

JOINING INSTRUCTIONS
St Leonards & St Ives Village Hall



New Forest
FIRST AID
TRAINING

Dear delegate, Thank you for booking the First Aid Course with us, we are looking forward to meeting you on the course.

Below you will find joining instructions with venue information, payment information, cancellation terms and contact details.

Venue information & timings:

Level 3 Certified Emergency First Aid at Work (EFAW) : 9.00 am to 3.45pm
Level 3 Forestry (+F) course (optional add-on): 3.45pm-5.45pm

Location: St Ives and St Leonards Village Hall, Braeside Rd, St Leonards. Dorset. BH24 2PH.

You will be informed of the room prior to the course.

Annexe (room at the front of the building)

Russell Room (accessed at the rear of the building) -

Main Hall (Accessed via the right side of main building).

What3words.com address: driven.saying.double

Parking: plenty of free parking is available

What to bring: pen, your own mug, packed lunch and water. Hot drinks, biscuits and all training materials (including a manual, if opted) will be provided.

Please also bring your own towel or blanket to kneel/lie on for the practical sessions and a piece of ID as well.

Please do not attend the course if you are unwell.

Payment information: At time of booking you will not be asked to pay, we will invoice you 14 days before the course date. Please let us know if you have not received an invoice, please ensure payment is made before the course and quote the invoice number or your company name/surname as the reference when making payment.

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Cancellations: if you are unable to attend the course, please let us know as soon as you can. For cancellations made less than 72 hours prior to the course, we can not offer a refund. For cancellations prior to 72 hours, the amount of the refund will be dependent on us filling the place. If you cancel but are able to book onto another course, a 50% reduction on future course cost. If you do not show on the day but still intend on completing the course we will offer a 30% reduction on future course cost.

Course information: The course is a mix of powerpoint sessions; practical sessions e.g. with manikins, dressings, practising various positions used in First Aid, using the defibrillator trainer machine; as well as quiz based learning activities and group scenarios. The practical sessions will be floor based, please let us know if kneeling or floor work with manikins is difficult for you due to knee, back, neck or shoulder problems.

There is no written assessment, multiple choice confirmation of learning and there are practical sessions that are assessed. For further course syllabus information, Please contact us.

Upon successful completion of each course, you will receive an E-certificate which is valid for 3 years. The certificates are issued, an Ofqual regulated organisation. Hard copies are available on request and are an extra £5.

The Instructor will either be myself or one of my team of Instructors, all of whom are experienced qualified trainers.

Contact details: Mobile number: 07495 962507
E-Mail: admin@newforestfirstaidtraining.co.uk

Please feel free to ask any questions you may have about the course.

With best wishes,
Joe & team.
New Forest First Aid Training.