Emergency First Aid at Work	1 day course
Annual Refresher	3 hour course
Paediatric First Aid	2 day course
Paediatric First Aid Renewal	2 day course
Emergency Paediatric First Aid	1 day course
Annual Refresher	3 hour course
Automatic External Defibrillator (AED)	4 hour course
Anaphylaxis	4 hour course

Our free Community Outreach courses include

Save a Baby's Life	2 hour course
Save a Child's Life	2 hour course
Save an Adult's Life	2 hour course
Save a Life AED	2 hour course

First Aid Training

First Aid – Why bother?

You don't always need specialist equipment to help someone who is injured or sick, sometimes you just need a little knowhow.

Just think, how you would react if a colleague fell in your workplace?

What would you do if a child choked on their lunch?

How would you cope if a friend spilled hot coffee on themselves?

Having the skills and confidence to react well to accidents can make the situation much better and the casualty's discomfort may be significantly reduced. Depending on the situation, it may save a life. Just like the story below.

First Aid - It Saves Lives

Harry attended a West Dunbartonshire Leisure first aid course with his older brother and mother. He was one of the 74 pupils, parents and staff who have attended a Save a child's life workshop held in Bonhill Primary School.

Harry was able to use the skills he learned on the course to save his younger sisters life when she began to choke on a chocolate button at home.

Harry was able to shout for help, he started to do back blows and by the time his mother had got to them he had dislodged the button.

Everyone at WDL is very proud of Harry, here he is pictured winning the Daily Record Little Hero award 2018.



National Pool Lifeguard Qualification

Description and purpose

The RLSS UK National Pool Lifeguard Qualification (NPLQ) is the most awarded lifeguard qualification in the United Kingdom and Ireland.

The RLSS UK NPLQ is not just a qualification it can be a stepping stone into a career within the leisure industry. On successful completion of the course you will be fully qualified to work as a Pool Lifeguard. The NPLQ is recognised around the world, so potential to work and travel.

Duration

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 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 Level 2.

Topics covered

Section 1 – The lifeguard and the law, swimming pool and supervision

Section 2 – Intervention and rescue and Emergency Action Plans

Section 3 – Cardiopulmonary Resuscitation, AED and First aid

Certification

Assessment for the NPLQ takes place at the end of the course. It determines your knowledge and understanding of the principles of working as a pool lifeguard and assesses your ability to apply the skills and knowledge in a work-related environment.

The assessment is split into three sections:

Practical pool assessment

Theory Assessment for all 3 sections

Practical First Aid & CPR assessment.

The validity of the award is two years from the date of the assessment.

Course Dates	Time	Venue	Cost
8th – 13th April 2019	9:00am-5:30pm	Clydebank Leisure Centre	£240
15th,16th,17th, 22nd 23rd and 24th July 2019	9:00am-5:30pm	Meadow Sports Centre	£240
5th -10th August 2019	9:00am-5:30pm	Clydebank Leisure Centre	£240
14th-19th October 2019	9:00am-5:30pm	Meadow Sports Centre	£240
30th Nov – 1st,7th,8th14th and 15th Dec 2019	9:00am-5:30pm	Meadow Sports Centre	£240

Training and Qualifications

First Aid provision for employees

An employer should make an assessment of first-aid needs appropriate to the circumstances (hazards and risks) of each workplace. Where an employer provides first-aiders in the workplace, they should ensure they have undertaken suitable training, have appropriate first-aid qualification and remain competent to perform their role.

HSE strongly recommends that first-aiders undertake annual refresher training during any three year certification period. Although not mandatory, this will help qualified first-aiders maintain their basic skill and keep up-to-date with and changes to procedures.

Where an employer decides to provide a defibrillator in the workplace, those who may need to use it should be trained. Training can provide additional knowledge and skills and may promote greater confidence in the use of a defibrillator.

