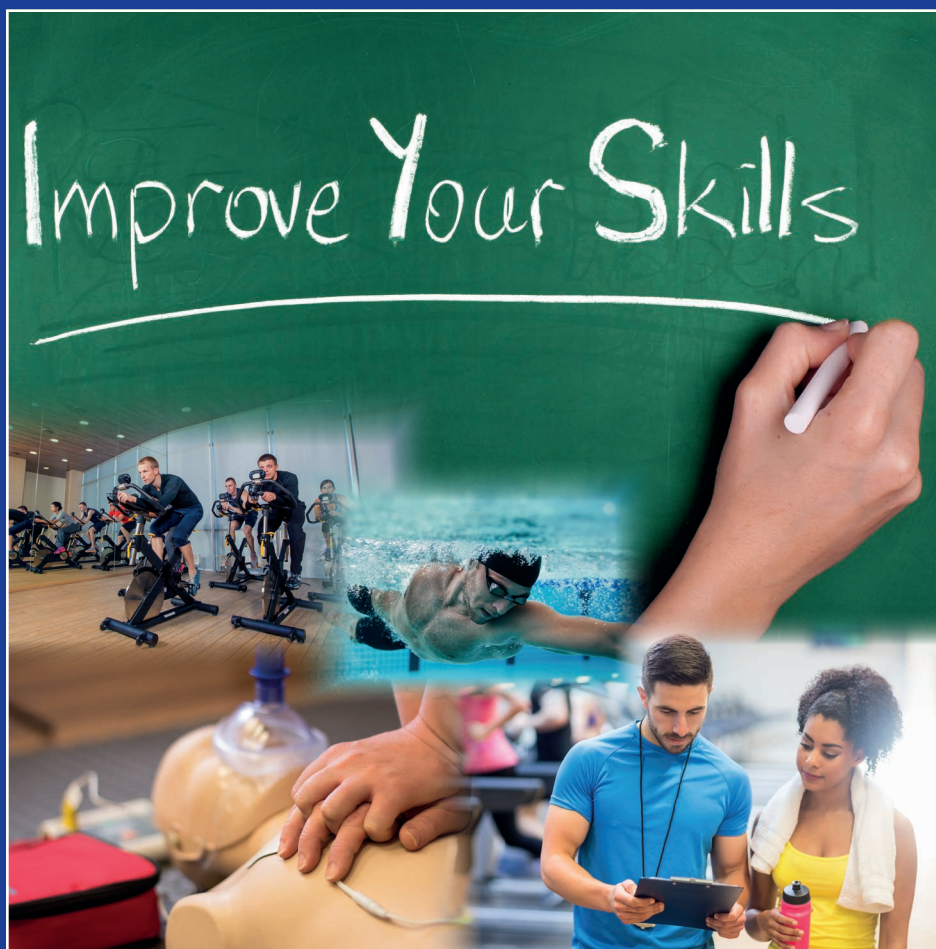


# West Lothian Leisure Training

**Training Courses 2019/20**



**west lothian leisure**

**Xcite**

# West Lothian Leisure Training

## Training Courses 2019/20

Working in Leisure can be tough, it can sometimes test you but it can also be rewarding. For some it's a good job to leave behind at the end of the day and for others it's the focus of their life. Whatever the approach, it's important to us that everyone enjoys what they do.

If you like working with people, if you like a challenge and you enjoy an active lifestyle then we can help you take the first step to working in leisure.

This brochure contains information and dates for nationally recognised qualifications; these courses will support you in taking care of your future goals.

***west lothian leisure***

**Xcite**

West Lothian Leisure (known as Xcite) is a Scottish Charity, SC027470.

@XciteLeisure



[www.westlothianleisure.com](http://www.westlothianleisure.com)

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# Active IQ level 3 Certificate in Pool Plant Operations

## Introduction

The aim of this qualification is to provide learners with the knowledge and skills to be able to safely operate a pool plant

- Unit 1 Principles of pool water plant operations
- Unit 2 Principles and practice of pool water testing

## Requirement

There are no specific entry requirements.

