**FIRST AID COURSE BOOKING FORM and PRE COURSE INFORMATION:**

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| **Course Date and title:** | **21st June 2018**  **Emergency First Aid at Work (6 Hours)** |
| **Time:** | 9.00 to 4.00pm |
| **Location:** | Filleigh Village Hall, Filleigh, Barnstaple, Devon, EX32 0RS |

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| --- | --- | --- | --- |
| Company/organisation (if applicable) : | | | |
| Title |  | Occupation |  |
| Name |  | Are you over 18? | Yes/ No |
| Surname |  | Postcode |  |
| Address |  | | |

**How can we contact you? Over 18s only.**

|  |  |
| --- | --- |
| Home Tel: | |
| Mobile: | |
| Email : | |
| Have you any previous first aid qualifications? | **Yes/No** |
| Details/ experience: | |

**Standard Terms of Business:** Thank you for choosing Outdoor Mentor to provide your training; we look forward to welcoming you on one of our first aid courses.

**PLEASE BRING WITH YOU...**

* Comfortable clothes, suitable for rolling around the floor in and getting dirty.
* Warm/waterproof clothing & footwear (including hat & gloves) all courses have outdoor elements of first aid/ casualty management.
* Please also bring clean footwear for indoor use.
* Packed lunch and drink.
* Pen and paper for notes.

**Health & Safety: Please inform the First Aid trainer of any details of medical conditions, allergies or personal issues you think we need to know about.**

* First Aid training is practical and active. We would normally expect participants to be capable of kneeling, bending, lying down, performing simulated CPR and able to take a full and active part by acting as casualties for both the trainer/s and each other.
* If you feel uncomfortable or have any concerns whatsoever please do not hesitate to inform our experienced trainer/s who may well have a strategy for helping you throughout the course.
* **Payment**  Enclose the full fee of £49, Cheque payable to Richard Hathway
* **Send to:** Richard Hathway , 2 West Close, West Buckland, Devon EX32 0ST

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* **P**ay by bank transfer: Richard Hathway Sort Code: 09-06-66 Account No: 41786971 (Santander)

**Or** Invoices should be paid within 10 working days of issue or an additional 10% surcharge will be added.

**Attendance/Assessment**  In order to meet the assessment standards of the course, it is essential that candidates attend every session and are punctual. You will be assessed on the ability to act safely, promptly and effectively when a simulated emergency occurs and to deal with a casualty/ casualties.

**Certification** All of our courses are accredited through Rescue Emergency Care (REC). Rescue Emergency Care (REC) is a well known and respected first aid training organisation founded in the mid 1980s by Dr Robert Phillips while working in remote healthcare and adventure rescue services. REC was set up to provide a comprehensive and flexible training programme that extends the competency of the participants. This unique style of first aid training has been delivered by REC trainers throughout the UK and Europe for over 30 years.

Emergency First Aid at Work *EFAW* (6 hours) and First Aid at Work *FAW* (3 days) **MEETS THE REQUIREMENTS OF** **the HSE Regulations and is valid for 3 years**. I.E The ability to maintain statutory first aid requirements for a place of work according to HSE ’81 and ’97 regulations.

On successful completion of the course, the relevant paperwork is submitted, by the trainer to REC for verification. Certificates will normally be issued within three to four weeks of completion of the course, PROVIDING that full payment has been received.

**Data Protection – GDPR 2018** Outdoor Mentor, is an outdoor learning provider based in the UK, we will use data generated from our website, booking form and its other training activities in line with current Data Protection and GDPR 2018 regulations.

We use your personal data for the following purposes:

* To share your contact details with the appropriate awarding body for official certification
* Outdoor Mentor will contact companies and individuals to keep you current and up to date with First Aid regulations, reminders, news and events organised by Outdoor Mentor
* To maintain and manage our employees, accounts and records

The security of your personal information is important to us and Outdoor Mentor will endeavour to deal with all data protection issues promptly and efficiently. If you have any issues about the use of your personal data, and are not satisfied with our response to your issues, you are free to contact the Information Commissioner’s Officer to take your complaint further. You can unsubscribe at any time, by contacting the Outdoor Mentor DPO [Richard.hathway@me.com](mailto:Richard.hathway@me.com) . Note – Outdoor Mentor will never pass on your company or other personal data for marketing purposes.

**Completion of this booking form is an acknowledgement that you have read, and agree with the standard terms of business for Outdoor Mentor.**

I consent to Outdoor Mentor contacting me by 🞏 post 🞏 phone 🞏email to keep me informed about news, events, activities and services from Outdoor Mentor.

****I consent for photos taken on First Aid courses to be used on the Outdoor Mentor website/ social media/ marketing materials. Please note that your name will not be published with the image. 🞏 yes 🞏 no

Signed: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**