



Training Guidelines

Best practice guidelines



IRELAND
leave no trace



Leave No Trace Ireland Training Guidelines

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1.0 Introduction

Leave No Trace Ireland is a not-for-profit company made up of partner organisations with a shared interest in encouraging responsible enjoyment of Ireland's natural environment. Our mission is to promote and inspire responsible outdoor recreation through education, research and partnership throughout the island of Ireland.

The Leave No Trace Ireland education programme strives to inspire those who enjoy outdoor recreation to take personal responsibility and to reduce their impact on the environment. The programme teaches people simple skills and techniques to minimise their impact on the environment.

The education programme is built around seven key principles.

Leave No Trace Ireland Principles:

1. Plan Ahead and Prepare
2. Be Considerate of Others
3. Respect Farm Animals and Wildlife
4. Travel and Camp on Durable Ground
5. Leave What You Find
6. Dispose of Waste Properly
7. Minimise the Effects of Fire

Leave No Trace Ireland training is delivered at various levels, including Awareness Training, Trainer Courses and Advanced Trainer Courses. The Leave No Trace message has been adopted by many organisations including government departments, state agencies, national governing bodies of sport, education and training organisations and a range of tourism businesses. It is this broad adoption and promotion that gives the message its strength, together with the fact that the principles are all positive in nature and based on sound science.

1.1 Our Mission

To promote and inspire responsible, outdoor recreation through education, research and partnerships throughout the island of Ireland.

1.2 Our Vision

That outdoor recreation across the island of Ireland takes place in harmony and in balance with nature and that all recreational users value and support efforts to protect Ireland's natural environment.

1.3 Our Values

Leave No Trace Ireland is a values-based organisation. The values are:

Ethical decision making

We believe in the value of research to inform ethical, evidence-based, responsible decision making.

Education as empowerment

We believe in the importance of enjoyable, stimulating education and skills development as a way of empowering people to make good choices, enthusing them to connect with nature and taking personal responsibility for the health and well-being of our planet.

Respect for our Environment

We respect that while people may hold different views on how to protect our environment, we all work towards a common goal of respect and love for that environment. We believe that Ireland has fantastic ecosystems and habitats that deserve to be respected in their own right and not just because human beings value them.

The Value of Relationships

We value the contributions of people and the relationships with our different partners in helping us to achieve our collective goals.

Empowerment of People

We believe in the transformative power of the outdoors in terms of health, well-being and social inclusion.

Integrity in all we do

We will be open, honest and transparent and try to be the best we can in everything we do.

1.4 Strategic Priorities

In achieving our mission Leave No Trace Ireland will become an organisation that;

1. Makes Leave No Trace Ireland research and education programmes relevant and accessible for all people who use the natural environment for recreation.
2. Makes Leave No Trace Ireland prominent, relevant and accessible through active partnerships throughout the island of Ireland.
3. Ensures Leave No Trace Ireland is at the centre of policy making in the areas of outdoor environmental research and education.
4. Develops a sustainable organisation that is financially independent, broadly supported and equipped with strong leadership to ensure Leave No Trace Ireland maintains its ability to pursue its mission into the future.

1.5 The Organisation

Leave No Trace Ireland is a company limited by guarantee. It was officially established in 2008 and was granted charitable status in 2013. The organisation is administered by a Board of Directors and assisted by five subgroups: Education and Advisory Group; Research; Finance and Audit; Communications and Engagement; HR and Governance.

2.0 The Education and Advisory Group (EAG)

Purpose

The purpose of the Leave No Trace Ireland Education and Advisory Group is to provide advice on the organisation's education and training programmes and to support the implementation of Leave No Trace Ireland's strategic objectives.

3.0 Training Guidelines:

These training guidelines have been developed to provide trainers with best practice guidelines to ensure consistency and quality Leave No Trace training.