## Aim

To provide learners with the knowledge and skills to:

- Be able to safely operate a pool plant.

## Objectives

To provide learners with the knowledge and skills to:

- Understand the principles of pool plant operations.
- Be able to test pool water and take remedial action to restore ideal conditions.
- Understand the technical requirements for ensuring the safe and effective operation of the pool plant.
- Be able to manage pool water quality.

## Minimum age:

16 years

## Cost:

£299.00 inclusive of VAT

## Course duration:

20 hours over three days

## Time:

09.30 – 10.00

## Venue:

Xcite Bathgate Leisure Centre  
Balbardie Park  
Torphichen Road  
Bathgate  
EH48 4LA

## Course date:

**Monday – Wednesday**  
6th – 8th May 2019

# Level 2 Award in Instructing Studio Cycling

## Introduction

The Active IQ Award in Instructing Studio Cycling is at level 2 on the Regulated Qualifications Framework. It is also recognised by The Register of Exercise Professionals (REPs) at level 2, but does not provide access onto the Register. Entry onto the Register is gained via a recognised level 2 fitness instructing qualification.

## Requirement

- A suitable Level 2 Fitness Instructing qualification e.g. Active IQ Level 2 Certificate in Fitness Instructing.
- Some experience of studio cycling is useful.
- The course requires physical exertion and individual participation is essential; therefore, a degree of physical fitness is necessary.
- There is also an element of communication (discussing, presenting, reading and writing) involved and Learners should have basic skills in communication pitched at level 2.

## Qualification Outline

### Target Learners:

- adults (aged 16+) wishing to pursue a career in the health and fitness sector as a studio cycling instructor.
- fitness instructors who wish to widen their skills by offering studio cycling sessions.
- please note that 16 to 18 year-olds may need to be supervised in the workplace, once they have achieved the qualification.

### Aim

- to train learners, who already have knowledge and skills in fitness instruction, to a professionally competent level to plan and deliver safe and effective group cycling sessions.
- to broaden the skills of fitness instructors to include instructing studio cycling sessions.

### Objectives

- to develop Learner's ability to plan and deliver safe and effective studio cycling sessions.

### Minimum age:

16 years

### Cost:

£240.00 Inclusive of VAT

### Course duration:

10 hours over two days

### Time:

10.00 – 15.00

### Venue:

Xcite Craigswood  
Craigswood, Livingston EH54 5ER

### Course date:

**Saturday – Sunday**  
28th – 29th September 2019

# Level 2 Certificate in Gym Instructing

## Introduction

The Active IQ Level 2 Certificate in Gym Instructing is at level 2 on the Regulated Qualifications Framework (RQF).

### Requirement

- Some experience of gym-based exercises, including free weights, is highly recommended.
- The course requires physical exertion, and individual participation is essential; therefore, a degree of physical fitness is necessary.
- There is an element of communication (discussing, presenting, reading and writing) involved and learners should have basic skills in communication pitched at level 2.

### Qualification Outline

#### Target Learners:

- Learners aged 16+
- Learners wishing to pursue a career in the health and fitness sector as gym-based fitness instructors.

**Please note:** 16–18-year-olds may need to be supervised in the workplace, once they have achieved the qualification.

#### Purpose

This qualification aims to provide learners with the knowledge and skills to be able to plan, deliver and supervise safe and effective exercise programmes within a gym or health club environment. During the qualification learners will cover:

- Anatomy, physiology and nutrition and how they relate to exercise and fitness.
- Health and safety in the fitness environment.
- The skills to conduct client and group inductions in a gym-based environment and support exercise adherence and a healthy lifestyle.
- The skills to plan, instruct and supervise safe and effective exercise and physical activity sessions.
- Professionalism for fitness instructing.
- Personal and professional development.
- Delivering exceptional customer service.

