

**9<sup>th</sup> – 10<sup>th</sup> October**

## **GET INTO EXPEDITION LEADING and PLANNING AND LEADING EXPEDITIONS**

### **NORTHMOOR TRUST**

Thank you for choosing to complete the Tropical Forest Safety course with **Fieldskills Ltd.**

We intend the following document to contain all the information you need before the course. Having said that if we have omitted any detail or you require further assistance, then please give us a call on **0845 2937296** or email **admin@fieldskills.com**.

It is important you have a read through this information to ensure you know what to expect and have appropriate clothing etc on the day.

### **Staff & Experience**

The course will be run by Dominic Hall, Fieldskills UK Director. Dom started his jungle expedition life ten years ago and has now clocked up twenty expeditions and over two years living in his hammock in Central America, Africa and South East Asia. He has led expeditions for Trekforce Expeditions, BSES, Wilderness Expertise and Biosphere Expeditions.

### **Course content and timetable**

Below is a rough outline of the timetable for the course. As with all outdoor courses the exact timings will be flexible dependant on weather etc but the timetable will give you an outline of the topics we will cover.

The key timings are:

The days **run from 09.30 – 17.00.**

As you will see from the timetable the course is quite packed. Therefore please arrive in good time. Coffee and tea will be available from 09.00.

#### **DAY 1 – GET INTO EXPEDITION LEADERSHIP**

|  |  |       |       |
|--|--|-------|-------|
| Intros                                       |  | 09:30 | 09:40 |
| Overview of the expedition industry          |  | 09:40 | 10:00 |
| Qualifications and training                  |  | 10:00 | 10:30 |
| Coffee                                       |  | 10:30 | 10:45 |
| Expedition Leadership                        |  | 10:45 | 11:30 |
| Environmental protocols                      |  | 11:30 | 12:15 |
| LUNCH  |  | 12:15 | 13:15 |
| Soft skills scenarios - discussion groups    |  | 13:15 | 14:15 |
| Coffee                                       |  | 14:15 | 14:30 |
| Reviewing and personal development on expeds |  | 14:30 | 15:30 |
| Outdoor Scenario                             |  | 15:30 | 16:30 |
| Conclusions – wrap up and Questions          |  | 16:30 | 17:00 |

## DAY 2 – PLANNING AND LEADING EXPEDITIONS

|                                      |               |
|--------------------------------------|---------------|
| Planning Intro – why is it important | 9.30 - 9.45   |
| Information gathering practical      | 9.45 - 10.00  |
| Risk Assessment                      | 10.00 - 10.20 |
| Dynamic RA Activity                  | 10.20 - 10.45 |
| BREAK                                |               |
| Crisis Management Planning           | 11.00 - 11.30 |
| Communications and Evacuations       | 11.30 - 12.00 |
| Some evacuation scenarios            | 12.00 - 12.30 |
| LUNCH                                |               |
| Environmental Planning               | 13.15 - 13.45 |
| Planning Practical                   | 13.45 - 14.45 |
| BREAK                                |               |
| Outdoor scenario                     | 15.00 - 16.45 |
| Wrap up and Conclusions              | 16.45 - 17.00 |

### How to get there

#### By Train

The nearest railway station is Didcot Parkway which is accessible on the mainline from London. It is easiest to pick up a taxi from there which is inexpensive, especially if you club together with others arriving by train.

#### By Car

The venue is about 10 miles South East of Oxford. There is a map available on the Northmoor Trust website: [http://www.northmoortrust.co.uk/home/contact/map\\_page](http://www.northmoortrust.co.uk/home/contact/map_page) or alternatively the address is The Northmoor Trust, Hill Farm, Little Wittenham, OXON, OX14 4QZ

When you get nearby it is easiest to follow the brown tourist signs to **Project Timescape** which is at The Northmoor Trust.

When you arrive turn into the main grassed car park and walk up the steps. We will be in the building next to the Project Timescape exhibition.

For all carbon counter enthusiasts - If you are happy to stop off and pick people up at Didcot please let us know and we will circulate your contact details to other course members – equally we try to encourage people to car share so again if you are up for this let us know via email and again we will circulate offers.

### What to expect and what to bring

All Fieldskills courses involve some practical elements. In the case of first aid this may be just some bending and lifting inside the classroom, in other courses this may involve working outside in rough or even remote terrain. Clients are reminded of the importance of operating within their abilities and informing Fieldskills of any medical or other issues which may affect their active participation.

Clients should also understand that all outdoor activities are potentially hazardous and that they are obligated to agree to abide by safe practice as instructed.

The course is a combination of lecture based teaching and hands on practical sessions. Therefore there will be a substantial outdoor element to the course. Please bring adequate clothing (boots, waterproofs and fleece) and suitable outdoor footwear.

If you have your own compass please bring this for the navigation lectures. All other specialist equipment will be provided.

## Terms and Conditions

Payment of the full course fee is required to secure the booking.

In case of client cancellation:

- More than one month prior to the course Fieldskills is able to provide a 50% refund.
- Less than a month before no refund is possible.

## Food

The course cost covers a basic buffet lunch. You will be expected to provide your own breakfast and dinner. Often groups will choose to head to the pub for dinner on the Saturday night.

## Accommodation

There are a few B&B's within walking distance of The Northmoor Trust

### **In Little Wittenham:**

Julie Sargent – 01865 407922

Sue Hollybone – 01235 813640 / 812052

### **In Long Wittenham (1 ½ miles away):**

Graham and Cherry Neil – 01865 407808

Mrs Mellor – 01865 407686

Mrs Widowson – 01865 407758

For those who prefer to sleep under canvas we may be able to arrange basic camping facilities on site at The Northmoor Trust if you let us know before hand. Please let us know and we will investigate.

Please feel free to get in touch if you need any more information.

We look forward to seeing you on the course.

Kind Regards,

*The Fieldskills Team*

Phone: 0845 2937296

Email: [admin@fieldskills.com](mailto:admin@fieldskills.com)