



## 2022 CONDUCT A CAMP LEADER TRAINING INFO KIT

- **Conduct a Camp Module - Indoor Camp**
- **Conduct a Camp Module - Outdoor Camp at Established Campsites**
- **Conduct a Camp Module - Outdoor Camp at Bush Campsites**

The Conduct a Camp Leader Training is suitable for qualified Leaders or Managers who wish to conduct Indoor Camps or Outdoor Camps (Established Campsite or Bush Campsite).

Leaders or Managers in Training, who have attended their LQ or MQ training, are welcome to attend Conduct a Camp training, but are unable to be assessed until they have completed their Leadership or Management qualification.

Leaders or Managers just wanting to be awesome camp staff and not wanting to be assessed are also welcome to attend.

Note: If completing the two days of training, they do not have to be completed in any particular order or on the same weekend.

### **Recognition of Prior Learning/Experience**

Please consult with your Region Manager/Region Team to have an Outdoor Skills Assessor (OSA) appointed to mentor and assess you for your camp qualification.

If you have prior experience and knowledge of camping you will need to consult with your OSA to determine which training day(s) that you need to attend.

### **Camp One Camp All – Theory**

This day is designed for leaders who do not currently hold a Camping Qualification.

Required for both Indoor Camp Module and Outdoor Camp Module - Established and Bush.

Topics include:

- Camp Administration, Guidelines, Budget, Forms
- Staff – Roles and Responsibilities – Leader in Charge, QM (Catering), First Aid
- Camp Program and the Patrol System
- Risk Management
- Preparing Guides for Camp

### **Outdoor Camp Skills**

This day is designed to provide practical skills for leaders wanting to gain an Outdoor Camp qualification.

It covers various areas of camp set up:

- Campsite Layout
- Tents and Equipment, Lights
- Fires and Gas Safety
- Outdoor QM (Catering) and the Camp Kitchen
- Outdoor First Aid and Hygiene/Bathroom Set Up
- Gadgets



<b>Saturday</b> 12 November 2022	<b>Camp One Camp All - Theory</b>	Lingbogol Guide Camp Broomfield Road Creswick North (Maps – 16 Geddes Road, Creswick North)
<b>Sunday</b> 13 November 2022	<b>Outdoor Camp Skills</b>	

<b>Times</b>	<p><b><u>Camp One Camp All - Theory</u></b>  <b>Start: 9.00am</b> <i>Please arrive by 8.30am</i>  <b>Finish: 5.30pm</b></p> <p><b><u>Outdoor Camp Skills</u></b>  <b>Start 9.00am</b> <i>Please arrive by 8.30am</i>  <b>Finish: 4.30pm</b></p>
<b>Uniform and Name Badge</b>	<p>Please wear a Guide shirt/hoodie/fleece jacket and navy pants/jeans.</p> <p>Please wear outdoor clothing suitable to the weather forecast and outdoor footwear.</p> <p>A broad brimmed hat and raincoat are required for both days.</p> <p>Please wear your name badge if you have one.</p>
<b>What to bring</b>	<p><b><u>Camp One Camp All - Theory</u></b></p> <ul style="list-style-type: none"> <li>● Notebook and pen</li> <li>● Laptop (optional)</li> <li>● Your <i>Conduct a Camp Module</i></li> <li>● USB stick (For handouts and resources to be copied to)</li> <li>● Water bottle</li> </ul> <p><b><u>Outdoor Camp Skills</u></b></p> <ul style="list-style-type: none"> <li>● Notebook and pen</li> <li>● USB stick (For handouts and resources to be copied to)</li> <li>● Your <i>Conduct a Camp Module</i></li> <li>● Sunscreen, insect repellent and broad brim hat</li> <li>● Folding camp chair</li> <li>● Water bottle</li> <li>● Dilly bag (a.k.a. mess kit/plate bag) including plate, bowl, cup, cutlery and a tea towel.</li> <li>● Wet Weather Gear</li> </ul>
<b>Personal Possessions</b>	<p>Please keep your purse and any valuables with you at all times.</p> <p>In consideration of others, during the session please turn off your phone or forward to message bank.</p>



<b>Accommodation</b>	<p>Accommodation is available indoors on the Friday night (Arrive after 6.00pm) and the Saturday night. Please let us know which nights you plan to stay. \$15.00 per night.</p> <p>Please provide your own bedding, including pillow and blankets. Fitted single bed sheet (COVID requirement).</p>
<b>Catering</b>	<p>Tea, Coffee and Milo available on arrival and throughout the day. Morning and Afternoon Tea provided</p> <p><b>BYO - Breakfast, Lunch and Tea</b></p> <p><b>Take away food is available in Creswick and Saturday night we can book a table at the local hotel, Alternatively we have cooking facilities available – hot plates, oven and microwave</b></p> <p><b>Please BYO – Specialised Milk, regular milk will be supplied.</b></p>
<b>Registration</b>	<p>Please register online Any requests to change a booking must be emailed to support@guidesvic.org.au. Changes will be confirmed via email.</p>
<b>Pre-Training Questions</b>	<p>On registration you will be asked some additional questions. Please complete this so that the GGV Trainers can effectively assist you in your role.</p>
<b>Booking Confirmations</b>	<p>A Booking Confirmation that confirms the booking, times and venue is automatically emailed at the time of online registration. If you do not receive an email Booking Confirmation, the online registration has not been successful. Check your 'shopping cart' as you may not have completed the registration. Please call JPC 03 8606 3500 if you require assistance.</p>
<b>Emergency Contact</b>	<p>You will provide an emergency contact on registration. When signing in, please check that your emergency contact is current.</p>
<b>Trainer/s</b>	<p>In case you need to contact her prior to the training or on the day of your training, you will be emailed the Trainer's contact phone number one week prior to the training.</p>
<b>Questions?</b>	<p><i>Training Questions</i> training@guidesvic.org.au</p> <p><i>Booking Questions</i> support@guidesvic.org.au</p>



Please note: We will endeavor to run the trainings as scheduled.  
Minimum numbers for trainings apply. Please ensure you check the closing date