



Helping you reach your potential...



COURSE PROSPECTUS

□ About Skills 2 Share

Established in 2000 and a limited company since 2005, Skills 2 Share is a leading provider of quality training programmes. Each programme will provide you with practical, in depth knowledge and understanding of the topic, together with a nationally recognised qualification on selected courses.

We are a BTEC approved centre, Edexcel accredited and endorsed by the Emergency Planning Society.

Our specialist staff are practitioners in their field, qualified adult teachers, members of professional bodies and have detailed knowledge and experience of the subject matter.

Clients include the Police, the Fire Service, and Local Government, the Department of Health, Cabinet Office, NHS Trusts, Local Resilience Forums, Regulators and commercial organisations.

We have a strong bond with all our customers and deliver a consistently high level of service.



□ Welcome

Skills 2 Share provide quality training programmes aimed at your individual learning needs and the needs of your organisation.

Courses are designed to provide you with dynamic, interactive learning that goes beyond presentations and lectures and includes opportunities to apply new skills in a safe learning environment.

Programmes are designed to:

- Get into the detail of the subject matter;
- Reduce risks to you, the public and your organisation;
- Qualify you through selected courses;
- Enhance your career prospects;
- Value your work;
- Contribute to your continuing professional development and life-long learning.

This prospectus provides an overview of our courses, the course content, assignment requirements (where applicable), who the course is for and the entry requirements.

Our training programmes are endorsed by the Emergency Planning Society and Continuing Professional Development points are awarded to our learners.

If you have any further questions, you can call us on 0333 123 2502 or visit us at www.skills2share.co.uk where you will find a quick enquiry form or email us at info@skills2share.co.uk

□ Quality Assurance

Our programmes are quality assured to the highest standards to ensure consistency of delivery and accuracy of content. Our systems and processes are externally assessed by Edexcel, the Emergency Planning Society and we meet the standard ISO 9001:2008.



Emergency Planning & Emergency Management

Skills 2 Share offer a number of courses in Emergency Planning and Emergency Management leading to BTEC Professional qualifications at Level 4. All courses are based on the Civil Contingencies National Occupational Standards and the Emergency Planning Society Core Competences Framework. We also offer log keepers a BTEC Intermediate Award in Accountable Log Keeping at Level 2 and managers a BTEC Professional Award in Strategic Emergency Management at Level 6.

We hold a number of open courses throughout the year at our state of the art training venue and we are also able to deliver training programmes to organisations at a venue of their choice anywhere in the UK.

