Pearson TQ

Unit Welfare Officer Course

PART 2 - JOINING INSTRUCTIONS

Monday 23 – Thursday 26 January 2017

Army Welfare Service
Headquarters Regional Command
Montgomery House, Queen's Avenue
Aldershot, GU11 2JN

Tel: 94222 7658 (Mil) 01252 787658 (Std)
Fax: 94222 7836 (Mil) 01252 787836 (Std)
Email: RC-AWS-HQ-UWOTrg@mod.uk

Ref: AWS/551/17/05

See Distribution

Date: 31 Oct 16

JOINING INSTRUCTIONS - UNIT WELFARE OFFICER TRAINING COURSE PART 2 (INCLUDING MENTAL HEALTH FIRST AID) 23 - 26 JAN 17

General

1. The above residential course will be delivered by TQ at the Hawkhills Training & Conference Centre within the Cabinet Office Emergency Planning College, Easingwold, York from 23 – 26 Jan 17.

Programme

2. A course programme can be found at Enclosure 1; all students are expected to arrive and depart the course in accordance with the timings detailed.

Accommodation

3. This is a fully residential course and all students are fed and accommodated at the Hawkhills Conference Centre. Students can check in to Hawkhills from 1400hrs on the day before the course commences (except for students attending the MHFA only, who need to arrive before 1330hrs on Tue 24 Jan 17). Accommodation charges are to be paid in full by individuals with accounts settled no later than 1000hrs on the last day of the course.

4. At the start of the course you will be given a single invoice totalling £385.64 incl. VAT for your accommodation and meals. If only staying for the Part 2, or MHFA section of this course the invoice amount will be £192.82. Please ensure payment is passed to the course leader A Jackson prior to the end of the course. Payment can be made by cash, cheques made payable to "TQ Education and Training Ltd", or debit/credit card (excluding American Express).

5. Individuals will then be eligible to claim the sum back on return to their units using the booking reference **5000401**. All receipts should be retained for audit purposes.

6. Unfortunately the EPC Hawkhills complex does not have a DII terminal and cannot facilitate remote DII.

Allowances

7. This letter is the authority for all travel and subsistence claims; all costs are to be met by parent units in accordance with allowance regulations.

Travel

8. Students arranging drop off or collection of hire cars are to ensure they use the correct address as follows:

The Hawkhills Conference Centre
Easingwold
York
YO61 3EG

9. All students travelling from overseas are advised to allow approx 3 kgs in their return flight weight allowance for course handouts and folders.

Dress

10. Dress throughout the course is smart civilian clothing; there is no requirement for suits to be worn in the evening.

Security

11. All concerned are reminded of their responsibilities under the Official Secrets Act and are warned not to discuss information from the course with unauthorised persons. Specifically, in the prevailing security situation, all students are requested to adhere to the following security code:

a. Items of personal luggage are to be locked and secured in boots of private cars or venue storage accommodation.

b. Briefcases/daysacks are to remain in possession of their owners at all times and under no circumstances left unattended in public rooms.

c. Care should be exercised in not disclosing Service connections or the nature and venue of this course during conversations with, or in the hearing of, unauthorised persons.

Confirmation of Attendance

12. All students nominated to attend this course must now confirm their attendance by returning Annex A to the HQ AWS Courses Clk via email: RC-AWS-HQ-UWOTrg@mod.uk **NLT 05 Dec 16.**

Failure to attend

13. Failure to attend or complete the course, other than for service or authorised personal reasons, will result in tuition, accommodation and messing charges being levied against the Army Welfare Service. If you are unable to attend this course for any reasons contact the Courses Clk by email or telephone number below at the latest 2 weeks before the course commences.

Further Information

14. Any queries should be directed to the HQ AWS Courses Clk tel: 94222 7658 / 01252 787658.

Original signed

Maj C Graham
SO2 Trg
Army Welfare Service

Annexes:

A. Confirmation of attendance.

Enclosures:

1. Course programme and Hawkhills brochure.

Distribution:

As per nominal roll.

Annex A to
AWS/551/17/05
Dated 31 Oct 16

CONFIRMATION OF ATTENDANCE - UNIT WELFARE OFFICER TRAINING COURSE PART 2 - 23 TO 26 JAN 17

From: …….. (BLOCK CAPS)

*I will be attending MHFA Only (24 - 26 Jan 17)

*I will be attending Part 2 Course Only (23 – 24 Jan 17), as I have already completed MHFA.
(Note: If you have already completed MHFA within the last two years, you must forward a copy of your certificate to the UWO courses clerk).

*I will be attending the Full Course 23 – 26 Jan 17.

