



NL LEISURE **LEARNING &** **DEVELOPMENT 2019**

Registered Office

NL Leisure Headquarters, 1 Ardgool Drive, Cumbernauld, G68 9NE

Registered in Scotland No **SC303391**

VAT Registration No **945784082**

A Company Limited by Guarantee and a Registered Charity No **SC037439**

INTRODUCTION

At North Lanarkshire Leisure (NLL) Learning & Development, we aim to provide the best learning experience for businesses and individuals, offering a wide range of courses to cater for your needs suit everyone.

Our fully qualified and experienced trainers will guide you through the knowledge you need to pass your chosen course.

Our learning and development courses are held within our dedicated training venues, all of which boast excellent transport links and ample free parking. With catering and vending facilities on site.

Or if you prefer, we will bring our expertise to you and provide learning and development interventions within your business environment. It's your choice!

Choose from a number of different courses we offer. For more information about NLL Learning & Development and the courses we offer, please contact us on 01236 341968 or e mail: learninganddevelopment@nleisure.com



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NATIONAL POOL LIFEGUARD QUALIFICATION PLUS AED

The RLSS UK National Pool Lifeguard Qualification 8th Edition (NPLQ) is the most awarded lifeguard qualification in the United Kingdom and Ireland and it can be a stepping stone into a career within the leisure industry.

The NPLQ 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.

Pre Requisites

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

- Be 16 years of age before the assessment day;
- Be able to meet the following basic fitness criteria:-
 1. Jump / dive into deep water
 2. Swim 50 metres in less than 60 seconds
 3. Swim 100 metres continuously on front and back in deep water.
 4. Tread water for 30 seconds
 5. Surface dive to the floor of the pool
 6. Climb out unaided without ladder / steps and where the pool design permits

Assessments are made on the final day of the course. Anyone who does require a re-sit will be able to do so at a charge of £25.00.

Course duration	Course Dates	Cost	Venue	Time
6 days	8 - 13 April	£225 (incl Vat)	The Knowledge Hub, Time Capsule	09:00 – 17:00
6 days	1 - 6 July	£225 (incl Vat)	The Knowledge Hub, Time Capsule	09:00 – 17:00
6 days	5 - 10 August	£225 (incl Vat)	The Knowledge Hub, Time Capsule	09:00 – 17:00
6 days	14 - 19 October	£225 (incl Vat)	The Knowledge Hub, Time Capsule	09:00 – 17:00

RLSS POOL LIFEGUARD TRAINER ASSESSOR / AED

Pool Lifeguard Trainer Assessors are responsible for the delivery of the National Pool Lifeguard Qualification (NPLQ) throughout the UK.

If you are an experienced Pool Lifeguard then this should be the next step in your leisure career.

If successful on the course you will leave as a Probationary RLSS UK Pool Lifeguard Trainer Assessor. The probationary period is a maximum of two years from course completion. You will then be allocated a National Trainer Assessor or a Mentor. To register your interest, please email learninganddevelopment@nlleisure.com

Trainer Assessor Course duration	Course Dates	Cost	Venue	Time
5 days	TBC	£650 (incl Vat)	The Knowledge Hub, Time Capsule	09:00 - 18:00
AED				
1 day	TBC	£100 (incl Vat)	The Knowledge Hub, Time Capsule	09:00 - 17:00

NATIONAL RESCUE AWARD FOR SWIMMING TEACHERS & COACHES (NRASTC)

This qualification trains the practical Lifesaving skills that may be needed by anyone teaching or coaching swimming or another programmed activity in the pool.

Course duration	Course Dates	Cost	Venue	Time
2 days	2 - 3 March	£125 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30

RLSS EMERGENCY RESPONSE SWIMMING POOL

Pool operators owe a duty to users to ensure, so far as is reasonably practicable, that they are safe whenever they are using the swimming and any ancillary facilities. In recognising that direct supervision is not to be provided, there must be sufficient staff available 'on call' who are able to respond effectively to any foreseeable emergency.

For example:

- Fitness Instructors
- Receptionists
- Catering
- Supervisors

This qualification can also be used to back up the lifeguard team.

Course duration	Course Dates	Cost	Venue	Time
2 days	11 - 12 April	£125 (incl Vat)	The Knowledge Hub, Time Capsule	09:00 – 17:00

LIFEGUARD BEHAVIOURAL SAFETY

This course has been developed in response to the perceived need to improve the levels of lifeguard attentiveness and focus on their role. It is often too easy for lifeguards to be distracted both consciously and subconsciously.