First Aid provision for non-employees

The health and safety (First Aid) Regulations do not require employers to provide first aid for anyone other than their own employees. However, many organisations, such as schools, places of entertainment, fairgrounds and shops, provide a service to others and it is strongly recommended that employers include non-employees in their assessment of first aid needs and make provision for them. This may require first aiders to receive additional training above the legal minimum requirements so that they are able to act competently, for example additional training in paediatric first aid if operating a nursery or school.

Low Hazard (Office, shop library)	Fewer than 25 employees	25 – 50 employees	Greater than 50 employees
First Aid Requirements	At least 1 appointed person	At least 1 emergency first aid trained first aider	At least 1 First Aid at Work trained first aider for 100 employed
High Hazard (Warehouse, use of dangerous machinery)	Fewer than 5 employees	5-50 employees	Greater than 50 employees
First Aid Requirements	At least 1 appointed person	At least 1 emergency first aid trained first aider or First aid at work depending on the type of injury that may occur	At least 1 First Aid at Work trained first aider for every 50 employed

First Aid at Work

Description and purpose

This comprehensive course covers a wide range of 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 with a recognised IQL First Aid at Work qualification, which is accredited by Ofqual.

Topics covered

Role of the first aider	Recovery Position	CPR
Wounds and bleeding	Shock	Minor Injury
Injuries to bones, muscles and joints	Suspected head + spinal injuries	Chest Injuries
Burns and Scalds	Eye Injury	Poisoning
Anaphylaxis	Heart Attack	Stroke
Epilepsy	Asthma	Diabetes
Secondary Survey	Incident Management	AED

Duration

The First Aid at Work course duration is 18 hours and includes practical work and theoretical classroom work. The course can be delivered over three consecutive days or can be delivered over 10 weeks from the start of the course. Please contact us to arrange a tailor made course to suit your workplace.

Certification

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 written theory question as well as practical demonstrations of first aid skills. The validity period of the award is three years from the date of assessment.

Course Dates	Time	Venue	Cost
21st - 23rd May 2019	9:00am -4:00pm	Clydebank Leisure Centre	£210
10th -12th September 2019	9:00am -4:00pm	Alexandria Community Centre	£210
12th – 14th November 2019	9:00am -4:00pm	Clydebank Leisure Centre	£210
18th – 20th February 2020	9:00am -4:00pm	Alexandria Community Centre	£210

The Price shown is inclusive of VAT

Considerable savings can be made for small and large group bookings. More information can be found on page 17.

First Aid at Work Renewal

Description and purpose

This comprehensive course covers a wide range of 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 with a recognised IQL First Aid at Work qualification, which is accredited by Ofqual.

Topics covered

Role of the first aider	Recovery Position	CPR
Wounds and bleeding	Shock	Minor Injury
Injuries to bones, muscles and joints	Suspected head + spinal injuries	Chest Injuries
Burns and Scalds	Eye Injury	Poisoning
Anaphylaxis	Heart Attack	Stroke
Epilepsy	Asthma	Diabetes
Secondary Survey	Incident Management	AED

Duration

The First Aid at Work Renewal course duration is 12 hours and includes practical work and theoretical classroom work. The course can be delivered over two consecutive days or can be delivered over 10 weeks from the start of the course. Please contact us to arrange a tailor made course to suit your workplace.

Certification

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 written theory question as well as practical demonstrations of first aid skills. The validity period of the award is three years from the date of assessment.

Course Dates	Time	Venue	Cost
2nd and 3rd April 2019	9:00am -4:00pm	Meadow Sports Centre	£144
21st and 22nd August 2019	9:00am -4:00pm	Meadow Sports Centre	£144
23rd and 24th October 2019	9:00am -4:00pm	Meadow Sports Centre	£144
24th and 25th March 2020	9:00am -4:00pm	Meadow Sports Centre	£144

The Price shown is inclusive of VAT

Considerable savings can be made for small and large group bookings. More information can be found on page 17

Emergency First Aid at Work

Description and purpose

This comprehensive course covers a wide range of first aid skills and also equips the first-aider to apply first aid to a range of specific injuries and illness. This course will provide the learner with a recognised IQL Emergency First Aid at Work qualification, which is accredited by Ofqual.

