



TrekCo Trainee Scheme

April - August
www.trekco.com



Joining Information 2018



THE TREKCO TRAINEE SCHEME

At TrekCo we have been training staff for 25 years; our formal Trainee Instructor course started in 2004 and since then we have been offering this premier Trainee Instructor course every year. Our courses are demanding and challenging – your aim is to become an outdoor instructor and we aim to kit you out with all the skills you need to achieve that.

The TrekCo Trainee Course runs from mid-April until early August – ending with two weeks in the French Alps. Usually trainees are invited back to continue working for TrekCo in September for the autumn, and then the following year.

Included:

Intro week in the Lake District

Peak District for 10 days training and shadowing senior staff

North Wales mountain skills - scrambling, navigation, ML work

Learn to lead/develop your leading

SPA Training

Mountain Biking in South Wales

Two weeks in the French Alps - climb, via ferrata, whitewater rafting, canyoning

High ropes training

In house certificates in climbing, high ropes, mountain biking at our multi- activity base in Sussex

Weekends away to develop your skills

Our Trainees over the years have gone on to become instructors and senior instructors at other centres, and we're constantly being told that their time at TrekCo was the best they've had. The variety of training and work, the great friendly atmosphere and the professional level of training are unmatched. We've also run TrekCo staff trips to Joshua Tree and Moab in the USA for climbing and biking, and to Everest Base Camp in Nepal.

Joining the Course

Please read the information in these sheets carefully - everything you need to know should be here. Please turn up on the day before the course starts; you will be met at the site. If you are not staying on site, then please let us know and we'll see you on Day 1. You will be leaving for the Lake District on Day 1 this year, so please check carefully that you have the right kit - tent, sleeping bag & mat, waterproofs, climbing gear and so on. See the kit list, there may be items we can lend you but be prepared and make sure you ask for them before we leave!

The Trainers

The people training you are highly qualified and experienced in their fields. We have many MIA/MIC holders and coaches up to Level 4, so your instruction is excellent. We intend our courses to be the best in the business, and the input from such experienced instructors is vital. If you want to achieve your goal of becoming an outdoor instructor then you need training from people of the highest calibre! Training is overseen by Steve Ranger who holds the MIA and IML, and day-to-day is run by Andy Camis, SPA, ML and BCU Coach.

Trainees Indicative Schedule 2018

	Day	Date	Training
			PLEASE DON'T ARRIVE BEFORE SUNDAY 15th – SITE FULL
APRIL	Sunday	15th	Arrive at Blackland Farm – you will be met. Set up tent/caravan etc.
	Monday	16th	Morning – complete CRB check & admin; Depart for Lake District
	Tuesday	17th	
	Wednesday	18th	Lake District week – depart Monday, return Friday. Climb, abseil, gorge walk, navigation, scramble – as weather permits
	Thursday	19th	
	Friday	20th	
	Saturday	21st	Free weekend to get sorted out at Blackland Farm
	Sunday	22nd	
	Monday	23rd	Training in Blackland Farm activities
	Tuesday	24th	
	Wednesday	25th	
	Thursday	26th	
	Friday	27th	
	Saturday	28th	
	Sunday	29th	Afternoon/evening depart for Peak District details TBC ask Andy Camis
	Monday	30th	Peak District Training this week Mon- Weds Climbing – Burbage, Stanage, Harborough; Abseil – Black Rocks, Millers Dale; Weaseling – Higgarr Tor, Black Rocks; Hill walk scramble & navigate – Kinder Scout
MAY	Tuesday	1st	Peak District Training
	Wednesday	2nd	Peak District Training
	Thursday	3rd	Preparation for group arrival; group arrive evening. Night hike
	Friday	4th	Assisting chief instructors on activities in the Peak District – you will be assigned each day to a minibus or set of activities
	Saturday	5th	Peak District
	Sunday	6th	Peak District
	Monday	7th	Peak District– pack & return Monday pm
	Tuesday	8th	Tues – Friday Blackland Farm – Assessments week
	Wednesday	9th	– combination of supervised sessions, assessments and shadowing staff.
	Thursday	10th	
	Friday	11th	
	Saturday	12th	Free

