

TRAINING & DEVELOPMENT COURSES 2023



live active
our people
Development



live active
SPORT

Contents

Page

<u>Child Wellbeing and Protection in Sport</u>	<u>3</u>
<u>Child Wellbeing and Protection in Sport: Officer Training</u>	<u>4</u>
<u>Sport First Aid</u>	<u>4 - 5</u>
<u>Introduction to First Aid for Mental Health Awareness</u>	<u>5</u>
<u>Support for Clubs: PACES</u>	<u>6</u>
<u>Individual Coaching Grants</u>	<u>6</u>
<u>First Aid at Work</u>	<u>7</u>
<u>Emergency First Aid at Work</u>	<u>8</u>
<u>First Aid at Work Requalification</u>	<u>8</u>
<u>National Pool Lifeguard Qualification</u>	<u>9</u>
<u>Terms and Conditions</u>	<u>10 - 11</u>



Live Active Leisure provide top quality training for individuals and local businesses which is certified by governing bodies.



We also provide Personal Development Workshops for Sports Coaches and Volunteers.

Below is a list of the courses we currently offer.

CHILD WELLBEING & PROTECTION IN SPORT

This training is suitable for all adults involved in sports organisations that have participants under 18 years old. It is targeted at all coaches and volunteers working directly with children and young people. The training gives an insight into the issues and legal matters surrounding child wellbeing and protection in sport as well as giving practical guidance for clubs.

Participants **MUST** complete an online module (Module 1 - approx 45 mins) which is theory-based **before** applying for the face to face learning (Module 2 - a 3 hour course).

The CWPS eLearning module is delivered via sportscotlands online platform Brightspace.

When you have confirmed your booking, sportscotland will be in touch with you to provide you with a specific log in and password for Brightspace so you can complete the online module prior to the start of the CWPS course.

Please also ensure you complete the short survey at the end of the module. This will generate a confirmation of completion email that will be shared with your online tutor.

Please Note: Attendees must be 16 years or over to attend this course.

Location	Date	Time	Link
Online	09/03/23	18:00 - 21:00	<u>BOOK HERE</u>
Online	14/06/23	18:00 - 21:00	<u>BOOK HERE</u>
Online	31/08/23	18:00 - 21:00	<u>BOOK HERE</u>
Online	06/11/23	18:00 - 21:00	<u>BOOK HERE</u>

Cost: This 3-hour course costs £30.00 per person plus an additional online admin charge via Eventbrite at booking.



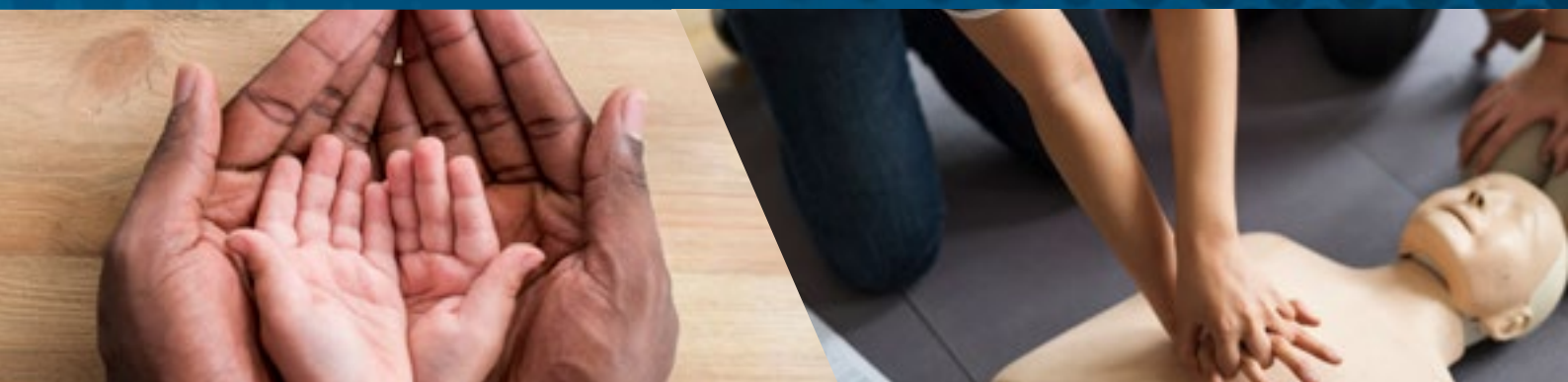
CHILD WELLBEING & PROTECTION IN SPORT: OFFICER TRAINING

This 3-hour new workshop is aimed at those taking a lead on child wellbeing and protection in sport (e.g. child wellbeing and protection officers, team managers etc) and as such pre-requisites for attendance are:

- Completion of Child Wellbeing and Protection in Sport training (online module and face to face session)
- A minimum attendance age of 18 years old.