BTEC Professional Awards

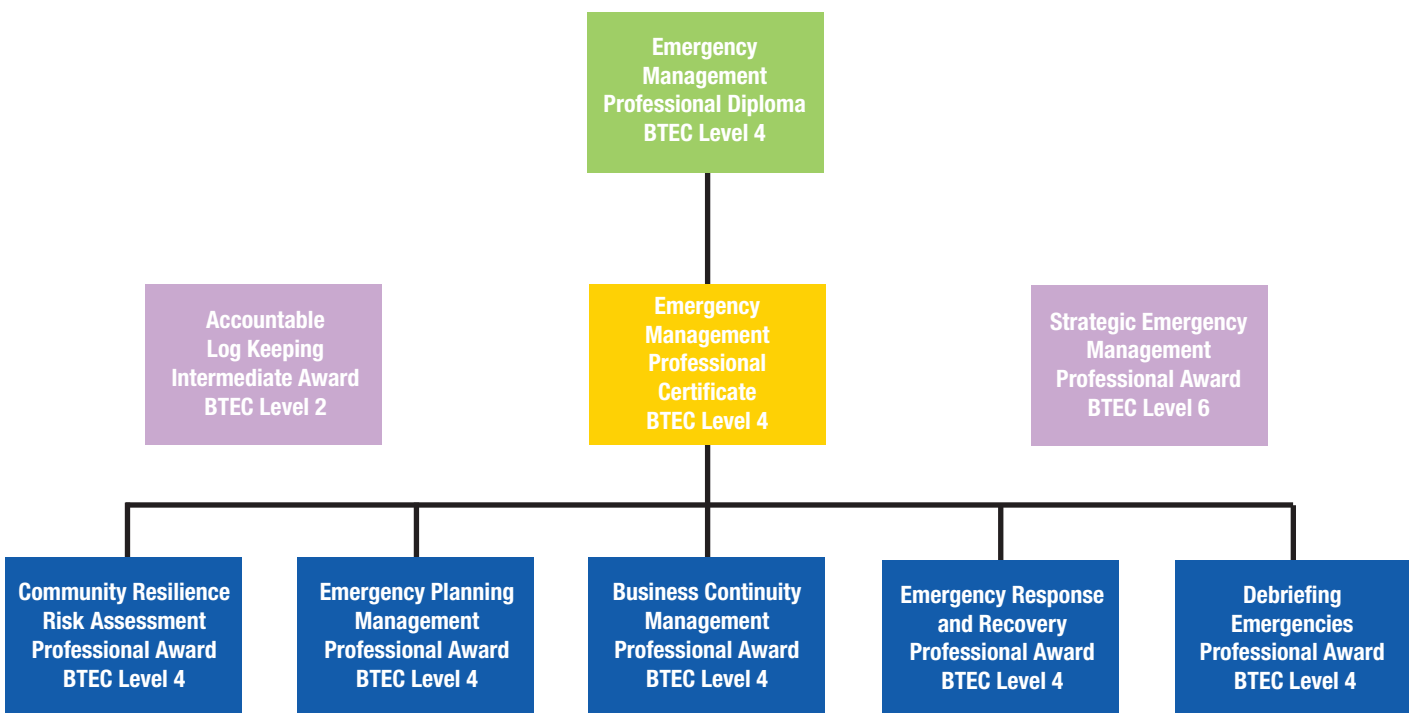
BTECs offer a realistic and accessible option if you want your performance and skills recognised. Each course provides the learner with a BTEC Professional Award in the following subject area:

- Community Resilience Risk Assessment
- Emergency Planning Management
- Business Continuity Management
- Emergency Response and Recovery
- Debriefing Emergencies

The BTEC Professional Awards are aimed at experienced practitioners or learners new to the profession. There are no formal entry requirements.

Please see the following pages for further details on each Award. Learners can also choose to attend these programmes without taking the BTEC option.

Hierarchy of Qualifications



□ BTEC Professional Diploma in Emergency Management

The BTEC Professional Diploma in Emergency Management provides you with the skills, knowledge and understanding necessary to become a professional emergency manager.

Learners will study all five subject areas in:

- Community Resilience Risk Assessment
- Business Continuity Management
- Debriefing Emergencies
- Emergency Planning Management
- Emergency Response and Recovery

The BTEC Professional Diploma in Emergency Management is aimed at experienced practitioners or learners new to the profession.

There are no formal entry requirements. Learners enrol for the Diploma in the autumn.

We offer a flexible programme of study over one or two years which is based on an element of supported distance learning and attendance at taught sessions held in our state of the art training premises. You will participate in fifteen days classroom based study over the period of the course which includes peer support and networking opportunities.

Learners will study emergency risk assessment and risk management, emergency planning, business continuity management, responding to emergencies, how to recover from emergencies and how to debrief emergencies in a structured way so that learning is harnessed and acted upon.

There are seven practically based interactive assignments that are relevant to your role and designed to be completed during the taught element of the course.

□ BTEC Professional Certificate in Emergency Management

Skills 2 Share recognise that you may want to choose to study more than one subject area, so in recognition of the time and effort spent studying, we offer a BTEC Professional Certificate in Emergency Management at Level 4 to those learners choosing to study any three of the below subject areas:

- Community Resilience Risk Assessment
- Business Continuity Management
- Debriefing Emergencies
- Emergency Planning Management
- Emergency Response and Recovery

The BTEC Professional Certificate in Emergency Management is aimed at experienced practitioners or learners new to the profession. There are no formal entry requirements. Learners enrol for the Certificate in the autumn.

We offer a flexible programme of study over one year which is based on an element of supported distance learning and attendance at taught sessions held in our state of the art training premises. Time spent at taught sessions is dependent on the three units chosen.

Assignments are practically based and interactive, relevant to your role and are designed to be completed during the taught element of the course. The number of assignments is dependent on the three units chosen.

Optional Unit

On enrolling for the **BTEC Professional Certificate** or **Diploma in Emergency Management** you are able to choose to complete the Planning for Mass Fatalities specialist programme as part of your study.

