Unit Welfare Officer Course

PART 1 - JOINING INSTRUCTIONS

Monday 23 - Friday 27 September 2019
JOINING INSTRUCTIONS - UNIT WELFARE OFFICER TRAINING COURSE PART 1
23 TO 27 SEPTEMBER 2019

General
1. The above residential course will be delivered by Pearson TQ at the Hawkhills Training & Conference Centre within the Cabinet Office Emergency Planning College, Easingwold, York from 23 to 27 Sep 19.

Programme
2. A course programme can be found at Enclosure 1; all students are to arrive and depart 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 from 1400hrs on the day before the course commences.

4. Accommodation charges are to be paid in full by individuals with accounts settled no later than 1000hrs on Wed 25 Sep 19. You will receive a single invoice totalling £498.91 (incl. VAT) at the start of the course for your accommodation and meals. Please ensure payment is passed to the Course Director, Mr M Tobin 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. If you have any dietary or food allergy requirements, inform the courses clerk before the start of the course.

6. Individuals will be eligible to claim the T & S on return to their units using the booking reference 5000401 on JPA or HRMS – All receipts should be retained for audit purposes.

7. Unfortunately, the Hawkhills Conference Centre complex does not have ModNet terminals or connectivity.

Allowances
8. 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
9. Students arranging drop off or collection of hire cars are to ensure they use the correct postal address as follows:
10. All students travelling from overseas are advised to allow approx 3 kgs in their return flight weight allowance for course handouts and folders.

**Dress**

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

**Security**

12. All personnel 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 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**

13. **All students nominated to attend this course are to confirm their attendance to the UWO Courses Clk via email: RC-AWS-HQ-BSW1@mod.gov.uk.** If you are unable to attend the course for any reason, you are to contact the Courses Clk by email or telephone NLT 2 weeks before the course commences.

**Further Information**

14. Any queries are to be directed to the HQ AWS Courses Clk via email: RC-AWS-0Mailbox@mod.gov.uk

*Original signed*

Mr Mark Sandiford  
AWSO  
AWS East

Enclosures:

1. Course Programme  
2. Hawkhills Brochure.

Distribution:

As per Nominal Roll
Unit Welfare Officer Course – Part One

COURSE PROGRAMME

2018
<table>
<thead>
<tr>
<th>Time</th>
<th>Subject</th>
<th>Speaker</th>
<th>Feedback Notes</th>
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<tbody>
<tr>
<td>MONDAY</td>
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<tr>
<td>0830 - 0900</td>
<td>Admin and Intro</td>
<td>Mick Tobin</td>
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<tr>
<td>0900 - 0930</td>
<td>Primary Welfare Support</td>
<td>Mick Tobin</td>
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<td>0930 - 1000</td>
<td>VRMIS</td>
<td>Mick Tobin</td>
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<tr>
<td>1000 - 1030</td>
<td>Coffee Break</td>
<td>All</td>
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<tr>
<td>1030 - 1245</td>
<td>Service Accommodation</td>
<td>Wg Comd Stephan Beanland</td>
<td>SPACES TBC</td>
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<tr>
<td>1245 - 1330</td>
<td>Lunch Break</td>
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<tr>
<td>1330 - 1545</td>
<td>Army Welfare Policy</td>
<td>TBC</td>
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<tr>
<td>1545 - 1630</td>
<td>F &amp; C</td>
<td>TBC</td>
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<td>TUESDAY</td>
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<td>0830 - 0945</td>
<td>Secondary Welfare Support Army Welfare Service (AWS)</td>
<td>AWS</td>
<td>PS, CS</td>
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<td>0945 - 1015</td>
<td>Coffee Break</td>
<td>All</td>
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<tr>
<td>1015 - 1245</td>
<td>Intro to Safeguarding Children Pt 1</td>
<td>AWS</td>
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<td>1245 - 1330</td>
<td>Lunch Break</td>
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<tr>
<td>1330 - 1700</td>
<td>Intro to Safeguarding Domestic Abuse Pt 2</td>
<td>AWS</td>
<td>*Qualification Safeguarding level 2</td>
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<td>Time</td>
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<td>WEDNESDAY</td>
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<tr>
<td>0830 - 0900</td>
<td>Pastoral Care</td>
<td>Padre Nia Williams</td>
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<td>0900 - 1100</td>
<td>Loss and Bereavement</td>
<td>Sharon Barnes</td>
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<td>1100 - 1115</td>
<td>Coffee Break</td>
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<tr>
<td>1115 - 1230</td>
<td>Child Maintenance Service</td>
<td>Martin Hunt</td>
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<td>1230 - 1315</td>
<td>Lunch Break</td>
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<td>1315 - 1345</td>
<td>CEAS</td>
<td>Mick Tobin</td>
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<td>1345 - 1630</td>
<td>Casework Exercise</td>
<td>Mick Tobin</td>
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<td>THURSDAY</td>
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<td>0830 - 1000</td>
<td>Management and Care of Wounded Injured and Sick</td>
<td>Catterick PRC</td>
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<td>1000 - 1030</td>
<td>Coffee Break</td>
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<td>1030 - 1115</td>
<td>Veterans UK</td>
<td>Liz Highmoor</td>
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<td>1115 - 1230</td>
<td>Confederation of Service Charities</td>
<td>Lt Col (Retd) Alan Crawford MBE</td>
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<td>1230 - 1240</td>
<td>Brief on Role Play</td>
<td>Mick Tobin</td>
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<td>1240 - 1325</td>
<td>Lunch Break</td>
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<td>1330 - 1630</td>
<td>Role Play/Casework Exercise</td>
<td>Guests</td>
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<td>1645 - 1800</td>
<td>Charities Brief</td>
<td>AFF, SSAFA, TRBL</td>
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<td>FRIDAY</td>
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<td>0830 - 0915</td>
<td>D&amp;I</td>
<td>SO2 D&amp;I Maj Jill Rodgers</td>
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<td>0915 - 1030</td>
<td>A UWO’s Perspective</td>
<td>Capt Lorraine Dotchin</td>
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<td>1030 - 1130</td>
<td>Survey Monkey Online Questionnaire</td>
<td>Mick Tobin</td>
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<tr>
<td>1130 - 1200</td>
<td>De-brief and Dispersal</td>
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the Hawkhill

Training & Conference Venue
Easingwold, York

Where Contemporary Style Rubs Shoulders With Traditional Elegance

Revised September 2010
warm Welcome

Conference and Training Venue

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

The Hawk hills 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
The College site, 'The Hawkills', is situated near Easingwold on the A16, 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
- 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 take the A19, but be prepared as 'The Hawkills' 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 8 miles. 'The Hawkills' 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 A66 towards Harrogate/Knaresborough/The North (A11) York.
- Pick up A69 (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 Hawkills' 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.