Topics covered

Role of the first aider
Wounds and bleeding

Recovery Position
Shock

CPR
Minor Injury

Duration

The Emergency First Aid at Work course duration is 6 hours and can be delivered in one day or split into smaller sessions over a 3 week period. Please contact us to arrange a tailor made course to suit your workplace.

Certification

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 written theory question as well as practical demonstrations of first aid skills. The validity period of the award is three years from the date of assessment.

Course Dates	Time	Venue	Cost
25th April 2019	9:00am -4:00pm	Alexandria Community Centre	£90
13rd June 2019	9:00am -4:00pm	Alexandria Community Centre	£90
24th September 2019	9:00am -4:00pm	Clydebank Leisure Centre	£90
31st October 2019	9:00am -4:00pm	Clydebank Leisure Centre	£90
28th November 2019	9:00am -4:00pm	Alexandria Community Centre	£90
23st January 2020	9:00am -4:00pm	Alexandria Community Centre	£90
17th March 2020	9:00am -4:00pm	Clydebank Leisure Centre	£90

The Price shown is inclusive of VAT



Paediatric First Aid

Description and purpose

This qualification is aimed at those who wish to become a Paediatric First Aider in the workplace or any setting where they would have a responsibility for the welfare of infants and children.

This comprehensive course covers a wide range of first aid skills related to infants and children as well as equipping the first-aider to apply first aid to a range of specific injuries and illness. This course will provide the learner with an IQL Paediatric First Aid qualification which is Ofqual accredited and meets the requirements of the Early Years and Child Care Register.

Topics covered

Role of the paediatric first aider	First Aid Equipment	Assessing an Incident
Recovery Position	CPR	Seizures
Choking	Wounds and bleeding	Minor Injuries
Splinters	Bites and Stings	Shock
Injury to bones	Head, neck and back injury	Diabetes
Asthma	Meningitis	Febrile Convulsion
Extreme heat and cold	Electric incidents	Burns and scalds
Foreign body in the ears, eyes and nose	Poisoning	Anaphylaxis

Duration

The Paediatric First Aid course duration is 12 hours the course can be delivered over two consecutive days or can be delivered over 10 weeks from the start of the course. Please contact us to arrange a tailor made course to suit your workplace.

Certification

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 written theory question as well as practical demonstrations of first aid skills. The validity period of the award is three years from the date of assessment.

Course Dates	Time	Venue	Cost
29th and 30th May 2019	9:00am -4:00pm	Alexandria Community Centre	£144
28th and 29th August 2019	9:00am -4:00pm	Clydebank Leisure Centre	£144
3rd and 4th September 2019	9:00am -4:00pm	Clydebank Leisure Centre	£144
5th and 6th November 2019	9:00am -4:00pm	Alexandria Community Centre	£144
14th and 15th January 2020	9:00am -4:00pm	Clydebank Leisure Centre	£144
25th and 26th February 2020	9:00am -4:00pm	Alexandria Community Centre	£144
4th, 11th, 18th and 25th March 2020	6:00pm-9:00pm	Meadow Sports Centre	£144

The Price shown is inclusive of VAT

Considerable savings can be made for small and large group bookings. More information can be found on page 17.

Emergency Paediatric First Aid

Description and purpose

This qualification is aimed at those who wish to become a Paediatric First Aider in the workplace or any setting where they would have a responsibility for the welfare of infants and children.

This comprehensive course covers a wide range of first aid skills related to infants and children as well as equipping the first-aider to apply first aid to a range of specific injuries and illness. This course will provide the learner with an IQL Emergency Paediatric First Aid qualification which is Ofqual accredited and meets the requirements of the Early Years and Child Care Register.

Topics covered

Role of the paediatric first aider	First Aid Equipment	Assessing an Incident
Recovery Position	CPR	Seizures
Choking	Wounds and bleeding	Minor Injuries
Splinters	Bites and Stings	Shock

Duration

The Emergency Paediatric First Aid course is 6 hours and can be delivered in one day or split into smaller sessions over a 3 week period. Please contact us to arrange a tailor made course to suit your workplace.