For Diploma students, this optional unit replaces the Emergency Planning Management unit.

□ The Five BTEC Professional Awards (Level 4)

BTEC Professional Award in Community Resilience Risk Assessment (Level 4)

The BTEC in Community Resilience Risk Assessment is a nationally recognised qualification that demonstrates you have achieved a certain level of skill and competence as a professional emergency planner. BTECs offer a realistic and accessible option if you want your performance and skills recognised. The BTEC Professional Award in Community Resilience Risk Assessment (Level 4) covers the knowledge, understanding and skills for the professional emergency planner.

Once you have completed this qualification you will:

- Know the community characteristics of emergencies
- Understand hazard and risk assessments for emergencies
- Be able to manage the risk of emergencies

Who is it for?

This qualification is aimed at people with specific roles and responsibilities in emergency services, local authorities, voluntary organisations and government agencies requiring a professional level of community resilience risk assessment.

How is it taught?

The qualification has 40 guided learning hours with an element of supported distance learning study. Learners will attend a three day taught programme within the 40 guided learning hours.

How is it assessed?

This qualification is about learners gaining the knowledge, understanding management and organisation skills required for community resilience risk assessment in the key and effective role of the emergency planning manager. Learners will understand the characteristics of communities that influence and impact on emergencies, as well as the impact of emergencies on vulnerable groups. They will anticipate and assess the risk of emergencies, including hazards and treatments. They will conduct and manage the risk of emergencies; using relevant legislation and guidance, analysing organisational impact and working collaboratively with other emergency responders, as well as communicating risk assessments to others. Consequently, assessment is through successful completion of one practical assignment.

BTEC Professional Award in Emergency Planning Management (Level 4)

The BTEC in Emergency Planning Management is a nationally recognised qualification that demonstrates you have achieved a certain level of skill and competence as a professional emergency planner. The BTEC Professional Award in Emergency Planning Management (Level 4) covers the knowledge, understanding and skills needed by the professional emergency planner.

Once you have completed this qualification you will:

- Know the requirements of emergency planning
- Understand the developments of emergency planning
- Be able to manage emergency planning

Who is it for?

This qualification is aimed at people with specific roles and responsibilities for managing and planning for events or situations which threaten serious damage to human welfare, the environment or UK security.

How is it taught?

The qualification has 40 guided learning hours with an element of supported distance learning study. Learners will attend a three day taught programme within the 40 guided learning hours.

How is it assessed?

This qualification is about learners gaining knowledge, understanding and skills required for planning for emergencies. They will understand the requirements of planning, including relevant forums, local area and information needs and the emergency planning cycle. They will apply the planning process, recognising emergency plans, risk assessments and their impact. Learners will also ensure adherence to collaborative working requirements, appropriate risk planning and satisfaction of awareness and delivery priorities. Consequently, assessment is through successful completion of two practical assignments.

BTEC Professional Award in Business Continuity Management (Level 4)

The BTEC in Business Continuity Management is a nationally recognised qualification that demonstrates you have achieved a certain level of skill and competence as a business continuity professional. The BTEC Professional Award in Business Continuity Management (Level 4) covers the knowledge, understanding and skills for the business continuity professional.

Once you have completed this qualification you will:

- Understand the requirements of business continuity
- Be able to manage business continuity plans and arrangements
- Be able to promote business continuity management

Who is it for?

This qualification is aimed at people who manage business continuity in order to coherently and comprehensively achieve the UK resilience objectives successfully.

How is it taught?

The qualification has 40 guided learning hours with an element of supported distance learning study. Learners will attend a three day taught programme within the 40 guided learning hours.

How is it assessed?

This qualification is about the relevant knowledge, understanding and skills required for business continuity. Learners will know and understand the legislation and guidance for business continuity, the business continuity management life cycle, as well as business continuity organisation. They will manage business continuity plans and arrangements, including impact analysis and awareness raising. Learners will promote business continuity management, communicating plans, risks and relevant information. Consequently assessment is through successful completion of a practical assignment.

BTEC Professional Award in Emergency Response and Recovery (Level 4)

The BTEC in Emergency Response and Recovery is a nationally recognised qualification that demonstrates you have achieved a certain level of skill and competence as a professional responder. The BTEC Professional Award in Emergency Response and Recovery (Level 4) covers the knowledge, understanding and skills needed for the professional responder.

