



Pearson
TQ

Unit Welfare Officer Course

PART 2 - JOINING INSTRUCTIONS

Monday 9 – Thursday 12 September 2019



Army Welfare Service
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See Distribution

Date: 25 Jun 19

JOINING INSTRUCTIONS - UNIT WELFARE OFFICER TRAINING COURSE PART 2 (INCLUDING MENTAL HEALTH FIRST AID TRAINING) 9 TO 12 SEPTEMBER 2019

General

1. The above residential course will be delivered by Pearson TQ at the Hawkhill Training & Conference Centre within the Cabinet Office Emergency Planning College, Easingwold, York from 9 to 12 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 stated.

Accommodation

3. This is a fully residential course and all students are fed and accommodated at the Hawkhill Conference Centre – Check-In is from **1400hrs** on the day before the course commences. Those students attending the MHFA Training only, are to arrive before 1330hrs on Tue, 10 Sep 19.

4. On arrival, students will be furnished with one of the following invoices to cover the cost of accommodation and meals:

a. UWO Pt2 Course and MHFA Training (4 nights stay)	-	£399.14 (incl. VAT)
b. UWO Pt2 Course only (2 nights stay)	-	£199.57 (incl. VAT)
c. MHFA Training only (2 nights stay)	-	£199.57 (incl. VAT)

5. Payment can be made by cash, debit/credit card (excluding American Express) or by cheque made payable to "TQ Education and Training Ltd". Accommodation invoices/charges are to be paid in full with all accounts settled by 1000hrs on the last day of the course. Proof of payment is to be passed to the Course Director, Mr M Tobin prior to departure.

6. If you have any dietary or food allergy requirements, inform the courses clerk before the start of the course.

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. Individuals will be eligible to claim T&S on return to their units using booking reference '**5000401**' on JPA or HRMS. All receipts should be retained for audit purposes.

Travel

8. In order to avoid delay/confusion, students arranging drop off or collection of hire cars are encouraged to use the following postal address only:

The Hawkhills Conference Centre
Easingwold
York
YO61 3EG

9. Students travelling from overseas are advised to allow for an additional baggage weight allowance of 3 kgs on their return flight for course handouts and folders.

Dress

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

Security

11. 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 location of this course during conversations with, or in the hearing of, unauthorised persons.

12. Students are to be aware that Hawkhills Conference Centre does not have DII/ModNet terminals or connectivity.

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 this course for any reasons, you are to contact the HQ AWS Courses Clk by email or telephone **NLT 2 weeks before the course commences**.**

Further Information

14. All queries are to be directed to the HQ AWS Courses Clk via email: RC-AWS-HQ-BSW1@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 Two

COURSE PROGRAMME

Generic 2018

Time	Subject	Speaker	Feedback Notes
Monday			
0830-0900	Admin - Intro	Mick Tobin	VRMIS, JPA Welfare tool & NVQ Update
0900-1015	Course Discussion Part 1 - UWO lessons learned	Mick Tobin	Delegate input discussions
1015 - 1045	Coffee Break		
1045-1130	Course Discussion Part 2 - UWO Lessons Learned	Mick Tobin	Delegate input discussions
1130-1230	ARC Update	PRC	
1230-1330	Lunch Break	All	
1330-1430	MH & Wellbeing	DCMH - Leeming	
1430 -1500	Coffee Break		
1500-1600	Media Support	BFBS	
Tuesday			
0830-1015	AWS Updates	AWS	Includes Q&A
1015 - 1030	Coffee Break	All	
1030 - 1115	Safeguarding - LADO	NYCSB	
1130-1200	UWO Part 2 Survey Monkey Questionnaire/Prep for MHFA	Mick Tobin/Sharon Barnes	
1200-1300	Lunch Break	All	
1300-1700	MHFA	Sharon Barnes/Mick Tobin	
Wednesday			
0830-1630	MHFA	Sharon Barnes/Mick Tobin	

Thursday			
0830-1230	MHFA	Sharon Barnes/Mick Tobin	
1230-1300	MHFA Feedback questionnaire	Sharon Barnes/Mick Tobin	

**UNIT WELFARE OFFICER COURSE PART 2
COURSE PROGRAMME**

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 Hawkhill 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 Hawkhill 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.



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

- 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 Aine, 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 Aine, and roughly 200 yards before the Easingwold by-pass roundabout).
- A small gate lodge marks the entrance to the driveway.