Certification

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 written theory question as well as practical demonstrations of first aid skills. The validity period of the award is three years from the date of assessment.

Course Dates	Time	Venue	Cost
24th April and 1st May 2019	6:00pm - 9:00pm	Clydebank Leisure Centre	£90
23rd May 2019	9:00am - 4:00pm	Alexandria Community Centre	£90
5th June 2019	9:00am - 4:00pm	Alexandria Community Centre	£90
17th September 2019	9:00am - 4:00pm	Clydebank Leisure Centre	£90
9th November 2019	9:00am - 4:00pm	Meadow Sports Centre	£90
4th February 2020	9:00am - 4:00pm	Clydebank Leisure Centre	£90

The Price shown is inclusive of VAT

Considerable savings can be made for small and large group bookings.

More information can be found on page 17.



First Aid Refresher Course

Description and purpose

This course is aimed at those who have a current in date First Aid at Work or Paediatric First Aid qualification and wish to keep up-to-date with current legislation and first aid procedures.

This comprehensive course covers a wide range of first aid and will allow the opportunity to practise and recall skills learned on prior courses.

The annual refresher is strongly recommended by the Health and Safety Executive and allows candidates to stay up-to-date with current legislation and first aid procedures.

Topics covered

Primary assessment
Seizures

Secondary Assessment
Shock

CPR
Bleeding

Duration

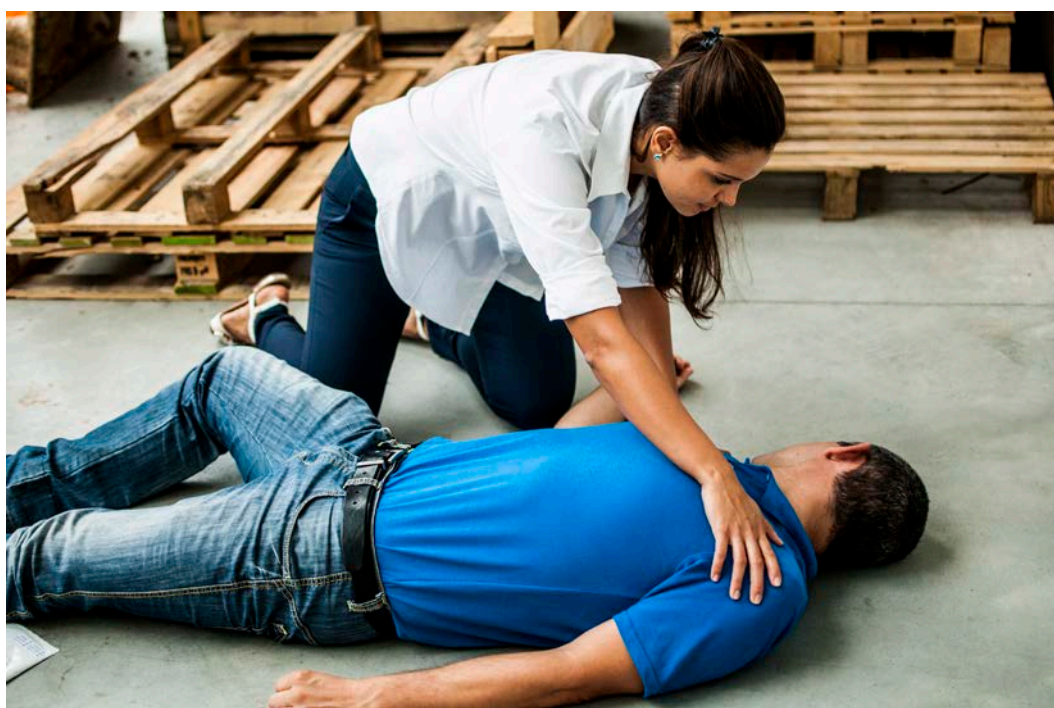
The Annual Refresher course duration is 3 hours and can be delivered in one day. Please contact us to arrange a tailor made course to suit your workplace.