Location	Date	Time	Link
Online	13/04/23	18:00 - 21:00	BOOK HERE
Online	18/07/23	18:00 - 21:00	BOOK HERE

Cost: This 3-hour course costs £30.00 per person plus an additional online admin charge via Eventbrite at booking.



SPORTS FIRST AID

Endorsed via the Scottish FA & delivered by Andy Gow of A.D. Training and Development. This course can also be attended by other sports.

Topics covered:

- The role of the first aider
- Legal responsibilities of a first aider, duty of care/standards of care, roles and responsibilities especially regarding children
- First aid at sporting events
- The first aid room and kit
- Incident assessment including sending for help and personal safety
- Basic life support (as per latest European Resuscitation Council guidelines) including use of AED
- Management of the unconscious casualty
- Recovery position
- Action for vomiting, choking and suspected heart attack
- Injuries to the head including facial injuries
- Management of concussion
- Spinal injury
- Injuries to the limbs - soft tissue and suspected fracture
- Bleeding injuries including management of shock

- Management of wounds and burns
- Medical conditions in sport including asthma, diabetes, seizures, angina/heart attack, stroke
- Environmental problems including heat and cold.

Location	Date	Time	Link
Bell's Sports Centre	04/02/23	09:00 - 16:00	<u>BOOK HERE</u>
Bell's Sports Centre	03/06/23	09:00 - 16:00	<u>BOOK HERE</u>
Dewars Centre	30/09/23	09:00 - 16:00	<u>BOOK HERE</u>

Please Note: Attendees must be 16 years or over to attend this course.

Cost: This course costs £60.00 per person plus an additional online admin charge via Eventbrite at booking.



INTRODUCTION TO FIRST AID FOR MENTAL HEALTH AWARENESS

This awareness course is suitable for everyone as it provides learners with the knowledge to recognise a suspected mental health condition and the skills to start a conversation and be able to signpost a person towards professional help.

Sport plays a crucial role in helping people who may be suffering from Mental Health conditions and this course will provide attendees with helping identify traits in individuals who may need support and the steps you can take to best help the individual within your team / club.

Location	Date	Time	Link
Bell's Sports Centre	05/07/23	18:00 - 21:00	<u>BOOK HERE</u>

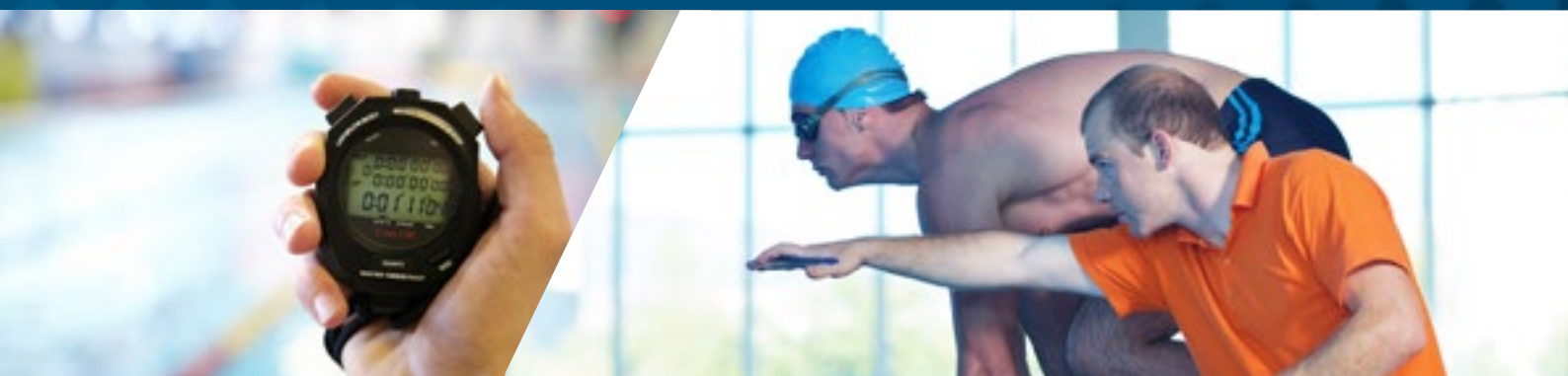
Cost: This 3-hour course costs £30.00 per person plus an additional online admin charge via Eventbrite at booking.