#### Minimum age:

16 years

#### Cost:

£540.00 Inclusive of VAT

#### Course duration:

40 hours over five days

#### Time:

09.00 – 17.00

#### Venue:

Xcite Craigswood  
Craigswood  
Livingston  
EH54 5ER

#### Course date:

**Monday – Friday**

5th – 9th August 2019

# Level 2 Award in Instructing Suspended Movement Training

## Introduction

The Active IQ Award in Instructing Suspended Movement Training is at level 2 on the Regulated Qualifications Framework. It is also recognised by The Register of Exercise Professionals (REPs) at level 2, but does not provide access onto the Register. Entry onto the Register is gained via a recognised level 2 fitness instructing qualification.

### Requirement

- A suitable Level 2 Fitness Instructing qualification e.g. Active IQ Level 2 Certificate in Fitness Instructing Some experience of suspended movement training is useful.
- The course requires physical exertion and individual participation is essential; therefore, a degree of physical fitness is necessary.
- There is an element of communication (discussing, presenting, reading and writing) involved and learners should have basic skills in communication pitched at level 2.

### Target Learners:

- Fitness instructors aged 16+ who wish to widen their skills by offering suspended movement exercises and sessions.
- Please note that 16 to 18 year-olds may need to be supervised in the workplace, once they have achieved the qualification.

### Aim

- To train learners, who already have knowledge and skills in fitness instruction, to be able to plan and deliver safe and effective suspended movement exercises and training sessions.
- To broaden the skills of fitness instructors to include instructing suspended movement training sessions.

### Objectives

- To develop learner's ability to plan and deliver safe and effective suspended movement training sessions.

### Minimum age:

16 years

### Cost:

£180.00 Inclusive of VAT

### Course duration:

10 hours over two days

### Time:

10.00 – 15.00

### Venue:

Xcite Bathgate Leisure Centre  
Balbardie Park  
Torphichen Road  
Bathgate  
EH48 4LA

### Course date:

Saturday – Sunday  
4th – 5th May 2019

# Level 3 First Aid at Work

## Bathgate Leisure Centre

### Course Details

A comprehensive 3 day course, which covers a wide range of First Aid emergencies and how to deal with them. You will learn First Aid skills to help you deal with everyday accidents including: Administering first aid to a casualty with, injuries to bones, muscles and joints, including suspected spinal injuries. You will be able to recognise the presence of major illness and provide appropriate first aid including heart attack, stroke, epilepsy, asthma and diabetes. The course is suitable for anyone required to qualify as a First Aider for the workplace and any member of the public requiring a first aid qualification.

### Assessment

Practical and written assessment.

#### Requirement

Candidates must provide photo ID.

#### Outcome

On successful completion of the course and final assessment participants will be awarded a Level 3 Award First Aid First Aid Qualification, which is valid for three years.

#### Minimum age:

14 years

#### Cost:

£240.00 Inclusive of VAT

#### Course duration:

18 hours of training usually held over three days.

#### Time:

09.00 – 16.00

#### Venue:

Bathgate Leisure Centre  
Baldardie Park  
Torphichen Road  
Bathgate  
EH48 4LA

#### Course dates:

##### Monday – Wednesday

22nd – 24th April 2019

##### Monday – Wednesday

10th – 12th June 2019

##### Tuesday – Thursday

10th – 12th September 2019

##### Monday – Wednesday

25th – 27th November 2019

##### Wednesday – Friday

22nd – 24th January 2020

##### Wednesday – Friday

11th – 13th March 2020



# Level 3 First Aid at Work

## Re-qualification Bathgate Leisure Centre

### Course Details

This course is to include a revision of topics covered in the three-day programme, together with any updates that have been incorporated into the programme since the candidate completed their original course. Candidates wishing to undertake this training must evidence either a current First Aid at Work certificate or a First Aid at Work certificate which has expired no more than three months from the certificate expiry date.

### Assessment

Practical and written assessment.

### Requirement

Candidates who currently hold a standard certificate may revalidate their existing qualification for three years by attending and successfully completing examination of this course. Candidates must provide photo ID or a signed bank card and a copy of their current First Aid certificate.

### Outcome

On successful completion of the course and final assessment participants will be awarded a Level 3 Award in First Aid at Work, which is valid for three years.

