








**ELY COLLEGE**  
COMMUNITY EDUCATION

## Course Information 2016/17



### Emergency First Aid at Work (Appointed Person)

Start Date	tbc	
Time	7.00pm until 9.00pm	
Day of week	Thursday	
Number of Weeks	3 weeks	
Venue	ELY COLLEGE	
Full Course Fee	£60 includes book and certificate (valid for 3 years).	
Concessionary Fee	n/a	
Additional Course Cost (e.g. visits, materials, books, assessment fee, equipment)	none	
Course Level:	Mixed ability	x
	Pre Entry	
	Level 1	
	Level 2 - equivalent to GCSE or NVQ2	
	Level 3 Equivalent GCE A Level	
Any skills or qualifications needed for entry to the class	none	
Materials required for first class		
Course description – Including aims & objectives		
What goes in a first aid box & when to use it. How to clean up, stay safe & write down what you did after an accident or illness. Basic life support, CPR, recovery position, action in an emergency. Plus shock, heart attack, burns, bleeding, diabetes, epilepsy causes & treatment. Gain H&S certification & qualification for 3 years.		
Learning outcomes: Teaching and learning methods used:		
Written test at the end of the course, Observation test		
How Progress & Success will be recorded:		
Observation, Q&A. Each student will be expected to complete an individual tracker form to monitor their goals throughout the course.		

<b>Any further next steps</b> Progression onto a higher level of first aid.	
<b>What else will you need to do</b>	We ask all students to complete an enrolment form which asks for details required by the Skills Funding Agency & the county council and is a requirement of entry to the course. We ask for full payment prior to the course beginning.
<b>What else do we ask of you</b>	Please can you let us know if you have any attendance problems and if you are not able to attend the class. We like to know if there is a problem.
<b>Safeguarding</b>	We have made arrangements to ensure you are safe in our centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against tell your tutor or the centre manager. We will investigate and try to resolve the situation
<b>How do we know if you are happy with your course</b>	We will ask you to complete a course evaluation, giving us your feedback on the course, tutor & college. You are always welcome to feedback directly to us at any time during your course. We welcome feedback & comments to help us improve our services & courses.
<b>Equalities Statement</b>  <i>"The County Council operates an Equality of Opportunity Policy. We will ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all can access activities. If you have any specific needs which might affect your learning you are entitled to a confidential interview where we can look at the support you require. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a learning community based on mutual respect and trust."</i>	
<p> <b>Please contact us for further information</b>            Tel: 01353 664853            Email: <a href="mailto:community@elycollege.co.uk">community@elycollege.co.uk</a>            Web: <a href="http://www.elycollege.com/community">www.elycollege.com/community</a>            Address: Community Education, Ely College Downham Road, ELY, Cambs CB6 2SH         </p> <p>  Follow us on Twitter @Elycommedu         </p>	
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