Once you have completed this qualification you will:

- Understand the requirements of emergency response and recovery
- Be able to manage emergency response and recovery operations
- Be able to manage the needs of individuals and communities

Who is it for?

This qualification is designed for key professionals and managers requiring a professional level of emergency response and recovery management.

How is it taught?

The qualification has 60 guided learning hours with an element of supported distance learning study. Learners will attend a four day taught programme within the 60 guided learning hours.

How is it assessed?

This qualification addresses the skills required for emergency response and recovery and includes consequence management, restoration of wellbeing, exploiting emergency opportunities and appropriately adapting systems, services and infrastructure. Learners will know and understand the legislation and guidance, the required information and facilities, how people are affected and the duties of responders. They will learn to manage response and recovery operations using guiding principles, working with partner organisations, as well as recognising area characteristics and relevant assistance requirements. Assessment is through successful completion of two practical assignments.

BTEC Professional Award in Debriefing Emergencies (Level 4)

The BTEC in Debriefing Emergencies is a nationally recognised qualification that demonstrates you have achieved a certain level of skill and competence.

The BTEC Professional Award in Debriefing Emergencies (Level 4) covers the knowledge, understanding and skills for the professional.

Once you have completed this qualification you will:

- Understand the requirements of debriefing emergencies
- Understand records and outcomes in debriefing emergencies
- Be able to manage debriefs of emergencies

Who is it for?

This qualification is aimed at people who conduct debriefing of emergencies in order to coherently and comprehensively achieve the UK resilience objectives successfully.

How is it taught?

The qualification has 40 guided learning hours with an element of supported distance learning study. Learners will attend a two day taught programme within the 40 guided learning hours.

How is it assessed?

This qualification addresses the relevant knowledge, understanding and skills required for debriefing emergencies, enabling organisations to identify lessons learned. Learners will know and understand stakeholder roles and responsibilities and the essential communication requirements in debriefing. They will realise the importance of records, recording protocols and information as well as establishing outcomes and actions. Learners will conduct and manage debriefings with appropriate facilitation. Assessment is through the successful completion of a practical assignment.

□ BTEC Intermediate Award in Accountable Log Keeping (Level 2)

Loggists finally get the recognition they deserve with the opportunity to obtain a BTEC qualification for performing this vital role; supporting those responsible for managing an organisations response to crises and emergencies.

We know that any organisation involved in the strategic response to a major incident must ensure that suitable records are maintained detailing any key decisions made and actions taken.

We have designed our BTEC to ensure that loggists are accountable and responsible therefore reducing risks to the organisation. The BTEC in Accountable Log Keeping is a nationally recognised qualification that demonstrates your level of skill and competence as a Log Keeper.

The BTEC Intermediate Award in Accountable Log Keeping (Level 2) covers the knowledge, understanding and skills needed to become an accountable and effective Log Keeper.

Once you have completed this qualification you will:

- Know the legal and procedural obligations of accountable log keeping

- Understand accountable log keeping requirements

Who is it for?

This qualification is aimed at people with specific roles and responsibilities for keeping records and logs during investigations and major incidents. There are no formal entry requirements.

How is it taught?

The qualification has 30 guided learning hours with an element of supported distance learning study. Learners will attend a one day taught programme within the 30 guided learning hours.

How is it assessed?

This qualification is about learners gaining knowledge and understanding of relevant legislation and the legal and procedural obligations of major incident log keeping, understanding the roles and responsibilities of log keepers and why confidential records need to be accurately recorded. They will also understand and practice record keeping ensuring appropriate filing and provision of information. Assessment is through successful completion of two practical assignments.

□ BTEC Professional Award in Strategic Emergency Management (Level 6)

This qualification aims to professionalise the role of the strategic manager across a range of public facing organisations and private companies and in response to the statutory requirements of the Civil Contingencies Act 2004.

The strategic manager is responsible and accountable for managing an event or situation which threatens serious damage to human welfare, to the environment or war or terrorism that threatens serious damage to the security of the UK.

The BTEC in Strategic Emergency Management is a nationally recognised qualification that demonstrates your level of skill and competence as a gold or silver commander.