### Minimum age:

14 years

### Cost:

£180.00 Inclusive of VAT

### Course duration:

12 hours of training usually held over 2 days

### Time:

09.00 – 16.00

### Venue:

Bathgate Leisure Centre  
Balbardie Park  
Torphichen Road  
Bathgate  
EH48 4LA

### Course dates:

#### Monday – Tuesday

1st – 2nd April 2019

#### Monday – Tuesday

20th – 21st May 2019

#### Thursday – Friday

20th – 21st June 2019

#### Thursday – Friday

1st – 2nd August 2019

#### Tuesday – Wednesday

29th – 30th October 2019

#### Tuesday – Wednesday

5th – 6th November 2019

#### Monday – Tuesday

6th – 7th January 2020

#### Thursday – Friday

6th – 7th February 2020

# Level 3 Emergency First Aid at Work Bathgate Leisure Centre

## Course Details

This course is a minimum six-hour programme (one day) for those people who wish to gain knowledge of emergency procedures and attain a recognised qualification in First Aid.

## Assessment

Practical and written assessment.

### Requirement

Candidates must provide photo ID.

### Outcome

On successful completion of the course and final assessment participants will be awarded a Level 3 Award in Emergency First Aid at Work Qualification, which is valid for three years.

### Minimum age:

14 years

### Cost:

£85.00 Inclusive of VAT

### Course duration:

6 hours

### Time:

09.00 – 16.00

### Venue:

Bathgate Leisure Centre  
Balbardie Park  
Torphichen Road  
Bathgate  
EH48 4LA

### Course dates:

#### Monday

22nd April 2019

#### Monday

10th June 2019

#### Wednesday

31st July 2019

#### Tuesday

10th September 2019

#### Monday

25th November 2019

#### Wednesday

22nd January 2020

#### Wednesday

11th March 2020

# RLSS National Pool Lifeguard Qualification Level 2

## Course Details

The Royal Lifesaving Society National Pool Lifeguard Qualification (NPLQ), awarded by The Institute of Qualified Lifeguards, is an internationally recognised qualification for lifeguards working in a swimming pool environment. It is accredited by the Government's Qualifications and Curriculum Authority, and meets Health and Safety standards. The NPLQ is the first requirement for professional lifeguards and is of great value to people working or wanting to work in the sport and leisure industry.

The qualification is valid for 2 years.

## Assessment

Practical assessment plus a written assessment.

### Requirements

Candidates must provide photo ID.

### Pre-requisites

No previous experience required, however candidates must fulfil the following pre-requisites:

- Be a minimum of 16 years of age on commencing the course.
- Jump/dive into deep water.
- Swim 100m on front and back continuously.
- Climb out unaided without using steps/ladders/assistance.
- Surface dive to the pool floor.
- Swim 50 metres in no more than 60 seconds.

If you have any illness, injury or medical conditions that may be provoked please contact the Training Department prior to commencing the course.

### Outcome

Level 2 Award in Pool Lifeguarding, Intervention, Supervision and Rescue.



Continues overleaf...

# RLSS National Pool Lifeguard Qualification Level 2 (continued)

**Minimum age:**

16 years

**Cost:**

£240.00 Inclusive of VAT

**Course duration:**

36.5 hours over 5 days

**Time:**

08.30 – 17.30

**Venue:**

Bathgate Leisure Centre

Balbardie Park

Torphichen Road

Bathgate

EH48 4LA

**Course dates:**

Monday 8th – Friday 12th April 2019

**Weekend course:**

Saturday 25th & Sunday 26th May, Saturday 1st & Sunday 2nd June  
& Saturday 8th June 2019

Monday 15th July – Friday 19th July 2019

**Weekend course:**

Saturday 3rd & Sunday 4th, Saturday 10th & Sunday 11th,  
Saturday 17th August 2019

Monday 14th – Friday 18th October 2019

Monday 11th November – Friday 15th November 2019

Monday 10th – Friday 14th February 2020



# SECTION 1 – COURSE BOOKING INFORMATION

Please provide a valid home address, telephone number, email and date of birth for the named delegate.  
This information is required to register delegates with the awarding bodies.

Where did you hear about our course(s) please tick?