Course duration	Course Dates	Cost	Venue	Time
3 hours	Arranged on demand	£35 (incl Vat)	Can be delivered externally	09:30 – 12:30

AQUATIC THERAPY SHALLOW POOL RESCUE AWARD (ATSPRA)

The ATSPRA is a supervision and rescue qualification for therapists, teachers and support staff working on the poolside or in the water during activities such as, aquatic therapy or therapeutic exercise/play. The qualification is suitable for use in shallow pools where the rescuer will not be required to swim to perform a rescue, with water no deeper than the rescuers chest depth.

Course duration	Course Dates	Cost	Venue	Time
1 day	6 October	£125 (incl Vat)	The Knowledge Hub, Time Capsule	09:00 - 17:00

EARLY YEARS SWIM TEACHERS QUALIFICATION

The Early Years Swimming Teachers Qualification is intended for UKCC level 2 teachers (or equivalent), aged 17 years and above, whom wish to deliver quality teaching in the Early years through aquatic based programs. The purpose of the course is to enhance knowledge and standardise the current provision of delivery for Early Years.

The Early Years teacher will cover the age range from 0-5, including Adult & Child and Pre-school Swimming Lesson.

Course duration	Course Dates	Cost	Venue	Time
3 days	TBC*	£375 (incl Vat) Possible funding	Wishaw Sport Centre, Wishaw	09:00 - 17:00

*Please contact Learning and Development for further information.

TEAM MANAGER 1 WORKSHOP

This workshop is for individuals who are/will become Club Team Manager/DRP Team Managers. This workshop aims to provide candidates with an understanding of the Team Manager role, and provide guidelines for good team management focussing on local competitions.

Course duration	Course Dates	Cost	Venue	Time
3 hours	4 June	£20 (incl Vat)	The Knowledge Hub, Time Capsule	18:30 – 21:30pm

TEAM MANAGER 2 WORKSHOP

This workshop is a follow on from Team Manager Level 1 and aims to develop candidates understanding of the Team Manager role, and improve knowledge and awareness of good practice in relation to overnight stays and travel abroad.

Course duration	Course Dates	Cost	Venue	Time
4 hours	6 August	£20 (incl Vat)	The Knowledge Hub, Time Capsule	18:00 – 22:00

FIRE WARDEN

This half day course allows attendees to develop skills and knowledge in basic fire safety awareness. It is predominantly useful for employees who are to have a designated responsibility for workplace fire safety as a fire warden or fire marshal. The course provides the knowledge that will allow them to carry out duties relating to fire safety and emergency procedures confidently.

Course Content

- How to use fire extinguishers
- The Fire Safety (Scotland) Act 2005
- Legal duties and penalties
- Fire risk assessment
- Fire safety inspections
- The role of the fire warden/marshal
- Fire drills and evacuation
- Characteristics of fire and smoke spread

Course duration	Course Dates	Cost	Venue	Time
4 hours	10 May	£100 (incl Vat)	The Knowledge Hub, Time Capsule	10:00 - 14:00
4 hours	8 November	£100 (incl Vat)	The Knowledge Hub, Time Capsule	10:00 - 14:00

FIRE SAFETY AWARENESS

The Awareness is designed to help employees recognise fire safety issues in the workplace, and understand how to react when the fire alarm sounds. This qualification is ideal for people who may intend to move on to do further fire-safety training and currently do not hold a specific fire-safety role within their workplace.

Course Content

- Main causes and effects of fires in the workplace
- Fire safety legislation
- Fire drills and evacuation
- Fire prevention measures
- Fire risk management, including risk assessment
- The chemistry of fire
- Reporting fire safety issues
- Portable fire-fighting equipment
- Simple checks of portable fire-fighting equipment

Course duration	Course Dates	Cost	Venue	Time
3 hours	25 March	£100 (incl Vat)	The Knowledge Hub, Time Capsule	10:00 - 14:00
3 hours	11 June	£100 (incl Vat)	The Knowledge Hub, Time Capsule	10:00 - 14:00
3 hours	21 October	£100 (incl Vat)	The Knowledge Hub, Time Capsule	10:00 - 14:00

FIRST AID AT WORK

All UK employers have a legal obligation to provide appropriate First Aid provision for their workforce, and many companies choose to have designated staff trained as First Aiders. This course complies with the Health and Safety (First Aid) Regulations 1981.