*I will not be attending because: ……

……

……

* Delete as applicable

Signature……..……

Date……

Return to the HQ AWS Courses Clk via email: **RC-AWS-HQ-UWOTrg@mod.uk** NLT **05 Dec 16.**

Pearson TQ

Unit Welfare Officer Course - Part 2 Programme

Monday		
0830 - 0900	Admin - Intro	Andrew Jackson
0900 - 1100	Course Discussion	Andrew Jackson
1100 - 1230	AWS Updates	Guest Speaker
1230 - 1330	Lunch Break	
1330 - 1445	D&I and Networks	Guest Speaker
1445 - 1600	Media Support	Guest Speaker
Tuesday		
0830 - 1100	Welfare Policy Updates	Guest Speaker
1100 - 1600	MHFA Section 1 (MHFA for the Armed Forces Community)	Andrew Jackson/Sharon Barnes
Wednesday		
0830 - 1200	MHFA Section 2 (Suicide and Depression)	Andrew Jackson/Sharon Barnes
1200 – 1245	Lunch Break	
1245 - 1600	MHFA Section 3 (Self-Harm, Eating Disorders and Psychosis)	Andrew Jackson/Sharon Barnes
Thursday		
0830 - 1100	MHFA Section 4 (Anxiety Disorders)	Andrew Jackson/Sharon Barnes

the Hawkhills

Training & Conference Venue

Easingwold, York

Where Contemporary Style Rubs Shoulders With Traditional Elegance

Revised September 2010

warm Welcome

Conference and Training Venue

The Hawkhills is an elegant stately home which has been extensively and sympathetically modernised. Set within a 240 acre estate, the site boasts magnificent landscaped gardens, woods and parkland.

Our friendly welcome and idyllic setting combine to create the perfect venue for your corporate training event or conference.

Since 1989 we have offered our clients exceptional, first class residential and non-residential training and conference facilities. The growing number of returning customers from both the UK and overseas, are testament to this.

We take pride in our willingness and ability to meet your needs and endeavour to exceed your expectations. Our friendly, professional team will work closely with you to ensure your event is a success.

The peace and tranquillity of the Hawkhills provides a conducive and productive learning environment away from the hustle and bustle of your busy working life. Beautiful, comfortable surroundings, the convenience of modern technology and the highest levels of service ensure this is an ideal venue at very competitive prices.

excellent Facilities

The Right Mix of Technology and Customer Service

Modern facilities in peaceful surroundings. The Hawkhills is a welcoming conference and training venue for groups of all sizes.

Our purpose-built training facility offers:

- 13 seminar rooms equipped with sophisticated AV and IT technology
- Air conditioning
- WI-FI internet access
- Unlimited hot and cold refreshments throughout the day
- Easy vehicular access for loading and unloading equipment
- A dedicated Event Support service
- Elegant restaurant serving fine cuisine
- Secure, free car parking for over 100 vehicles.

Relax and enjoy our leisure facilities which include:

- A fully equipped gymnasium with a range of cardio vascular and weight equipment
- The woodlands of the Hawkhills, which provide an excellent environment for running and walking
- Croquet and putting green
- Satellite TV in the bar and in the games room
- An internet cafe available from early until late
- Snooker, pool and table football
- A bar providing a wide range of drinks at reasonable prices.

modern Accommodation

Make Yourself At Home

We understand the importance of comfort and relaxation and how this contributes to a successful event.

The Hawkhills offers a blend of contemporary and traditional style of design. The light and airy coffee lounge at the hub of our modern training accommodation contrasts with the Georgian and Victorian country house which boasts an elegant period restaurant and cosy bar.

Our 102 comfortable, double en-suite bedrooms are furnished to provide the perfect setting for study and relaxation during your stay.

Bedroom facilities include:

- Wifi internet access
- Telephone
- Television - with terrestrial and selected digital channels
- Hairdryer
- Complimentary tea and coffee-making facilities.

Additional Facilities:

- Laundry Room
- Gymnasium
- Lounge with digital television, table football* and pool.*

* coin operated

EMERGENCY PLANNING COLLEGE

The Hawkhills
Easingwold
York
YO61 3EG

Tel: +44 (0)1347 821 406
Fax: +44 (0)1347 822 575
www.epcollege.gov.uk

- The College site, 'The Hawkhills', is situated near Easingwold on the A19, 12 miles north of York and 10 miles south of Thirsk.

By Rail

- York is approximately 30 minutes away by car and is the nearest railway station.

Taxis are available at York station, usually at your own expense, and the fare is approximately £20.