<input type="checkbox"/> Training Brochure	<input type="checkbox"/> Poster site	<input type="checkbox"/> West Lothian Leisure Website
<input type="checkbox"/> Leaflet	<input type="checkbox"/> Educational establishment	<input type="checkbox"/> Facebook

Other please state

Course Title

Course Start Date <input type="text"/>	Course Fee <input type="text"/>
--	---------------------------------

Venue Address

Candidate Name

Date of Birth

Address

Post Code

Telephone (Home)

Telephone (Work)

Telephone (Mobile)

Email (ensuring you a swift reply)

Next of Kin Name and Address  
(in cases of emergency only)

Post Code

Telephone (Home)

Telephone (Work)

Telephone (Mobile)

Email

Does the candidate require support in relation to Reading, Writing, English Language, Physical Support or anything else that could affect your learning experience, please specify.



## PAYMENT OF FEES

Payment of Fees (please tick relevant box)

☐

Fee enclosed (Please make cheques payable to West Lothian Leisure Ltd)

☐

Please invoice employer as detailed below

If paying by Credit or Debit Card please tick this box ☐ and we will call you to take your payment,

Please complete:

For  Delegates x course fee of £  = £

**Delegate Signature**

Total Payment

£

Position held

Date

If fees are being paid by your company/organisation please complete

Employer's Signature

Name (capitals)

Name of company

**Purchase Order No**

Address

Telephone

FOR OFFICE USE ONLY – TILL RECEIPT VALIDATION

Email

## SECTION 4 – COURSE BOOKINGS TERMS AND CONDITIONS

The terms and conditions specified below are a complete statement of the legally binding agreement between the parties and supersede all prior discussions, correspondence and representations made prior to the date of booking unless otherwise agreed to and evidenced in writing by both parties, and shall apply from such date as the booking is accepted by the Company.

### Definitions

- 1.1. The Company means West Lothian Leisure Ltd. Company: Balbardie, Torphichen Road, Bathgate, EH48 4LA.
- 1.2. The Client means the individual or organisation from whom the booking is received.
- 1.3. The Delegate(s) means the person(s) attending the course.
- 1.4. The Course means one or a specific series of training courses as defined in the course brochure or proposal.

### Bookings

- 2.1. All students/delegates participating in training under the terms of the Contract shall be enrolled in accordance with the enrolment procedures and regulations of the "Company" as appropriate, prior to the Company commencing the performance of duties specified within the Contract unless otherwise stated in the Contract Schedule.
- 2.2. No booking will be confirmed as accepted until such time as the "Company" is in receipt of a fully completed booking form.
- 2.3. Except where the "Corporation/Company" exercises its discretion to do otherwise no student/delegate will be accepted onto any course until the "Company" is in receipt of payment, in full, of the course fee.

### Payment

- 3.1. Cheques to be made payable to West Lothian Leisure Ltd, all fees must be paid in full prior to the commencement of the course. (As specified on the course booking form).

### Cancellation

- 4.1. By the "Company" The "Company" may cancel any course at any time but will endeavour to provide the client with at least 14 days notice of cancellation.
- 4.2. Any fees paid will be refunded in full to the Client.
- 4.3. The extent of liability for cancellation of courses is specifically limited to any course fee paid.

### By the Client

- 5.1. All cancellations must be notified to the "Company" in writing.
- 5.2. Where the Client cancels a booking the "Company" reserves the right to impose cancellation fees as follows:
- 5.3. For cancellations less than one (1) calendar week the full course fee (notified on time of booking) will be charged unless otherwise agreed.
- 5.4. Consideration will be taken in the presentation of document evidence of extenuating circumstances for ill health, accident or family bereavement.

### Non completion of course

The fees will be non-refundable, unless document evidence of extenuating circumstances can be provided for ill health, accident or family bereavement.

### Substitution

- 7.1. A suitably qualified substitute will be allowed at any time prior to the scheduled commencement of the course. The "Company" being the sole determinant of such suitability

### Quality

The "Company" will provide lecturers suitably qualified and experienced with regard to the course subject and will take all reasonable care to ensure that the presentation and content of the course is made in a professional and competent manner and to a standard appropriate to the course.

