



The Outdoor Education Unit Training Service

Outdoor Education professional development and training programme

2009 - 2010





Contents

About us 3

Courses

1.	Educational Visits Coordinator (EVC) Training	4
2.	Educational Visits Coordinator (EVC) Updates	5
3.	Educational Visit Leader Training	6
4.	Risk Management and Planning for Educational Visits	7
5.	Outdoor Learning Cards	8
6.	Team Building and Problem Solving	9
7.	KCC Basic Camping Leaders Award	10
8.	Bespoke Courses and Booking Information	11

Photographs courtesy of:
Richard Hayden, Paul Oxberry and www.freedigitalphotos.net

To book please phone us on 01580 715 854 or email: outdoor.education@kent.gov.uk



“Every young person should experience the world beyond the classroom as an essential part of learning and development, whatever their age, ability and circumstance.”

‘*Learning Outside the Classroom Manifesto*’, November 2006.

About us

The role of **The Outdoor Education Unit** is to help support local authority schools, teachers and youth workers on all issues relating to educational visits and to develop and promote Learning Outside the Classroom.



We provide guidance, advice and ‘educational visits approvals’ for residential and adventurous activities. We also ‘vet’ accommodation and activity providers on behalf of schools and youth workers to ensure that they meet Kent County Council (KCC) standards and national good practice guidelines.

The other key part of our role is to develop and promote Learning Outside the Classroom and to provide training for schools and youth establishments.

The Outdoor Education Unit Training Service

The training service was developed to provide CPD/INSET training to teachers, youth workers and other staff working with young people in all aspects of educational visits and education outside the classroom.

We aim to provide a range of courses to help staff feel more confident about planning and leading educational visits in a wide range of environments. We also develop specific skills and understanding of policies and good practice relating to managing educational visits within schools and youth establishments.

Support and resources for ‘Learning Outside the Classroom’

- Learning Outside the Classroom (Council for LOtC) - www.lotc.org.uk
- KCC Outdoor Education Unit homepage with policy, guidance and information - www.kenttrustweb.org.uk/policy/offsite.cfm
- High Quality Outdoor Education (English Outdoor Council) - www.clusterweb.org.uk/docs/HOOE.pdf
- Out of Classroom Learning (Real World Learning Partnership) - www.rspb.org.uk/Images/Outofclassroomlearningbrochure_tcm9-133061.pdf

The Outdoor Education Advisors Panel

The **Outdoor Education Advisors Panel (OEAP)** is made up of representatives from local authority’s (LA) across the UK. It works in partnership with the DCSF and many other bodies helping to advise and develop policy, training and good practice guidelines for Outdoor Education and educational visits.





1. Educational Visits Coordinator (EVC) Training

A course for those who are responsible for managing educational visits for young people.

Course content:

It is recommended by DCSF that every school has an EVC to help coordinate and manage educational visits. This is also a recommended course for area youth officers (AYOs) managing off-site visits and activities.

This course aims to develop the core competencies to help in the coordination of risk management and assessment, supervision and leadership of all educational visits. It is a nationally recognised course and follows a syllabus developed by the Outdoor Education Advisors Panel (OEAP).



Learning outcomes:

To develop an understanding of:

- The purpose and value of educational visits.
- Good practice on educational visits.
- Managing risk through risk assessment.
- Insurance for educational visits.
- Equal opportunities and inclusion.
- Competence, supervision and leadership skills.
- Roles and responsibilities within the school.
- LA policy, guidance and visit approvals.
- KCC's E-Go online visits approval system.

Dates & venue:

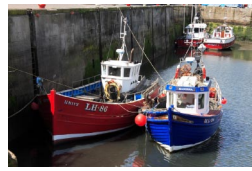
Dates	Venue
1st October 2009	Russell Hotel, Maidstone
3rd December 2009	Swattenden Centre, Cranbrook
11th March 2010	Russell Hotel, Maidstone

Time: 9am - 4pm

Cost: £120 per KCC person, £180 per non-KCC person

Includes: lunch and refreshments

To book please phone us on 01580 715 854 or email: outdoor.education@kent.gov.uk



2. Educational Visits Coordinator (EVC) Updates

An opportunity to catch up with new developments and discuss issues relating to managing educational visits.

Course content:

This course aims to update headteachers and EVCs on current policies, issues and national good practice guidelines. It also provides a forum for discussion on issues relating to managing educational visits.

It provides a forum for questions and discussions on issues surrounding Learning Outside the Classroom; to help with developing and improving your own establishments policies and procedures.