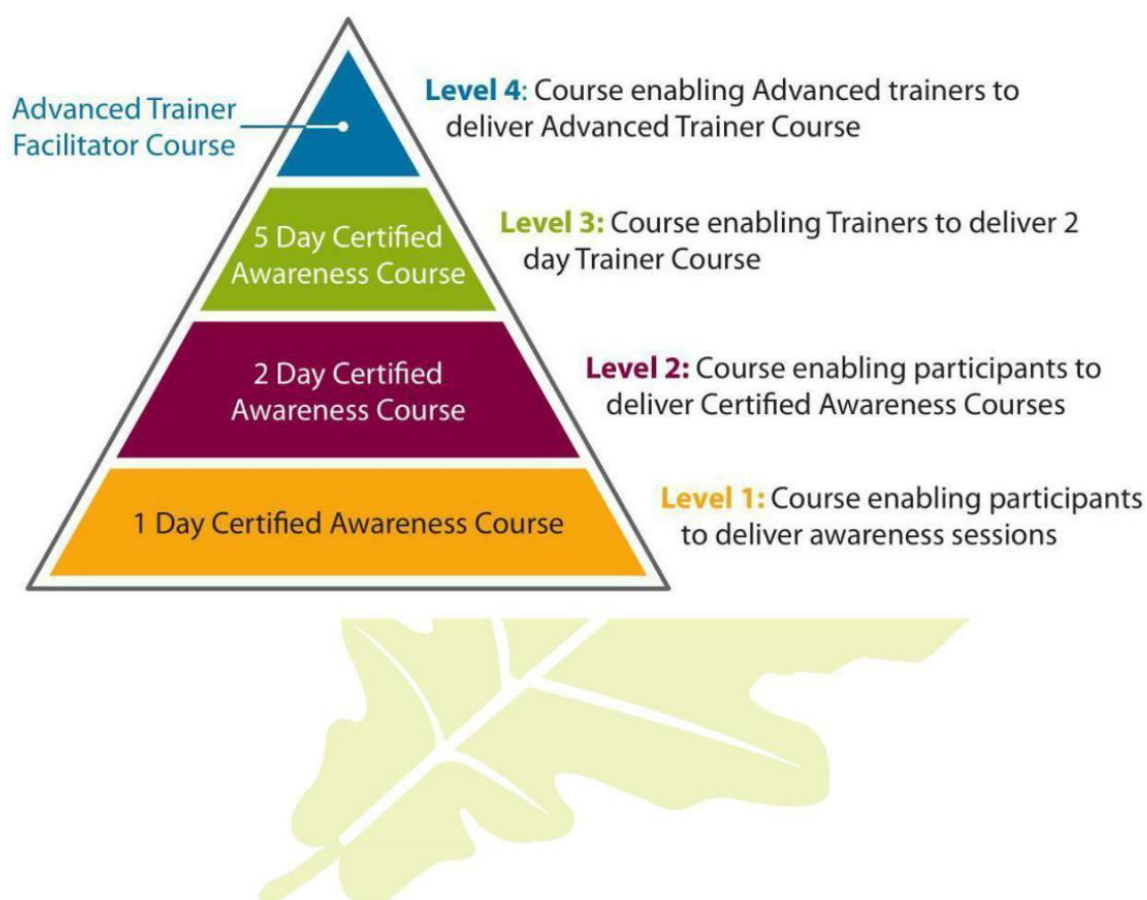
3.1 Leave No Trace Training Structure

The structure of Leave No Trace Ireland training includes Awareness training, Trainer courses and Advanced Trainer Courses.

Awareness training is designed for the general public to learn, practice and promote Leave No Trace in Ireland.

Trainer Courses, enable people to become Leave No Trace Trainers and teach awareness training.

Advanced Trainer courses enable people to go on to become Leave No Trace Advanced trainers who 'train the trainers' and carry out custom training for Leave No Trace Ireland. The highest level of training is the **Advanced Trainer Facilitator** course. This course, together with outdoor experience prepares trainers to deliver the Advanced Trainer Course.



3.2 Requirements to deliver Leave No Trace Training

Before you engage in Leave No Trace Training, all trainers are required to submit a signed declaration form (downloadable from Basecamp) confirming that they will take responsibility for having:

- Appropriate activity insurance (Trainers requested to deliver a course on behalf of Leave No Trace will be covered under Leave No Trace Ireland's insurance).
- A current First Aid Certificate, (please note most First Aid certificates require re-validation every 3 years).
- Relevant outdoor Leadership qualification.
- Complying with all necessary health and safety regulations.
- Complying with all child protection guidelines; (please see Child protection policy).
- All Leave No Trace trainers must apply and be approved by Garda Vetting before delivering training.