	Sunday	13th	
	Monday	14th	This week and every week from here: Working week – combination of supervised sessions, assessments and shadowing staff; once signed off running your own groups You may be working in Sussex or the Peak District – check the work sheets published
	Tuesday	15th	
	Wednesday	16th	
	Thursday	17th	
	Friday	18th	
	Saturday	19th	North Wales weekend (departure TBA, could be Fri night)
	Sunday	20th	Activities weather & personnel dependent – from climbing, scrambling, navigation, hillwalking.
	Monday	21st	In house biking assessment if you're doing this
	Tuesday	22nd	
	Wednesday	23rd	
	Thursday	24th	You may be working in Sussex or the Peak District – check the work sheets published
	Friday	25th	
	Saturday	26th	
	Sunday	27th	
	Monday	28th	Free (This is half term week)
	Tuesday	29th	
	Wednesday	30th	
	Thursday	31st	
JUNE	Friday	1st	
	Saturday	2nd	Return pm for work tomorrow
	Sunday	3rd	Working day – make sure you're around all of Sunday
	Monday	4th	
	Tuesday	5th	Working week – combination of supervised sessions, assessments and shadowing staff
	Wednesday	6th	
	Thursday	7th	(Technical Assessment sometime in this period)
	Friday	8th	
	Saturday	9th	
	Sunday	10th	
	Monday	11th	Working week – combination of supervised sessions, assessments and shadowing staff
	Tuesday	12th	

	Wednesday	13th	
	Thursday	14th	You may be working in Sussex or the Peak District – check the work sheets published
	Friday	15th	
	Saturday	16th	Peak District weekend – open (departs Friday night) To be confirmed
	Sunday	17th	
	Monday	18th	
	Tuesday	19th	Working week
	Wednesday	20th	
	Thursday	21st	
	Friday	22nd	
	Saturday	23rd	
	Sunday	24th	
	Monday	25th	
	Tuesday	26th	Working week
	Wednesday	27th	
	Thursday	28th	
	Friday	29th	
	Saturday	30th	
JULY	Sunday	1st	
	Monday	2nd	
	Tuesday	3rd	Working week
	Wednesday	4th	
	Thursday	5th	
	Friday	6th	
	Saturday	7th	Peak District weekend – open (departs Friday night) To be confirmed
	Sunday	8th	
	Monday	9th	
	Tuesday	10th	
	Wednesday	11th	Working week
	Thursday	12th	
	Friday	13th	
	Saturday	14th	
	Sunday	15th	
	Monday	16th	Working week
	Tuesday	17th	

	Wednesday	18th	
	Thursday	19th	
	Friday	20th	Depart for French Alps
	Saturday	21st	Arrive in Ailefroide; typical activities:
	Sunday	22nd	Climb/ Canyoning Via Ferrata
	Monday	23rd	Whitewater Rafting
	Tuesday	24th	Advanced Via Ferrata
	Wednesday	25th	Glacier Walk
	Thursday	26th	...continues until : 1st August Graduation night; return 2nd August; arrive 3rd August early a.m.
	Friday	27th	Alps
	Saturday	28th	Alps
	Sunday	29th	Alps
	Monday	30th	Alps
	Tuesday	31st	Alps
AUG	Wednesday	1st	Alps
	Thursday	2nd	Alps
	Friday	3rd	Return very early a.m.

Working and Employment Conditions



Pay

Foremost on many minds, hence first in the list! Recently we switched to a weekly rate, which seems to work well and is paid at the end of the month. The rate is £100 per week based on a 5 day week, so if you work, say, 4 weeks and 2 days that's 4.4 weeks. You will be paid, online into your bank account, at the end of each month. Make 100% certain that you give your correct bank account details in – if they're wrong you could have to wait a long time for the bank to find your money!

Work Schedules

The trainee calendar is fixed; i.e. you shouldn't miss any part of the training course or you may not pass. Should you need a day off for urgent family or medical reasons you must arrange this with Andy Camis (Training Course Director) or Paul Morley well in advance. Work at Blackland Farm is directed by [Paul Morley](#), the Schools Director. You should liaise with him regarding day-to-day matters of work. If you need to request a certain day off for any reason you should let him know as soon as possible, as he organises the timetables and staff. We may not be able to guarantee this date, but will try to accommodate your request. For general employment matters not related to routine work, contact [Steve Ranger](#).

Trek Co Staff Facilities

Below is a list of facilities available at Blackland Farm where you will be based. This should give you a rough idea of what to expect.



Internet

We have installed wifi in our office at Blackland Farm and on our main campsite at Blackland Farm for staff use. This is free; the network is called 'TrekCo Free Network' – no password needed. There is another free network at Deers Leap Bikes, our mountain bike park up the lane.

Phone / Post

There is a telephone box in the yard for outgoing calls only. There is usually a good 4G mobile signal at Blackland Farm. The letterbox is by the main entrance. Any incoming post for you should be directed to:

Your Name, Trek Co Staff, Blackland Farm, Grinstead Lane, East Grinstead, West Sussex, RH19 4HP.