Certification

There is no formal certification for this course.

Course Dates	Time	Venue	Cost
11th October 2019	9:00am - 12.00pm	Meadow Sports Centre	£30
12th February 2020	9:00am - 12.00pm	Meadow Sports Centre	£30

The Price shown is inclusive of VAT.



Automated External Defibrillator (AED)

Description and purpose

This qualification is aimed at those who have a duty to react in an emergency situation where the workplace has an AED.

This comprehensive course covers a wide range of first aid skills related to the use of an AED. This course will provide the learner with a recognised IQL AED qualification.

Topics covered

Priorities of casualty management	Chain of survival	Cardiac arrest
Airway management	CPR	Guidelines for use of an AED
Placement of pads	Use of oxygen	AED flowcharts
Children and AED	Safety when using an AED	What to store with an AED
Managing regurgitation	Recovery position	
Minimising interruption to CPR	AED use in a pool environment	

Duration

The Automated External Defibrillation course duration is 4 hours and can be delivered in one day. Please contact us to arrange a tailor made course to suit your workplace.

Certification

The Automated External Defibrillator course is Trainer Assessed throughout the course and the assessment should determine a learner's ability to act safely, promptly and effectively when an emergency occurs at work and to deal with a casualty. All Assessment Criteria in the units must be achieved. The validity period of the award is 2 years from the date of assessment.

Course Dates	Time	Venue	Cost
11th October 2019	9:30am - 1.30pm	Clydebank Leisure Centre	£50

The Price shown is inclusive of VAT.



Anaphylaxis

Description and purpose

The regulated IQL Level 2 Award in Basic Life Support and Management of Anaphylaxis has been created with support from Anaphylaxis Campaign.

The Basic Life Support and Management of Anaphylaxis course is four hours and is designed to be delivered in one day. The course comprises of practical work and theoretical classroom work, including practical assessment on CPR, AED and use of an adrenaline auto-injector.

Topics covered

Assessing an incident

CPR and pocket mask

AED usage

Recovery position

Recognising Anaphylaxis

Administering Auto Injector

Duration

The Anaphylaxis awareness course duration is 4 hours and can be delivered in one day.

Certification

Basic Life Support and the Management of Anaphylaxis is Trainer Assessed throughout the course and the assessment should determine a candidate's ability to act safely, promptly and effectively to deal with a casualty suffering from anaphylaxis.

Course Dates	Time	Vanue	Cost
12th February 2020	9:30am - 1.30pm	Meadow Sports Centre	£50

The Price shown is inclusive of VAT.



Community Outreach Programmes

In the UK, 77% of people either don't know or are unsure of how to perform CPR and millions of people wouldn't know how to give basic first aid.



Would you know what to do if a baby stopped breathing?

'Save a Baby's Life' workshops aim to teach basic emergency skills to anyone who cares for a baby.

You will learn

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

1 in 3 people wouldn't know how to help (or maybe save) a choking toddler.



'Save a Child's Life' workshops teach those who care for a child and what to do in an emergency and equip them with basic first aid skills.

You will learn

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



What would you do if someone stopped breathing?

Save an Adult's life workshops teach local communities what to do in an emergency and equip them with the skills to help adults who have stopped breathing, are choking or have suffered a heart attack.

You will learn

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



Do you know how to save a life with an AED?

AEDs are increasing in number with several available in communities for public uses. Save a Life AED workshops will give you the confidence to use this lifesaving equipment in the event of an emergency.