Learning outcomes:

To develop an understanding of:

- Current issues regarding learning outside the classroom.
- Updates on KCC policy and procedures for off-site visits.
- Updates on managing risk and risk assessments.
- Discussions on further development of equal opportunities and inclusion, competence, supervision and leadership.
- Reinforcement and discussion of the roles and responsibilities.
- Updates to LA policy, guidance and visit approvals.
- Updates and tips for using KCC's E-Go online visits approval system.

Dates & venue:

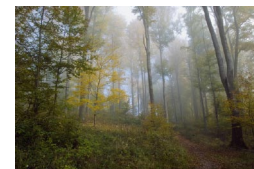
Dates	Venue
17th September 2009	Swattenden Centre, Cranbrook
19th November 2009	Swattenden Centre, Cranbrook
10th December 2009	Swattenden Centre, Cranbrook

Time: 3:30pm - 5:30pm

Cost: £30 per KCC person, £60 per non-KCC person

Includes: refreshments

This course can also be run locally for a group, or cluster of schools. Please enquire for further information.



3. Educational Visit Leader Training

A course to increase confidence when leading outdoor visits.

Course content:

This is a very practical course aimed at teachers, youth workers and other people working with young people in outdoor environments. This course aims to help develop knowledge, understanding and practical group management skills in different environments to help staff feel more confident leading educational visits.



It is a nationally recognised course and follows a syllabus developed by the Outdoor Education Advisors Panel (OEAP).

Learning outcomes:

To develop an understanding of:

- The purpose and value of educational visits.
- Current good practice on educational visits.
- Managing risk and practical risk assessment.
- Practical experience in a range of outdoor environments - including by water, lowland country, urban areas, etc.
- Practical strategies for group control and management in outdoor environments.
- Safe management of pupils using minibuses and other transport.
- Basic navigation and map work.
- A fun day out where you talk to other teachers and youth works and share ideas and experiences!

Dates & venue:

Dates	Venue
9th October 2009	Woodland Enterprise Centre, Flimwell
13th November 2009	Shorne Woods Country Park, Gravesend
19th March 2010	Pines Calyx Conference Centre, St Margaret's Bay

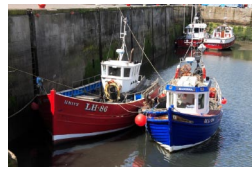
Time: 9am - 4pm

Cost: £100 per KCC person, £160 per non-KCC person

Includes: refreshments

NB: This course will take place mainly outside and you will need to bring appropriate clothing and footwear.

To book please phone us on 01580 715 854 or email: outdoor.education@kent.gov.uk



4. Risk Management and Planning for Educational Visits

A course for anyone wanting to feel more confident planning visits.

Course content:

This is a course to help teachers, youth workers and anyone working with young people. It focuses on the importance of risk management, and how to use it effectively in planning for educational visits.

This course also provides a forum for discussion and helps to alleviate fears and clear-up misconceptions about issues surrounding educational visits.



Learning outcomes:

To develop an understanding of:

- The importance of planning for educational visits.
- Principles of risk assessment.
- Health and Safety law and obligations.
- The 3 levels of risk assessment (generic, specific and ongoing).
- Practical experience of writing risk assessments.
- Issues surrounding risk assessment and risk management.

Dates & venue:

Dates	Venue
26th November 2009	Swattenden Centre, Cranbrook
29th April 2010	Swattenden Centre, Cranbrook

Time: 3:30pm - 5:30pm
Cost: £30 per KCC person, £60 per non-KCC person
Includes: refreshments

Other options:

Time: Full day, half day or twilight options available
Cost: Whole school day - £600, half day/twilight - £250

This course can also be run locally for a group, or cluster of schools. Please enquire for further information.



5. Outdoor Learning Cards

A course for anyone looking for new ideas and activities in the outdoors.

Course content:

The Outdoor Education Advisers' Panel (OEAP) has developed and designed a range of outdoor learning support resources to help educational professionals integrate outdoor learning into the curriculum.

This is a new one day course that will train teachers and youth workers in how to deliver exciting and inspirational outdoor learning activities using the 50 new outdoor learning cards resources.

The training will cover four elements:

- Team building and problem solving
- Orienteering
- Bouldering
- Journeyming

These activities can be used from KS1 through to KS3 in a variety of situations from curriculum subjects through to clubs and extended services activities. Each participant receives training and a full set of learning cards and resources.

Dates & venue:

Dates	Venue
25th September 2009	Swattenden Outdoor Centre, Cranbrook
16th October 2009	Swattenden Outdoor Centre, Cranbrook
18th June 2010	Swattenden Outdoor Centre, Cranbrook

Time: 9am - 4:30pm

Cost: £150 per KCC person, £185 per non-KCC person (incl. Outdoor Learning Cards resources valued at £75)

Includes: lunch and refreshments

NB: This course will take place mainly outside and you will need to bring appropriate clothing and footwear.