The declaration form should be sent to the Leave No Trace Ireland Training Administrator (training@leavenotraceireland.org). Once the declaration form has been submitted it is the responsibility of the Trainer who has signed and submitted the form to ensure that they keep their insurance, first aid and relevant outdoor leadership awards up to date and that health and safety and child protection requirements are always adhered to.

A copy of the declaration form is available on the Leave No Trace Ireland Training and Education Basecamp forum. <https://3.basecamp.com/3585380/join/72n73Ac5bCJf>

3.3 Child Protection and Garda Vetting

In line with the new legal requirements, Leave No Trace Ireland have adopted a Child Protection and Garda Vetting Policy. Before any trainer can be engaged by Leave No Trace Ireland, Garda Clearance must now be in place.

Leave No Trace Ireland have allocated a mandated person who oversees safe and good practice within the organisation. Leave No Trace have partnered with The Federation of Irish Sport will make enquiries with An Garda Síochána to establish whether there is any criminal record or specified information relating to the applicant. The suitability of an applicant for a position is then is the sole responsibility of Leave No Trace Ireland.

4.0 Training Specifications for:

- Leave No Trace Certified Awareness Training courses
- Leave No Trace Trainers courses
- Leave No Trace Advanced Trainers courses

These training specifications prescribe the training programme requirements including the aims, objectives and trainer specification for each level of Leave No Trace Ireland Training.

4.1 Training Specification for 1 day Certified Awareness Training

Aim This course provides participants with information about the national Leave No Trace Ireland programme and the knowledge and skills to inform others and spread the message about minimum impact outdoor skills and ethics.

Objectives

On completion of a certified awareness course participants will be able to:

At a minimum, participants will be able to...	For the session to be certified participants
<ul style="list-style-type: none">• Hear why they should 'Leave No Trace'.• Be Exposed to the 7 Principles.• Understand the personal responsibility and choice based approach of Leave No Trace vs prescriptive approach of existing country codes.• Understand that there are shades of grey to 'making good choices', its not just black and white.• Find out that they have both the personal responsibility and capacity to choose• Find Leave No Trace resources online, on paper and in person.	<ul style="list-style-type: none">• Must have knowledge of all the principles• Can answer the question – Why is Leave No Trace behaviour important?• Will write down their own Outdoor Ethic• Will answer some Leave No Trace FAQ• Can engage with others on Leave No Trace• Will make one commitment to share good choices +/- or challenge poor ones

Trainer Requirements

Training Course	Requirement to work as the Lead Trainer	Requirement to work as the Co-Trainer
Certified Awareness Course (6 hours)	An approved Certified Leave No Trace Trainer	Has completed Leave No Trace Trainer course.

Ratios of trainer to participants

Course	One Trainer	Two trainers	Terms and conditions
Certified Awareness	Minimum 5 Maximum 12	Maximum 15	If the co-trainer has not yet been Approved as a Leave No Trace Trainer, the group must remain as one for the duration of the course.

Duration

A certified awareness course should include a minimum of 6 total hours of experiential instruction, with the main component conducted outdoors.

Training Approach

Sample programmes for a Leave No Trace certified awareness course are available on Basecamp. <https://3.basecamp.com/3585380/join/72n73Ac5bCJf>

Cost

Recommended cost of a full Certified Awareness training course is €40 per person.

Completion

Successful completion of a Leave No Trace Awareness course requires participation throughout the day. Upon successful completion of a Certified Awareness course, each participant will be issued with a Leave No Trace Awareness Certificate and a Leave No Trace Ethics booklet.

Evaluation and Feedback

All trainers, co-trainers and participants are required to complete a comprehensive feedback form on the following elements of the course.

- Course structure and content
- Course delivery and presentation
- Materials and activities used in the course

These forms can be accessed on the Leave No Trace Basecamp online forum.

<https://3.basecamp.com/3585380/join/72n73Ac5bCJf>

The feedback forms from all courses will be used by the EAG to guide and improve the future delivery of Leave No Trace training in Ireland.

Roles and Responsibilities of Trainers:

The duties set out below outline the specific duties for delivery of Leave No Trace Training.