You will learn

- How to use an automated external defibrillator (AED)



Date	Venue	Time	Cost
11/04/2019	Clydebank Leisure Centre	9:30am -11:30am	Free
18/08/2019	Alexandria Community Centre	9:30am -11:30am	Free



Date	Venue	Time	Cost
11/04/2019	Clydebank Leisure Centre	12:00pm -2:00pm	Free
18/08/2019	Alexandria Community Centre	12:00pm -2:00pm	Free



Date	Venue	Time	Cost
17/07/2019	Meadow Sports Centre	9:30am -11:30am	Free



Date	Venue	Time	Cost
17/07/2019	Meadow Sports Centre	12:00pm -2:00pm	Free

West Dunbartonshire Training Courses Fees and Summary

Course	Cost
National Pool Lifeguard Qualification	£240.00
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
Annual Refresher	£30.00
Automatic External Defibrillator (AED)	£50.00
Anaphylaxis	£50.00
Save a Baby's Life	Free
Save a Child's Life	Free
Save an Adult's Life	Free
Save a Life AED	Free

Small Group Bookings for Your Workplace

If you have a group of 6 or more the small group discount applies to each candidate's booking, we can deliver courses at one of our West Dunbartonshire Leisure facilities in Alexandria, Dumbarton or Clydebank area. The candidates can be spread over various courses but must all be booked at the same time.

Course	Cost
First Aid at Work	£198.00
First Aid at work Renewal	£132.00
Emergency First Aid at Work	£84.00
Paediatric First Aid	£132.00
Paediatric First Aid Renewal	£132.00
Emergency Paediatric First Aid	£84.00

Large Group Bookings for Your workplace

If you have a group of 12 or more the large group discount applies to each of the candidate's bookings, we can deliver courses at one of our West Dunbartonshire Leisure facilities in Alexandria, Dumbarton or Clydebank area. The candidates can be spread over various courses but must all be booked at the same time.

Course	Cost - The Price shown is inclusive of VAT
First Aid at Work	£174.00
First Aid at work	£114.00
Emergency First Aid at Work	£78.00
Paediatric First Aid	£114.00
Paediatric First Aid Renewal	£114.00
Emergency Paediatric First Aid	£78.00

Course Booking Information

NPLQ

Every candidate attending a NPLQ course must be 16-years-old at the time of taking the NPLQ final assessment and be able to:

- Jump / dive into deep water
- Swim 50 metres in less than 60 seconds
- Swim 100 metres continuously on front and back in deep water
- Tread water for 30 seconds
- Surface dive to the floor of the pool
- Climb out unaided without ladder / steps and where the pool design permits

Prior to booking this course, the swim test must be completed. This can be done by telephoning the nearest leisure 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 the course. Full payment is required at the time of booking.

First Aid Courses

Every candidate, prior to commencement of training with West Dunbartonshire Leisure Trust must:

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

How to book

Prior to booking the course, please ensure you meet the requirements listed above. The next step is to contact us for an enrolment form which can be sent via email. Full payment is required at the time of booking confirmation.

Email wdl-training@west-dunbarton.gov.uk
Telephone 01389 757806
Online www.wdlesisure.net

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

Course Cancellation by West Dunbartonshire Leisure

West Dunbartonshire Leisure must have a minimum of 6 candidates on each course. In the event of course numbers not being reached, candidates will be advised of alternative arrangements.

For further information about any of our courses or for information on how to tailor make a course for your organisation please do not hesitate to contact us.



First Aid at Work

"The tutor was very thorough, great at explaining and making you feel at ease all the course resources were great. Thanks for a great 3 days"

"Everything was explained clearly and we got plenty of time to practice. The course was very informative"

"Tutor was very knowledgeable, he related well to people and put them at ease. I have enjoyed the way he taught and delivered what can be a dry and difficult subject"

"Course was very good, the trainer engaged well with the group"

Paediatric First Aid

"Very relevant to my work, course had loads of good information and the manual will be useful for future reference"

"Our trainer was really good, she was confident and excellent at teaching the course thoroughly. She gave help when or if any of us needed extra help which was very reassuring"

"Training was excellent, the trainer was very informative, friendly and made us all feel at ease."

The trainer was excellent throughout and made the course fun and interactive throughout"

NPLQ

"The course trainer was confident and prepared for the course, he was able to answer any questions and always offered further assistance if needed"

"I would definitely recommend this course to others"



West Dunbartonshire Leisure Trust

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Fax: **01389 751557**

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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