

**In House Approval Scheme**  
**Lowhills Training**  
**Training Record and Log Book**

**NAME** \_\_\_\_\_

**Aberdeenshire**  
COUNCIL





## Personal Details

Name .....

Date of Birth .....

Home Address .....

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Establishment .....

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## Other Associated Awards or Experience

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## Data Protection

Any details copied will only be used for the purposes of managing this scheme and will be kept in line with Aberdeenshire's policy on GDPR.

## **Description of the Scheme**

This logbook describes and provides the form of record of a member of staff's progress through Aberdeenshire Council's scheme of training and approval for staff supervising hillwalking on Lowhills terrain.

Lowhills Training is an employment based (In-house) scheme of training provided by Aberdeenshire Council (or contracted partners) for their employees, sanctioned volunteers or partner organisations. The scheme operates within the Council's management procedures and policies of safe practice.

Entry to the scheme is designed to encourage those members of staff with minimal hillwalking experience to participate in training, enabling them to lead groups on Lowhills terrain.

## **Scope of the scheme**

Lowhills Training is intended for:

- Council employees and formally enrolled volunteers working with groups from their own establishment.
- Use on Lowhills terrain as defined below.
- Use on Lowhills terrain in summer conditions only, generally April-October inclusive.
- Group leaders operating on 'known terrain'.
- Use on routes which are predominantly track or path based.

Definition of Lowhills terrain:

- Land to the east of the A9 between Dunkeld and Inverness and north of a line drawn from Dunkeld to Montrose
- Lying between 300m and 600m.
- Terrain that is easily exited to an accessible road or landrover track within approximately an hour.
- Predominantly track and path based terrain

In addition, factors other than height must be considered such as remoteness and roughness of ground. Where the suitability of a planned walk is not clear, advice should be sought from the Outdoor and Adventurous Education Team.

## **LOW LEVEL ACTIVITY - UP TO 300M APPROX.**

A considerable range of educational activity on foot takes place at low level, much of which is more appropriately considered as "off-site" activity rather than hillwalking.

Training is not specifically required to operate at low level. However, both the learning value and safe conduct of low level activity may be considerably enhanced by participation in Lowhills training. This is especially true for coastal and cliff-top walking for which Lowhills training would be strongly recommended.

## STRUCTURE OF THE LOWHILLS SCHEME

The scheme comprises of:

1. A **log book** which records personal walking experience before and after Lowhills training. The log book must be retained as evidence of competence; it is signed and dated by the Outdoor & Adventurous Education Team upon successful completion of the training.
2. A **training manual** which acts as an aide-memoir to the training course
3. **The Policy for Safety and Good Practice in Outdoor Education:**  
<https://www.aberdeenshire.gov.uk/media/8187/ellguidanceexcursionspubver1.pdf>
4. A **training course** that has one of two outcomes.
  1. Leaders who wish to lead day hill walks in low hill areas
  2. Leaders who wish to supervise Duke of Edinburgh award expeditions or other camping adventures
5. A **required level of achievement** by the end of the training course. (See Personal Skills Checklist in the appendix) Where appropriate for the individual, there will be recommended further experience, or further training may be offered, to enable an acceptable standard of competence to be reached.
6. A **Technical Adviser** who manages the scheme and acts as a source of advice and guidance. The Outdoor & Adventurous Education Team are also available to provide advice, guidance and in-field support.
7. A **notification, scrutiny and approval** system. All trips are submitted in advance to **Evolve**, the online educational visit approval system.
8. A **1 day Update training Course**, required every 5 years or earlier if deemed appropriate

## PRE-TRAINING REQUIREMENTS

1. Minimum age 18
2. Have experience of hillwalking in low hill areas or beyond (ie terrain above 300m) over at least 20 days. It is recognised that experience in Lowhills can be gained in a number of different situations, such as leading a group, being a member of a led group, out with a group of friends or solo. However the experience is gained, some, if not all, of the following should apply:
  - At least part, if not all, of the area is unfamiliar.
  - A minimum duration of 5 hours or minimum distance of 10 km.
  - The terrain or conditions should challenge the individual in some way, for example, requiring navigational or group management decisions to be made.
  - Knowledge or skill is increased as a result of the day.

## **FIRST AID**

All groups operating in Lowhills must be accompanied by an adult holding a current First Aid qualification. As a minimum this should be a 6 hour award, preferably with an additional element of training in outdoor/mountain safety.