To book please phone us on 01580 715 854 or email: outdoor.education@kent.gov.uk



6. Team Building and Problem Solving

A course for anyone looking for alternative activities to develop skills.

Course content:

This course is designed to introduce the concept of Learning Outside the Classroom, and the use of team building and problem solving activities to help improve pupils learning. It aims to help staff to develop these activities at school to complement activities inside the classroom.

The skills and learning that can be targeted for improvement include: **team working, communication, problem-solving, self confidence, leadership and decision-making.**



This course can be very successfully be linked with 'Building Learning Power' (BLP) and 'Thinking Actively in a Social Context' (TASC) educational concepts.

Dates & venue:

Dates	Venue
5th November 2009	Swattenden Centre, Cranbrook
24th June 2010	Swattenden Centre, Cranbrook

Time: 3:30pm - 5:30pm
Cost: £30 KCC per person, £60 per non-KCC person
Includes: refreshments

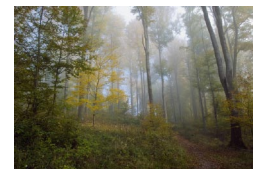
Other options:

Time: Full day, half day or twilight options available
Cost: Whole school day - £600, half day/twilight - £250

This is a very flexible course that can be tailored to your school or groups particular needs. It can be run as staff training or can include your pupils in the activities.

This course can also be run locally for a group, or cluster of schools. Please enquire for further information.

NB: This course will take place mainly outside and you will need to bring appropriate clothing and footwear.



7. KCC Basic Camping Leaders Award

A course for anyone looking to lead camping activities in lowland areas.

Course content:

The aim of the course is to provide you with the basic skills required for leading and supervising groups camping on commercial, permanent and lowland rural campsites.

The one day course will comprise of both theory and practical sessions (pitching tents, group and risk management, health and hygiene, etc.) and safe management of cooking using camping stoves.



Please note: a current first aid certificate will be required to validate this award.

Dates & venue:

Dates	Venue
28th May 2010	Swattenden Centre, Cranbrook
2nd July 2010	Swattenden Centre, Cranbrook

Time: 9am - 4pm

Cost: £60 per KCC person, £100 per non-KCC person

Includes: refreshments

This course can also be run locally for a group, or cluster of schools. Please enquire for further information.

NB: This course will take place mainly outside and you will need to bring appropriate clothing and footwear.

To book please phone us on 01580 715 854 or email: outdoor.education@kent.gov.uk

8. Bespoke courses for schools and youth groups

As well as the range of courses, we also work directly with schools and youth groups to develop training courses tailored to their specific needs.

Activities can be developed and adapted to suit training for staff or young people, or a combination of both to help develop all aspects of Learning Outside the Classroom. E.g. a staff INSET/CPD backed up with a 'mentored' first session with a group of young people, to help staff feel completely confident in the planning and delivery of any outdoor activity.

Examples of Learning Outside the Classroom that are easy and exciting to develop individually or as part of a wider programme of activities or curriculum development:

- Team building, communication, leadership and problem-solving skills and activities
- Camping, survival and bush craft skills
- Navigation, map work and orienteering
- Journey planning
- Risk assessment and management (for staff and young people)
- Self confidence, self esteem and engagement in learning using alternative activities and ideas linked to the curriculum
- Improved use of school grounds and local area resources for both mainstream curriculum and alternative curriculum activities
- Skills development in sailing, canoeing, climbing and expeditions

Please contact us with your ideas and requirements.

Booking Terms and Conditions

Booking a Place

Places for courses are registered on a first-come, first-served basis. Wherever possible, please apply at least six weeks before the course is due to take place, as low bookings after this time may lead to cancellation. In the event of a course being cancelled due to low participant numbers, the Outdoor Education Training Service will endeavour to give a minimum of ten working days notice to delegates booked on the course.

Cancellation Charges

If a participant cancels:

Time Prior to Course Start Date

More than 14 days

8-14 days


0-7 days (including non attendance)

Cost

No Charge

50% of the course fee

100% of the course fee



“Must we always teach our children with books? Let them look at the mountains and the stars up above. Let them look at the beauty of the waters and the trees and the flowers on earth. They will then begin to think, and to think is the beginning of an education.”

David Polis

For more information or to book a course, please contact:

Outdoor Education Unit
Swattenden Centre
Swattenden Lane
Cranbrook
Kent TN17 3PS

Tel: 01580 715 854

Fax: 01580 714 339

[Email:outdoor.education@kent.gov.uk](mailto:outdoor.education@kent.gov.uk)

www.kenttrustweb.org.uk/policy/offsite.cfm