Roles and Responsibilities of Lead Trainer

- Fulfils criteria to become a Lead Trainer
 - Have completed Trainer Course and completed an observation of an Awareness Course as detailed above.
- Responsible for liaising with Leave No Trace office on all course administration
- Responsible for dissemination of all pre-course communications
- Responsible for securing training resources for the course
- Responsible for site selection and all course logistics
- Lead Coordinator of Training Agenda and roll out of Training Programme
- Responsible for briefing the co-trainer at least one week before the training course
- Management of all operations throughout the training day
- Responsible for Health & Safety on the day
- Responsible for Child Protection on the day
- Responsible for all course evaluations and course reporting

Roles and Responsibilities of Co-Trainer

- Fulfils criteria to become a Co- Trainer
- Have completed Trainer Course.
- Understand the curriculum of a Leave No Trace Awareness day and how the programme is delivered
- Assist lead trainer with all course logistics
- Assist lead trainer in roll out of training agenda
- Assist with delivery of training programme
- Assist in all course operations throughout the training day
- Assist in all course evaluations and course report

Bookings and Administration of Training

The office must be notified at least two weeks in advance of any course bookings. This will ensure sufficient time to allow administration of training and circulation of course materials. training@leavenotraceireland.org Phone: 01 9059000

Record System

The following records should be returned to the Leave No Trace Office after completion of an awareness course. You will find copies of all forms on the online forum for Leave No Trace Trainers - Basecamp.

1. Registration form with details of course participants
2. Participant Evaluation form completed by participants
3. Trainer Evaluation form
4. Photographs from the training (See guidelines on Basecamp)
5. Observer Log form if applicable.

Minimum Age

The minimum age for Leave No Trace Certified training is 16. Leave No Trace Ireland have custom education primary, secondary and youth programmes. Please contact training@leavenotraceireland.org or call 01 9059000 if you wish to seek further information on these programmes.

4.2 Training Specification for Leave No Trace Trainers Course

Aim

This course provides participants with information about the Leave No Trace Ireland programme and the knowledge and skills to inform others about minimum impact outdoor skills and ethics.

Objectives

On completion of a Leave No Trace Trainers course participants will be able to:

- Explain the role and function of a Leave No Trace Trainer
- List and discuss the principles and ethics of Leave No Trace
- Demonstrate and teach minimum impact outdoor skills and techniques to help others explore their own personal outdoor ethic.
- Assist in the delivery of Leave No Trace awareness training.
- Explain and promote the Leave No Trace Ireland message to others.

Pre-requisite

All participants must have completed a 1 day Certified Awareness training course.

The Trainer

Training Course	Requirement to work as the Lead Trainer	Requirement to work as the Co-Trainer
Trainer Course	Certified Advanced Trainer	Leave No Trace trainer course completed. The assistant trainer must have observed one full trainer course being delivered after completing their training course. Must work under the direct guidance and supervision of lead trainer

Ratios of trainer to participants

Course	One Lead Trainer	Two Trainers	Terms and conditions
Trainer Course	Minimum 5 Maximum 7	Maximum 12	The group of 12 must remain as one group the duration of the course, under the direct guidance of lead trainer if the co-trainer has not yet completed the advanced trainer's course.

Roles and Responsibilities of Trainers:

The duties set out below outline the specific duties for delivery of Leave No Trace Trainer Course.

Roles and Responsibilities of Lead Trainer

- Have completed the Advanced Trainer course
- Responsible for liaising with Leave No Trace office on all course administration
- Responsible for dissemination of all pre-course communications
- Responsible for securing training resources for the course
- Responsible for site selection and all course logistics
- Lead coordinator of training agenda and roll out of training programme
- Responsible for briefing the co-trainer at least one week before the training course
- Management of all operations throughout the training day
- Responsible for all course evaluations and course reporting

Roles and Responsibilities of Co-Trainer for Trainer course

- Completion of Leave No Trace Trainer course
- Have observed delivery of one full trainer course
- Work under guidance and assistance of lead trainer at all times throughout the course
- Be in receipt of guidance notes for working as co-trainer
- Understand the curriculum of a Leave No Trace Trainer course and how the programme is delivered
- Assist lead trainer with all course logistics

- Assist Lead trainer in roll out of training agenda
- Assist with delivery of training programme
- Assist in all course operations throughout the training day
- Assist in all course evaluations and course report

Duration

A Trainers course should include a minimum of 16 total hours of experiential instruction, 10 hours of which should be conducted outdoors. One night's camping is strongly recommended. In the event of bad weather, it is important to have an alternative accommodation option.