SUPPORT FOR CLUBS

PACES

All clubs that are accredited through Perth and Kinross's Accredited Club Excellence Scheme will receive free spaces on some of the courses listed above. Find out more [HERE](#) about what PACES is and how it could benefit your club, or contact our Sports Development Team sport@liveactive.co.uk.



INDIVIDUAL COACHING GRANTS

Live Active Leisure and the Gannochy Trust are committed to supporting the development of sport in Perth and Kinross. Our individual coaching grants support life-long learning and continuous personal development by providing financial assistance to help with the payment of national governing body coaching courses, regardless if you are a parent volunteer or a full-time high-performance coach.



If you live in Perth and Kinross or coach with a Perth and Kinross club then you could be eligible to get assistance of up to 75% of the overall course fee.

For information, conditions and the process for applying for a coaching grant then please see our guidance notes [HERE](#). For any more additional information or to discuss the process further, please contact Stevie Baxter via sbaxter@liveactive.co.uk or call 01738 454633.

If you would like to book a space on any of the courses listed below, download and complete our [Course Application Form](#) and send it to training@liveactive.co.uk. If you have any queries please contact Head Office on 01738 454625.



Please make cheques payable to Live Active Leisure.

Terms & Conditions for the courses below can be found on pages 12 - 13 of this booklet.

FIRST AID AT WORK

This 3-day course is an essential training requirement for organisations with more than 50 staff and those in high-risk sectors such as construction or transport and for managers or anyone responsible for the well-being of others at work.

This is one of the most popular courses, even for low-risk sectors, as the comprehensive training ensures that the people who are responsible for first aid in your company are fully equipped to do the job to the best of their ability.

The course includes dealing with various conditions and injuries such as:

- Action at an Emergency • Life Saving Procedures
- Respiratory Problems • Heart and Circulatory Problems
- Wounds and Bleeding • Bone, Joint and Muscle Injuries
- Nervous System Problems • Environmental Injuries • Poisoning

Location	Date	Time	Link
Dewars Centre	06/02/23 - 08/02/23	09:30 - 16:30	APPLY HERE
Dewars Centre	14/06/23 - 16/06/23	09:30 - 16:30	
Dewars Centre	18/09/23 - 20/09/23	09:30 - 16:30	

This qualification lasts for 3 years from the date of completion.

Cost: This course costs £240.00 per person.



EMERGENCY FIRST AID AT WORK

This one day course covers the most common and serious emergency situations a first aider may have to deal with, including:

- Roles and Responsibilities of a First Aider • Management of Unconscious Casualties • CPR and Use of a Defibrillator (AED) • Choking • Seizures • External Bleeding • Shock

Location	Dates	Time	Link
Dewars Centre	06/02/23	09:30 - 16:30	APPLY HERE
Dewars Centre	14/06/23	09:30 - 16:30	
Dewars Centre	18/09/23	09:30 - 16:30	

Cost: This course costs £75.00 per person.



FIRST AID AT WORK REQUALIFICATION

This 2-day course is designed for those who have previously done the full First Aid at Work course and their qualification is about to expire.

It covers the same content as the 3-day course, however due to candidates having previously completed the course less time is required to cover the course content.

Location	Dates	Time	Link
Dewars Centre	27/09/23 - 28/09/23	09:30 - 16:30	APPLY HERE
Dewars Centre	13/11/23 - 14/11/23	09:30 - 16:30	

Please note if your qualification has expired you have 28 days after the expiry date to complete the 2-day re-qualification course, otherwise you will need to attend the full 3-day course again to regain your qualification.

Cost: This course costs £162.00 per person.



NATIONAL POOL LIFEGUARD QUALIFICATION

The RLSS National Pool Lifeguard Qualification (NPLQ) is widely recognised as the professional benchmark in the leisure industry and will provide you with the opportunity for employment at most UK swimming pools. The qualification also has widespread international recognition.

Location	Date	Time	Link
Live Active Blairgowrie	15/02/23 - 19/02/23	08:00 - 18:00	<u>APPLY HERE</u>
Perth Leisure Pool	03/04/23 - 07/04/23	08:00 - 18:00	
Perth Leisure Pool	03/07/23 - 07/07/23	08:00 - 18:00	
Perth Leisure Pool	16/10/22 - 20/10/23	08:00 - 18:00	

A lifeguard must be fit and healthy so the course will have certain physical demands, therefore candidates must be able to meet the below pre-requisites before attending the course. If you are unsure if you can meet these standards, please contact your local pool and they will arrange a pool test for you.