The First Aid at Work course gives First Aiders the comprehensive set of practical skills and knowledge that they need to be confident in carrying out their role as a first aider at work and deal confidently with major and minor injuries and illnesses. It is strongly recommended learners update their skills by attending a 3 hour annual refresher course.

Course Content

- Simple record keeping
- Action in an emergency
- Treating an unconscious casualty or a casualty who is bleeding or wounded
- Cardiopulmonary resuscitation (CPR)
- Injuries to bones and muscles
- Fainting
- Burns and scalds
- Poisoning and Choking
- Recognising both minor and major illnesses
- Managing the transport of casualties

Course duration	Course Dates	Cost	Venue	Time
3 days	20, 21 & 22 Feb	£175 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30
3 days	2, 3 & 4 October	£175 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30

FIRST AID AT WORK REQUALIFICATION

Current First Aiders who require their First Aid at Work renewed before the 3 year expiry date.

Course duration	Course Dates	Cost	Venue	Time
2 days	Contact learninganddevelopment@ nleisure.com for further details	£120 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30

EMERGENCY FIRST AID CERTIFICATE

This level 2 Emergency First Aid at Work course came into effect from 1st October 2009, along with new guidance on assessing the needs of First Aid in your workplace. Your risk assessment of First Aid needs may well identify the need for Emergency First Aiders, either as an addition to your First Aiders, or where the risk of your business is low; it may well identify them as being sufficient without the need of additional First Aiders.

Course Content

- Assessment of the incident and prioritising treatment
- First aid boxes, accident forms and cross contamination
- CPR and choking
- Causes of unconsciousness
- Treatment of unconsciousness
- Bleeding and shock
- Fractures, sprains, strains and dislocations
- Burns and scalds

Course duration	Course Dates	Cost	Venue	Time
1 day	Contact learninganddevelopment@ nleisure.com for further details	£120 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30

PAEDIATRIC FIRST AID

This course will be of particular interest to Child Minders and Crèche Assistants, Playgroup personnel and anyone responsible for youth organisations.

The aim of this course is to provide these persons with a sound knowledge and understanding of First Aid procedures when working with children and babies, along with the ability to recognise and treat many childhood conditions and illnesses.

Course Content

A range of subjects is covered including:-

- First aid responsibilities/Priorities when dealing with emergencies
- Safety precautions within a childcare environment
- Dealing with medication/accident forms/calling for an ambulance & first aid boxes
- Treatment of all unconsciousness
- CPR & choking
- Recognising and treating illness
- Bites, stings, poisons
- Burns, scalds & electric shock
- Sprains, strains & fractures

Course duration	Course Dates	Cost	Venue	Time
1 day	Contact learninganddevelopment@ nleisure.com for further details	£75 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30

ANNUAL FIRST AID REFRESHER COURSE

Current qualified first aiders wishing to update life-saving skills, competencies as well as being informed of any change in practice and guidelines.

Course Content

The Emergency First Aid at Work training covers:

- Recording and reporting of accidents and incidents including RIDDOR
- Contents of a first aid kit (including preventing cross infection)
- Assessing the situation and acting safely, effectively and promptly in an emergency

Administer first aid to a casualty who is/requires:

- Unconscious (including seizure)
- Cardiopulmonary resuscitation (CPR)
- Choking
- Wounded and bleeding
- Suffering from shock

Course duration	Course Dates	Cost	Venue	Time
1 day	Contact learninganddevelopment@ nleisure.com for further details	£75 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30

AUTOMATED EXTERNAL DEFIBRILLATION (AED)

This course is designed for anyone wishing to learn how to use a Defibrillator Unit.

Course Content

The Automated External Defibrillation course covers -

- Understand the role and responsibilities of the first aider
- Assessing the situation and acting safely, effectively and promptly in an emergency
- The Chain of Survival Dealing with an unconscious casualty
- Cardiopulmonary resuscitation (CPR)
- Basic anatomy & physiology of the heart Common heart problems
- Overview of an AED
- Care of AED equipment
- Use of AED

Course duration	Course Dates	Cost	Venue	Time
4 Hours	Contact learninganddevelopment@nleisure.com for further details	£55 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 13:30

EPIPEN TRAINING

Presently, 40% of children now suffer from allergies, being able to understand symptoms of allergies and the consequences of an allergic reaction; it is becoming more important to understand how to treat an allergic reaction whether it is a child or adult.

