



Registrations Procedure

1. Learner contacts the local Peer Support Coordinator for more information on the course and information is sent to the learner. This includes the document Becoming a Breastfeeding Peer Supporter Volunteer in Cornwall and the link to the website, <https://realbabymilk.org/trainingcornwall/>
2. Signpost learner to enrol as a volunteer with the area's Children Centre or the hospital, this involves a County Council/hospital volunteer application form and DBS check.
3. The County Council or Hospital confirm with the Peer Support Coordinator the learner is a registered volunteer and therefore accepted on the course.
4. Send learner invitation to course, template below.

I am pleased to invite you to attend the next Breastfeeding Peer Support course run by Real Baby Milk. Please can you email us if you have any learning support needs, and/or consider yourself to have a disability? We will try to make any reasonable adjustments to support your learning.

The details are as follows:-

Location:

Address:

Telephone:

Dates:

Time:

Trainer and Contact: Nancy Barrows email nancy@realbabymilk.org

Please could you bring your own snacks and drinks for any children/babies that are attending with you. Tea and Coffee will be provided.

The course runs for 8 weeks, please expect to do at least 1 hours homework each week, with a practical assessment in week 6 or 7.

To accept your place on the course, please email anna@realbabymilk.org by xxx to confirm you can attend all the dates. If you are no longer able to attend or you may need to miss more than 1 of the sessions please contact me by xxx to discuss further and/or cancel your place and we can offer it to another volunteer, as courses have very limited spaces.

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5. On week 1 of the course learner completes registration form with Name, Date of birth, Address, employment status and ability status. All learners are then registered with the accredited training body.

6. The maximum number of learners per course is 10.

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Date of Next Review:	June 2018
Authorised By:	Lesley Ibbotson