100% attendance is required to complete 36 hours needed to be presented for assessment. Candidates must pass continuous assessment by the trainer throughout the course to be eligible for the end of course assessment. Assessment completed by an external independent assessor, sampling elements across the whole syllabus.

Cost: This course costs £250.00 per person.

Course Pre-Requisites

- Must be 16+ years of age on the date of assessment.
- Jump or dive into a pool in deep water (where available).
- Swim 50 meters in 1 minute or less.
- Swim 100 meters continuously on the front and then on back.
- Tread water in deep water for 30 seconds.
- Climb out of the pool unaided, without using steps or a ladder.
- Surface dive to the deepest part of the pool.

Course Terms & Conditions for National Pool Lifeguard Qualification, First Aid at Work, Emergency First Aid at Work & First Aid at Work Requalification.

Applications

A place on your chosen course will be confirmed once a course application form and payment have been received. Allocation of places is subject to availability and on a first come first served basis. If you wish to pay by invoice please provide an invoice address and purchase order number, contact name and telephone number. Where possible all bookings should be with Live Active Leisure no later than 14-days before the course start date. Late applications may be accepted subject to availability.

Course Pre-requisites

For many courses there are certain pre-requisites in the form of age, ability, qualifications etc. It is the responsibility of the applicant to ensure they meet these conditions. If the applicant is unsure whether or not they can meet these they should contact the Training Officer at Live Active Leisure for advice. If a candidate attends a course and does not meet all of the pre-requisite standards they will not be granted a refund.

Payment Information

Methods of payment accepted are as follows:

- Cheque (payable to Live Active Leisure Ltd)
- Credit Card (not American Express)
- Debit Card
- Invoice Request (requires purchase order)

Cancellation Policy

A full refund will be issued if at least 7 days notice is given by the candidate to the Training Officer at Live Active Leisure. Refunds will be credited by cheque to the payee. Cancellation within 7 days of the course start date will result in no refund being offered. There may be the option to transfer your place and payments to an alternate course, subject to availability. Should you decide to withdraw during the course a refund will not be given.

Attendance

Candidates must attend all scheduled sessions for any course they attend. Failure to attend all sessions will result in the candidate not being presented for assessment.

In exceptional circumstances extra sessions may be put on, however this will be at the discretion and availability of the Trainer delivering the course. Should candidates fail to attend these extra sessions they will again be denied the opportunity to be assessed. Candidates may incur a cost for additional sessions.

Confirmation

You will receive confirmation of your booking on receipt of a completed application form and payment of relevant course fees. The confirmation email/letter will outline the course details including dates, times, venue and any relevant course information.

Live Active Leisure reserves the right to change, alter or cancel any of the details. If this is necessary notification will be given. A full refund will be issued and no penalties made should the new arrangements not be suitable. You will be given the option to transfer to another course subject to availability.

Assessment

If you are unsuccessful during an assessment you will be required to re-sit the relevant components of that assessment. Reassessment is arranged between the Candidate and the Trainer. The Training Officer will be notified of any reassessment. Live Active Leisure permits one re-sit of an assessment at no extra charge. Further assessments will incur a charge which will be indicated in the confirmation letter sent to the candidate. It is the candidates' responsibility to attend the assessment at the stated date, time and venue. Failure to attend an assessment without prior notice will result in the candidate being responsible for the cost of the reassessment fee. This may in some cases result in a candidate not being eligible to be reassessed at all.

Certification

Live Active Leisure will endeavour to issue certificates within one month of the completion date of the course. Many courses however are certified by external agencies and national governing bodies, the timescales on these certificates being issued are not the responsibility of Live Active Leisure. Candidates will be informed who is responsible for certification on each course.

Important

Our courses are delivered in working active leisure centres. Facility staff, visitors and other course members including trainers and assessors should be treated with respect. Verbal or physical abuse will not be tolerated.

Candidates may be asked to leave the course at any time for breach of discipline, or for bringing Live Active Leisure's name in to disrepute through their behaviour or actions. In these instances course fees will not be refunded.

Contact

All correspondence regarding these terms and conditions should be directed to The Training Officer, Live Active Leisure, Caledonia House, Hay Street, Perth, PH1 5HS.
Tel: 01738 454614 Email: training@liveactive.co.uk.

Data Protection

The information provided by you will be used only for the purpose stated. In terms of the Data Protection Act 1998 and General Data Protection Regulations (GDPR) 2016, you are entitled to know what personal information Live Active Leisure Ltd hold about you on. Application should be made to: Data Protection Officer, Live Active Leisure, Caledonia House, Hay Street, Perth, PH1 5HS.