Washing / drying clothes

There is a washing machine and tumble dryer in the staff toilet block. Free, of course.



Toilets / showers

There is a staff toilet block, 10 metres from the campsite. Showers / toilets and washbasins: there's permanent hot water available in the toilet blocks.

Living arrangements

You will need to bring a tent big enough for you and your kit. This is the part most people worry about. Don't! You won't be on your own; mid season there will be up to 40 staff on the staff campsite. Camping on the staff campsite is free. If you intend to bring a caravan, you MUST

Speak to Paul and you MUST put it where you are allocated – don't just turn up and put it where you think!

Visitors

Visitors to the campsite (boyfriends / girlfriends) can't unfortunately stay overnight on the staff campsite when there is a school course running. This is for two reasons – child safety, and school staff concerns. This is regrettable, but obviously from the point of view of a school, strange adults are not ideal anywhere that school children are staying.





The Training Course and work

The training course has been designed to work on two levels. Firstly, to give you the necessary skills to work for us, gaining invaluable group experience while doing so; secondly to further your personal skills. In charge of the Training course is [Andy Camis](#). You should speak to Andy about day-to-day matters relating to your training. He will organise the schedule for your course in conjunction with [Steve Ranger](#).

When you arrive we'll ask you to sign a [contract of employment](#). This lays out the terms of work, the notice you have to give and so on.

On arrival you can put up your tent and be shown around Blackland Farm. On Monday of the first Blackland Farm week we will introduce the company and go over the essentials. Training will start that day and during the first weeks we will also:

- Complete the Staff Information Form including your bank account details, National Insurance number, etc. – please bring these details with you.
- Complete your DBS check of not done previously (although you should have done this before arriving)
- Apply for registration for SPA Training if you haven't already done so (you pay the fees for this)
- Apply for insurance for the Alps trip, including BMC Membership (you pay the fees for this)



During the course we will be staying at various locations, training in different activities.

You will have a permanent base at Blackland Farm where you can leave any kit you're not using.

To get the most out of the course [you will need to be physically fit](#). There is a very good reason for this - it is a physically demanding job! We're not talking marathon fit, but the fitter you are, the more you will get out of working in this environment.



You can expect:

- Intensive training to enable you to operate our high wire elements.
 - An introduction to lead climbing.
 - Significant training towards your SPA.
 - SPA Training if we feel you are ready, you have completed 15 lead climbs and have registered. If you are more advanced and have completed SPA Training, we will pay for your SPA assessment instead if we feel you are ready.
 - Food Hygiene Certificate
 - TrekCo in house Mountain Bike Certificate
 - Where feasible you will have the chance to go multi-pitch climbing and mountain scrambling.
 - Training in mountain leadership. Navigation, route planning, mountain safety
- A trip to the French Alps. Activities include canyoning, via ferrata, glacier walks, climbing, and whitewater rafting.



Trek Co covers the costs of the training course. This includes transport to and from venues on compulsory trips, campsite fees (while at BF), instruction, specialist gear etc. While working on residential courses food will be provided. (An outside caterer brings in enough food for all clients and staff working on that course) There is one set of additional costs; for weekends away we will ask you to provide your own food and campsite fees. These costs are small.

When we are away you will be expected to pay for your own camping and food. (This cost is minimal; campsite fees are normally £5ppn).

At BF there are basic cooking facilities; microwave, fridge. While away on training trips some places will have basic cooking facilities and some will not. A small gas stove is the easiest and cheapest solution. (See kit list.)

Some weekends are listed as 'Open' weekends. These are not all listed on your calendar and may well be organised during the season as we become aware of availability etc. The idea of these is to enable staff to get away for a weekend climbing, biking etc. A notice will go up, sign up fast to get a place. On these weekends we share petrol costs and you pay for your own campsite, food etc – this is still a very cheap way to get a weekend in the mountains and go climbing or receive training.

Staff Deals

Trekco has an online gear shop; www.gearshack.co.uk with a shop in Lewes. All employees get a 20% discount at the Gearshack. We also have deals with some of the top outdoor brands such as Patagonia, Rab, Petzl, Black Diamond, Mountain Equipment and many others. These deals mean we can get heavily discounted goods for staff, and very cheap clearance offers. There is no 'catch' with these deals, the companies are happy as long as our instructors are seen wearing their gear; which is why they do it. The only stipulation is that the gear is for your personal use only, and not for friends. Check out the web site or pop in. Call to ensure you get your discount.