Who is it for?

This qualification is for the manager from public facing organisations and private companies working or aspiring to work at the strategic level particularly those expected to operate at gold or silver command level to achieve a degree of interoperability in the delivery of integrated emergency management. There are no formal entry requirements.

How is it taught?

The qualification has 30 guided learning hours with an element of supported distance learning study. Learners will attend a short taught programme within the 30 guided learning hours.

How is it assessed?

This qualification is about learners gaining knowledge, understanding and skills required for strategic command. Assessment is through successful completion of two practical assignments.

□ Specialist Course - Planning for Mass Fatalities leading to a BTEC Professional Award in Emergency Planning Management (Level 4)

The Planning for Mass Fatalities is a specialist course tailored to the BTEC Professional Award in Emergency Planning Management (Level 4) and covers the knowledge, understanding and skills needed by the professional emergency planner in this complex area.

Once you have completed this qualification you will:

- Know the requirements of emergency planning
- Understand the developments of emergency planning
- Be able to manage emergency planning

Who is it for?

This qualification is aimed at people with specific roles and responsibilities for planning and managing mass fatalities where there is a need to consider storage, public health, forensic and pathological investigation and facilities for families and others.

How is it taught?

The qualification has 40 guided learning hours with an element of supported distance learning study. Learners will attend a four day taught programme within the 40 guided learning hours. As part of the course we will explore and learn:

- What level of support is available from government and how we access it?
- Who the stakeholders are to a good mass fatalities plan and what they require?
- How we ensure good mortuary provision?
- Who pays and what costs are involved if the plan is ever activated?
- Who is accountable for the effectiveness of planning arrangements?

The Skills 2 Share programme will go beyond mere review of existing guidance, risk assessments and strategic statements. It will provide practical support to learners, encouraging them to work with their peers in a professional teaching environment as well as leading to outcomes that are directly relevant to their work.

How is it assessed?

This qualification is about learners gaining knowledge, understanding and skills required for planning for mass fatalities. Assessment is through successful completion of two practical assignments.

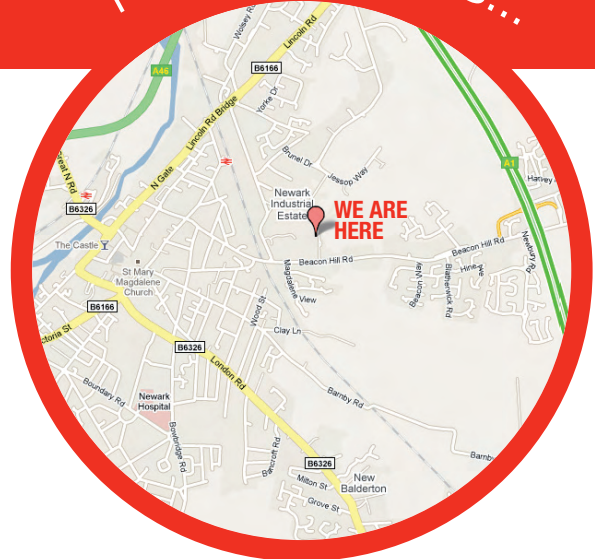


By Road - A1 Northbound - leave A1 at Coddington and turn right onto Beacon Hill Road. Follow road down the hill for 0.5 of a mile. Newark Beacon is signposted on the right.
A1 Southbound - leave A1 at Coddington and turn right onto Beckingham Road. Carry onto Beacon Hill Road and follow road down the hill for 0.7 of a mile. Newark Beacon is signposted on the right.

By Rail - East Coast Mainline London Kings Cross - Newark North Gate - York - Edinburgh.

Parking - There are free parking facilities on site.

How to find us...



Newark Beacon, Beacon Hill Office Park,
Cafferata Way, Newark, Nottinghamshire, NG24 2TN

Tel 0333 123 2502

Fax 0333 123 2602

Email info@skills2share.co.uk

□ Course fees

Fees are inclusive of course materials, luncheon and refreshments, Wi-Fi access, registration, assessment, internal and external verification and Edexcel certification.

Fees are exclusive of VAT & overnight accommodation.

PLEASE CONTACT US FOR FURTHER
INFORMATION OR TO BOOK ONE
OF OUR COURSES