### Materials and Equipment

All facilities, course materials and equipment will be provided for use by delegates for the duration of the course unless otherwise specified. The Corporation/Company will not be liable for any materials or equipment brought onto the premises by a delegate.

### Copyright of course material

Ownership of and copyright in all course material and documents shall remain with the "Company". Delegates may use such material and documents only for their personal use and such material and documents shall not be copied, given, sold assigned or otherwise transferred in whole or in part to any third party without the express written consent of the "Company".

### Delegates Liability

The Client accepts responsibility in full for the conduct of its delegates whilst on "Company" premises and undertakes to indemnify the "Company" against material damage and/or personal injury to the "Company", its servants, agents or property as a result of actions or defaults whilst attending the course.

### Limit of Liability

Other than liability in respect of death or personal injury, the extent of the "Company's" liability for any failure to meet its obligation shall be limited to the costs of the course fee only.

### Interpretation

- 13.1. This agreement shall be governed by and construed in accordance with the laws of Scotland and the parties hereby submit to the exclusive jurisdiction of the Scottish Courts.
- 13.2. This agreement is subject to the special conditions (if any) contained in the schedule hereto. In the event of any consistency between such special conditions and the other terms of agreement such special conditions shall prevail.

### Force Majeure

The Company shall not be liable to refund of fees or for any other penalty should courses be cancelled due to war, fire, strike, lock-out, industrial action, tempest, accident, civil disturbance or any other cause whatsoever beyond their control.



## SECTION 5 – CUSTOMER SERVICE AND APPEALS

1. The costs of courses are clearly identified on our internet site, (download training booklet) [www.westlothianleisure.com](http://www.westlothianleisure.com), all entries are correct at the date of submission, but are subject to change. All prices include the cost of examinations, training materials to include relevant manuals.
2. All training will be carried out by a suitably qualified Trainer/Assessor
3. All examinations/assessments will be carried out by a suitably qualified Trainer/Assessor.
4. The number of candidates on each training course will not exceed excess limits in line with the course requirement or outlined by the corresponding governing bodies.
5. All equipment used will be cleaned and maintained in line with the manufactures recommendations and or guidelines.
6. The candidate's requirements and consideration will be met if highlighted in advance, either by reference to the training booking form or if the instructor is made aware in advance.
7. Lockers are available for candidates within changing areas located in the facility, however all candidates are advised to leave valuables at home. A coin is needed to secure lockers; these coins are returnable, check the relevant denomination with the venue. (National Pool lifeguard course)
8. Candidates who feel that they would like to air a concern or issue a complaint can do so by following the complaints and appeals procedure. Should the need to follow a more formal route with a grievance against either the trainer, the assessor or with the administration process:
  - a. In the first instance please raise the issue direct with the trainers.
  - b. If you are not satisfied please submit your comments in writing to:  
The Training & Development Manager  
Bathgate Leisure Centre  
West Lothian Leisure  
Bathgate Leisure Centre  
Balbardie Park  
Torphichen Road  
Bathgate  
EH48 4LA

All enquiries should be directed to the Training Department on 01506 237890 or by writing to Training and Development at: West Lothian Leisure Ltd, Xcite Bathgate Sports Centre Balbardie Park, Torphichen Road, BATHGATE, West Lothian EH48 4LA

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## PRIVACY POLICY

This policy (together with any other documents we refer to in it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us.

Please visit <https://www.westlothianleisure.com/privacy-policy/> and read the information carefully to understand our views and practices regarding your personal data and how we will treat it.



## CHECK LIST PLEASE TICK:

**Complete:** Booking form ☐

**Complete:** Next of kin form ☐

***I have read & agree with:***

Customer Service & Appeals ☐

Terms and Conditions ☐

Thank you for your co-operation in completing your application.

**Please return all forms to:**

**Training and Development, West Lothian Leisure HO, Bathgate Leisure Centre,  
Balbardie Park, Torphichen Road, Bathgate, EH48 4LA**







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**Xcite**

West Lothian  
Leisure Training