Staff uniform

At the Trekking Company you are not required to wear a staff uniform, as in many situations it would be impractical. You are expected to wear appropriate clothing for the activities you are doing. When you start work you will be given a TrekCo t-shirt and fleece. Often there is an optional item of uniform that is heavily subsidised by us. (Down jackets, mountain packs, fleeces etc.)

We will give you guidance on whether we think your clothing is appropriate for working with schools and other clients – basically, don't be too scruffy and always present a clean appearance. The only solid rule is that we don't permit wearing flip flops whilst working, you must wear shoes in which you can run in an emergency.

Kit List

Please ensure you turn up on the first day with all the correct kit or with the intention of getting it soon. If you have ANY problems with the kit list, please let me know, as we may be able to help.

Paperwork

- Originals of your outdoor qualifications (not other qualifications like GCSEs etc.)
- National Insurance number and P45 if you have one
- EHIC card for travel to Europe
- Passport

For DBS check: must be originals

- Driving Licence if owned (provisional OK)
- Birth Certificate
- Passport
- Bank statement or utility bill from the last 3 months – must be for the same address (please note you should already have done a DBS check BEFORE arriving; this list is just in case you haven't)

Kit

In general you will be living and working in the outdoors. You MUST be appropriately equipped to operate in a professional capacity in this environment. Below is a list of essentials an aspiring outdoor professional will need.

It doesn't have to be expensive to do the job. As an example; our work Jackets are £30 and are great for the outdoors. If you were looking for gore-tex they would be £200 - £400. Instead of buying a Thermarest for £80+, get some foam sleeping mats, £3.

During training week we will look at kit. If you're unsure what to get you can wait until then.

Some of this kit is **ESSENTIAL**. Some is **HIGHLY RECOMMENDED**

Tent	- Big enough for you and your stuff at Blackland Farm
Rucksack / day sac	- 35 / 45L
Sleeping bag & mat	- It can be cold in April and can be warm in July! Think carefully.
Waterproof jacket and trousers	- We will be out whatever the weather.
Warm Hat and gloves	- Very important.
Headtorch	- absolutely essential.
Climbing harness, helmet, belay device, Slings and a couple of screw gate karabiners	- You will need these! If you don't have these already or are not sure what to get, wait.
Rock boots	
Walking boots	- Very important. You must have a pair that fits you and is comfortable.
Clothing for the cold	- Down jacket, fleece trousers, thick socks etc. (or lots of fleeces or jumpers!)
Mountain tent	- For use on training trips / Alps
Larger pack for overnight exped's and bivis	- 65L +
Stove and Pans	- Not essential as you can share.
Bivi Bag	- <u>Not orange plastic</u> . Can be picked up from army surplus for £15 (must be breathable)

You will also need clothing you can wear on a day-to-day basis.

Blackland Farm Location

The Trek co site is 500m N (down the hill) of the main site entrance. It's a field entrance on the west (left) side of the road, opposite Neyland Farm Cottages. There will be a Trek co sign on the gate.

DIRECTIONS TO BLACKLAND FARM FROM M23

1. Exit M23 at Junction 10
2. Follow A264 signposted to East Grinstead for 0.6 miles
3. At roundabout, take second exit
4. Follow for 1.6 miles to next roundabout, take third exit signposted to Haywards Heath and Crawley Down
5. Follow for 3.6 miles through Crawley Down and Turners Hill and turn left, signposted Sharpthorne and West Hoathly
6. Follow for 2.0 miles through West Hoathly and Sharpthorne and turn left, signposted East Grinstead and Standen (this is 'Grinstead Lane')
7. Follow for 0.7 miles and Blackland Farm is on the left.

FROM M25

1. Take Junction 6 signposted for Godstone and East Grinstead
2. Follow A22 signposted East Grinstead for 12 miles
3. At Felbridge go straight on at traffic lights, 0.2 miles further on take right turn at traffic lights into Imberhorne Lane
4. At mini-roundabout go straight on, then go to end of road
5. At crossroads go straight over but give way
6. Go to end of road, at T-junction take right turn
7. Follow road down steep hill, from bottom of hill drive a further 0.7 miles and Blackland Farm is on your right

ADDITIONAL INFORMATION

Grid Reference: TQ 381335

Trains: The nearest railway station is East Grinstead.

Buses: Arriva 01737 242411 and
Metrobus 01342 893080

or www.metrobus.co.uk. Blackland Farm is close to Sharpthorne Village and buses will stop at Blackland if asked, just before the village.