Training Approach

Sample programmes for a Leave No Trace Trainers course are available on Basecamp. <https://3.basecamp.com/3585380/join/72n73Ac5bCJf>

Course Cost

The recommended fee for a Leave Trainers course is **€140** per participant; this excludes any venue and catering costs. The fee includes a Trainers course pack for each participant. Trainers who wish to purchase trainer packs for courses delivered in a private capacity should contact the office 3 weeks before the course starts. You may either collect the packs or have them posted.

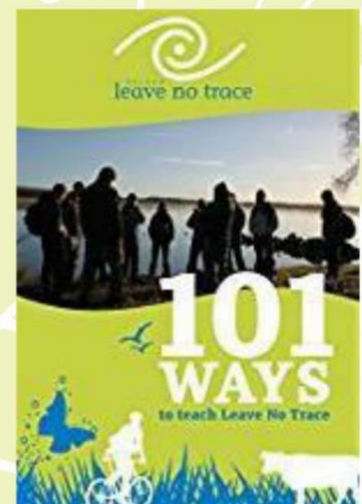
Trainers Course Pack

- Trainer Manual
- A5 Skills and Ethics booklet
- A6 Outdoor Ethics booklet
- Leave No Trace Ireland Trainer badge.
- Participants will receive sample lesson plans

101 Ways

Participants should be advised to purchase '101 ways to Teach Leave No Trace' on Amazon.co.uk. <http://amzn.to/2mZkrhX> prior to the start of the course. The resource costs €9.95. 101 Ways to teach Leave No Trace presents almost 100 different innovative activities to enable you to effectively teach the Leave No Trace message the Leave No Trace way. With that in mind, the activities are interactive, fun and outdoor based. Learning through doing and in context - while engaging in outdoor activities - promotes positive learning outcomes and behaviour change. The learning is further enhanced by a sense of discovery and personal connection with the outdoors. This text should prove to be an invaluable resource for anybody running a Leave No Trace session.

It has been compiled from activities provided by trainers teaching Leave No Trace in Ireland over a period of 10 years.



Bookings and Administration of Training

The office must be notified at least two weeks in advance of any course bookings. This will ensure sufficient time to allow administration of training and circulation of course materials. training@leavenotraceireland.org Phone: 01 9059000

Pre-course Communication

All participants will receive communication prior to the start of any Leave No Trace Ireland training course. Pre-course communications will clearly outline the training agenda, training logistics with examples of allocation of student-led teaching exercises, lesson plans, kit list etc. for the Trainer and Advanced Trainer course. Templates for this communication are available to download on Basecamp. Trainers are encouraged to customise and use these documents to ensure standard communication from all trainers.

Completion

Upon successful completion of a Trainers course, each participant should be issued with a Leave No Trace Trainers certificate and an evaluation form. Participants should be advised that to deliver Leave No Trace Awareness training, that they must observe on a Certified Awareness course and submit a completed log page to the office before they can deliver their own Certified Awareness courses. This log page can be downloaded from Basecamp. Trainers reserve the right to deny a certificate to a participant if in the opinion of the trainer the participant:

1. Failed to attend the entire course.
2. Failed to display the skills necessary to conduct programmes or otherwise carry forward the Leave No Trace message in a productive way.
3. Failed to exhibit behaviours consistent with the Leave No Trace philosophy.

In the event of a decision made not to award a Certificate, a form is available in Basecamp must be completed and returned to the Training Administrator within 5 days of delivering the course. This report should outline recommendations for the participants to receive further training to reach the required standard. A sample report is available to download on Basecamp.

<https://3.basecamp.com/3585380/join/72n73Ac5bCJf>

Evaluation and Feedback

All trainers, co-trainers and participants are required to complete a comprehensive feedback form on the following elements of the course

- Course structure and content
- Course delivery and presentation
- Materials and activities used in the course

The feedback forms from all courses will be used by the EAG to guide the future delivery of Leave No Trace training in Ireland.