## **ACCREDITATION FOR PRIOR LEARNING/EXPERIENCE**

Experience or training elsewhere may be recognised as equivalent to a Lowhills training course. Such equivalence should relate to structure, training content and standards, be delivered by a suitably recognised trainer, and will be at the discretion of the Outdoor & Adventurous Education Team.

An example of leadership training for which the holder would be credited with adequate training for Lowhills would be a Lowland Leader or Hill or Moorland leader. (As long as the award holder has hill walking experience equivalent to that indicated above.)

## **UPDATE TRAINING**

CPD or updating will be either by participation in a specific training event within five years, or by progression to further training (e.g. Mountain Leader Awards).

## **LINKS WITH NATIONAL SCHEMES**

Those wishing to gain a national award such as Mountain Leader can investigate the Mountain Training schemes at <https://www.mountain-training.org/>

## **LOWHILLS COURSE CONTENT**

The exact format and content of the Lowhills course will be planned by the trainer taking into consideration the needs of the trainees and the prevailing weather / ground conditions. The course will involve a minimum of 18 hours training and will be structured to meet the following criteria:

- Introduction to the scheme, including how it works and how it relates to other walking awards
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- Planning a journey and route finding, including use of route cards and individual/group needs.
- Navigation, including the teaching of basic navigation
- Group management
- Weather and its impact on the group

- Food and drink
- Clothing and equipment for leaders and group members
- Access and responsible use of the countryside, Including the Scottish Outdoor Access Code and what lives and grows in Lowhill areas
- Hazards and emergency procedures, including risk assessments and water hazards
- Administration of Duke of Edinburgh's Awards, including forms, timescales and the Evolve online approval system
- Remote supervision including roles, responsibilities, techniques and skills for Leaders and groups
- Camp craft including safe use of stoves, cooking, personal hygiene, general camp safety











## PERSONAL SKILLS CHECKLIST

On completion of the training course candidates are expected to meet the following criteria:

- Logbook**
- Log of experience completed
  - Suitable breadth of experience
- Environment**
- Has a knowledge of and understanding the lowhill environment
  - Understands the issues relating to access on Lowhills terrain
- Planning**
- Is familiar with their establishment's policies and procedures for planning outdoor excursions
  - Understands the role of and importance of contingency planning
- Group Management**
- Sets an appropriate pace for all group members and manages the party effectively on differing terrain
  - Has an understanding of different leadership styles and is able to assert themselves when appropriate
  - Is able to apply sensible strategies in response to emergency situations or unforeseen circumstances
- Navigation**
- Shows good map interpretation skills
  - Understands map scales. Is able to accurately and easily measure distance and height
  - Is able to give a six figure grid reference
  - Has good locational and re-locational skills
- Hill Safety**
- Is able to take a compass bearing quickly and can use it with accuracy and with confidence
  - Has a knowledge of appropriate clothing and equipment for lowhill terrain based on an understanding of the underlying principles.
  - Appreciates the food and drink requirements for a hill day
  - Has a knowledge of relevant sources of weather forecasts and is able to interpret that information to hill terrain
  - Has knowledge of the factors that lead to hypothermia. Has a basic understanding of its recognition and management
- General**
- Is confident of own ability to safely lead parties on lowhill terrain

# Training Course Report

**Trainee Name** .....

## Lowhills Training undertaken:

**Location** .....

**Date** .....

**Any recommendations prior to approval** .....

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### Trainer

**Name** ..... **Signature** .....

**Date** .....

### Trainer

**Name** ..... **Signature** .....

**Date** .....

## Approval to work with groups from:

Establishment/ Service.....

Hillwalking only  DofE Expeditions & camping

Signed (OAE Technical Adviser) .....

**Date** .....









## **Update Training**

Update training is required within 5 years after training. An up to date logbook is an essential part of this process.

### **Update Training 1**

Trainee Name .....

Undertaken            Location..... Date.....

Trainer Comments

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Trainer..... Date .....

Trainer..... Date .....

Extension to Approval agreed by OAE Team Technical Adviser

Signed.....Date .....

### **Update Training 2**

Trainee Name .....

Undertaken            Location..... Date.....

Trainer Comments

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Trainer..... Date .....

Trainer..... Date .....

Extension to Approval agreed by OAE Team Technical Adviser.....

Signed.....Date .....