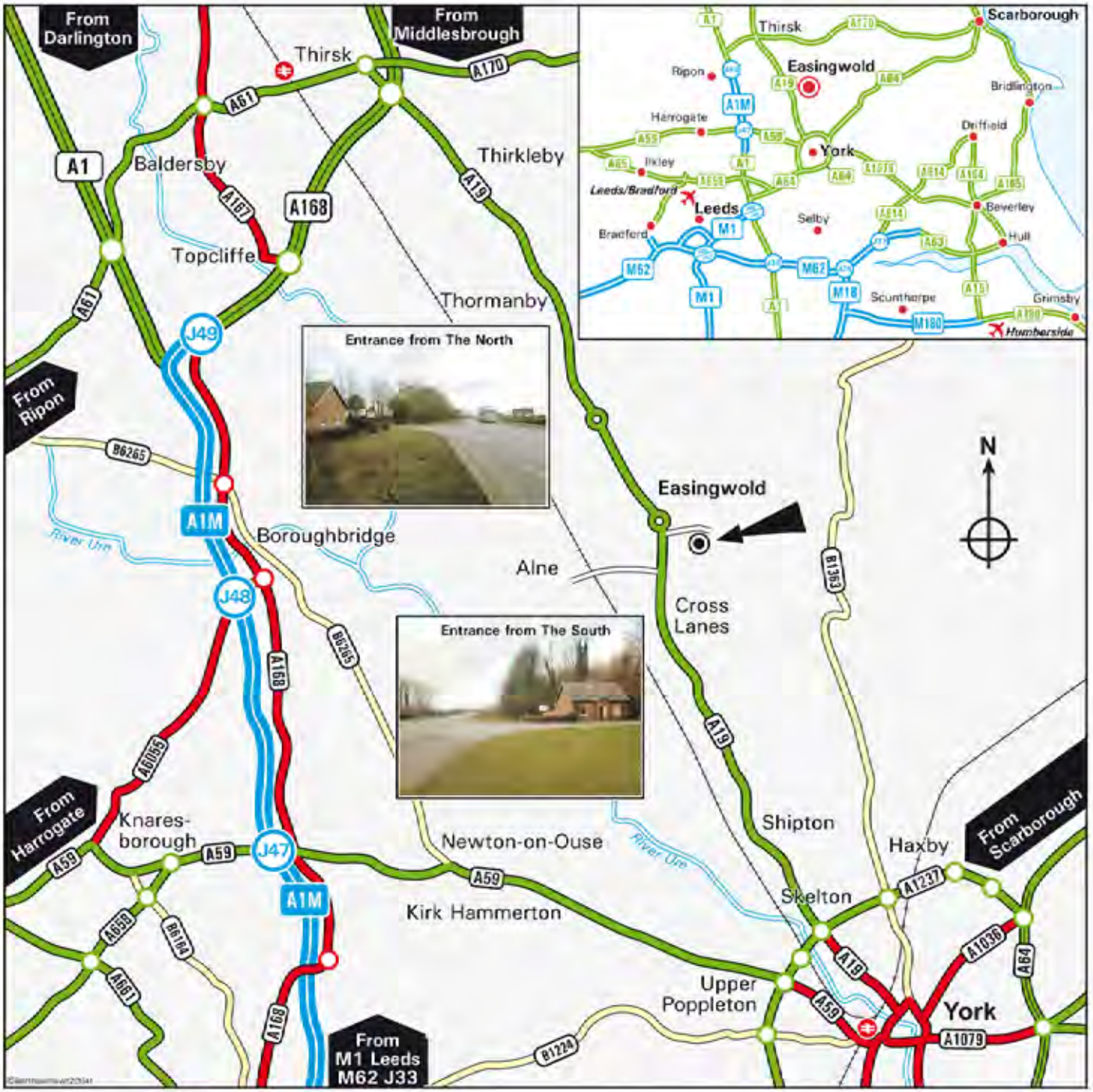
By Car

From the North

- A1 - exit A1 at A168 junction 49 and head towards Thirsk.
- Pick up A19 towards York.
- Remain on A19 for approximately 10 miles following signs to York.
- Proceed straight on at the first roundabout.
- At the second roundabout follow the A19, but be prepared as 'The Hawkhills' is immediately on the left, 200 yards after the roundabout.
- A small gate lodge marks the entrance to the driveway.

From the South

- Continue on M1 until it merges with the A1.
- Remain on A1 until A64 exit.
- Exit onto A64 following signs for York.
- Exit left onto A1237 (York Ring Road) and follow signs for Thirsk and Harrogate.
- At fourth roundabout on A1237, turn left onto the A19 (Thirsk).
- Continue on A19 for approximately 9 miles, 'The Hawkhills' is on the right-hand side (1 mile on from the turning to Alne, and roughly 200 yards before the Easingwold by-pass roundabout).
- A small gate lodge marks the entrance to the driveway.

From Leeds-Bradford Airport

- Follow A658 towards Harrogate/Knaresborough/The North (A1)/York.
- Pick up A59 (York).
- Continue on A59 until reach roundabout with A1237 (York Northern Ring Road), turn left onto A1237 (Scarborough).
- At next roundabout take first exit to stay on A1237.
- At next roundabout turn left onto the A19 (Thirsk).
- Continue on A19 for approximately 9 miles, 'The Hawkhills' is on the right-hand side (1 mile on from the turning to Alne, and roughly 200 yards before the Easingwold by-pass roundabout).
- A small gate lodge marks the entrance to the driveway.