Anaphylaxis is a severe allergic reaction that affects the whole body by an allergin, usually within minutes, but it can also take hours.

By taking this course you will learn prevention, recognition and treatment of severe allergic reactions through the use of CPR and auto-injectors.

Course Content

- To recognise allergic reactions
- How to treat an unconscious casualty
- How to use an auto-injector-Epipen
- How to resuscitate a casualty (all ages)
- Communication and casualty care
- How to conduct a primary survey of a situation

Course duration	Course Dates	Cost	Venue	Time
3 Hours	Contact learninganddevelopment@nleisure.com for further details	£35 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 - 12:30

EVAC CHAIR TRAINING

For any organisation, being prepared for any emergency is critical to the safety of staff, visitors or the general public but especially so for those with mobility issues. It is no longer the responsibility of the Fire Service to rescue people from your building. That's why is vitally important to have staff members trained in the correct use of evacuation equipment and to be confident they can assist those who may struggle down the stairs in the event of an emergency evacuation.

Course duration	Course Dates	Cost	Venue	Time
3 hours	Contact learninganddevelopment@nleisure.com for further details	£35 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 12:30

FIRST AID TRAINER AND ASSESSOR

Our First Aid Trainer and Assessor course has been specifically designed for experienced teachers and trainers who want to teach and assess first aid subjects.

Course duration	Course Dates	Cost	Venue	Time
3 days	13-15 May	£500 (incl Vat)	The Knowledge Hub, Time Capsule	09:00 – 16:30

IOSH WORKING SAFELY

Achievement of this accredited qualification will enable learners to work safely and to recognise and deal with hazards in the workplace. The aim of the qualification is to provide candidates with knowledge of the basic health and safety practices essential in the workplace. This includes the hazards and risks along with the relevant legislation, and ensures awareness of cost-effective, practical control methods.

Course duration	Course Dates	Cost	Venue	Time
1 day	7 June	£100 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30

IOSH MANAGING SAFELY

The IOSH Managing Safely training course is ideal for getting managers up-to-speed on the skills they need to tackle safety and health issues in the workplace. IOSH Managing Safely has a direct business focus. The hands on step by step format, inspires and engages the manager, and this has helped a huge range of businesses to raise standards of safety and health at their workplace.

The course is interactive and focuses on best practice which will in turn meet with current health and safety legislation.

Candidates will realise the practical actions they are required to take and be given the skills required to take on their health and safety responsibilities. The course makes health and safety a routine part of a candidate's job.

Course duration	Course Dates	Cost	Venue	Time
4 days	18 - 21 June	£410 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30

IOSH MANAGING SAFELY REFRESHER

The IOSH Managing Safely Refresher course is designed for those who have attended the IOSH Managing Safely within the past three years with line management responsibilities for health and safety who want to manage effectively, in keeping with their organisation's health and safety policy and in compliance with health and safety legislation and best practice.

Course duration	Course Dates	Cost	Venue	Time
1 day	7 November	£100 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30

MANUAL HANDLING

This course is for any person who is involved in manual handling in the workplace.

Course Content

To learn how to improve manual handling techniques, move and handle loads safely and be able to conduct a personal manual handling risk assessment.

- Anatomy of the spine
- Causes of back pain
- Returning back to work
- Moving & Handling Assessments
- Manual Handling Legislation
- Principles of safer Moving & Handling
- Unsafe systems of work
- Equipment demonstrations & practice
- Manual Handling Risk Assessment
- Evaluation

Course duration	Course Dates	Cost	Venue	Time
1 day	26 April	£75 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30
1 day	19 July	£75 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30
1 day	4 October	£75 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30

ELEMENTARY FOOD HYGIENE

The REHIS Elementary Food Hygiene Certificate provides a nationally recognised qualification that is essential for the catering professional within the food industry. More importantly, it will allow companies and organisations to comply with current EU 852/2004 Regulations on the Hygiene of Foodstuffs and the new Food Hygiene (UK) Regulations 2006. The course will cover all areas of food hygiene, including the working environment.

Course duration	Course Dates	Cost	Venue	Time
1 day	24 Feb	£65 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30
1 day	20 April	£65 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30
1 day	6 October	£65 (incl Vat)	The Knowledge Hub, Time Capsule	09:30 – 16:30



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