Record System

The following records should be returned to the Leave No Trace Office after completion of a trainer's course

1. Registration Excel form with details of course participants
2. Participant Evaluation form completed by participants
3. Trainer Evaluation form
4. Photographs from the training
5. Observer Log form

4.3 Training Specification for Leave No Trace Ireland Advanced Training Course

Trainers Course Aim

Leave No Trace Ireland Advanced Trainer Courses provide participants with in-depth information about the national Leave No Trace programme and the knowledge to teach others about minimum impact outdoor skills and ethics. Upon successful completion of the Advanced Trainer Course and submission of action project as agreed with course director, new Advanced Trainers are entitled to instruct Leave No Trace Ireland Trainer courses – a two day (16 hr.) field based course designed for anyone using or promoting the outdoors and anyone interested in Leave No Trace and the 1 day Certified Awareness Course.

Objectives

Upon successful completion of the Advanced Trainers Course each participant should be able to:

- Understand, demonstrate and teach best practice in minimum impact outdoor techniques to a diverse range of learner groups.
- Discuss Leave No Trace teaching skills and techniques, teaching pedagogies, and development of lesson plans and provide constructive analysis of a student's delivery of training.
- Discuss the issues surrounding outdoor ethics and enable others to develop their own outdoor ethic.
- Explain and promote the Leave No Trace message to others.
- Facilitate the two day Leave No Trace Trainer Course.

Course	Director and Co-Trainer	Terms and conditions
Advanced Trainer Course	Minimum 10 Maximum 12	The Director must have completed the Advanced Trainer Facilitator Course**

Pre-requisite to participate in Advanced Trainer Course.

All participants must have completed a Leave No Trace Trainer course and be able to demonstrate experience in education and outdoor learning. Alternatively, suitable candidates may meet the entry requirements through recognition of prior experience and learning.

Requirements to work as Course Director and Co-Trainer on the Leave No Trace Ireland Advanced Trainer Course:

Training Course	Requirement to work as Course Director	Requirement to work as the Co-Trainer
Advanced Trainer Course	Advanced Trainer Facilitator Course completed	An active Leave No Trace Advanced Trainer

Roles and Responsibilities of Trainers for Advanced Trainer Course

The duties set out below outline the specific duties for delivery of Leave No Trace Advanced Trainer Course.

Roles and Responsibilities of Course Director

- Have completed the Advanced Trainer Facilitator Course** (see definitions)
- Responsible for site selection and all course logistics
- Design and customise course content and logistics based on specific site location
- Co-ordination of Training Agenda and roll out of Training Programme
- Responsible for liaising with Leave No Trace office on all course administration
- Responsible for dissemination of all pre-course communications
- Responsible for securing training resources for the course
- Responsible for briefing the co-trainer at least one month before the training course
- Management of all operations throughout the training days
- Ensuring learning objectives are met
- Responsible for all course evaluations and course reporting
- Responsible for Health & Safety and all risk assessments throughout course

Roles and Responsibilities of Co-trainer

- An active Leave No Trace Advanced Trainer.
- Have notable experience as teacher /trainers within own respective organisation / profession.
- Work under guidance and assistance of lead trainer at all times throughout the course.
- Be in receipt of guidance notes for working as co-trainer.
- Have deep understanding of the curriculum of a Leave No Trace Trainer course and how the programme is delivered.
- Assist lead trainer with all course logistics.
- Ensuring learning objectives are met.
- Assist lead trainer in roll out of training agenda.
- Assist in all course operations throughout the training days.
- Responsible for Health & Safety and all risk assessments throughout course.
- Assist with all course evaluations and course reports

Duration

An Advanced Trainer Course is five days in length with 1-2 overnight camping expeditions

Training Approach

Sample programmes for a Leave No Trace Advanced Trainers course are available on Basecamp.

Bookings and Administration of Training

All Advanced Trainer Courses are managed by the Leave No Trace Office. If you or your organisation are interested in delivering a course please contact the office.

Pre-course Communication

All participants will receive communication 1 month prior to the start of any Leave No Trace Ireland training course. Pre-course communications will clearly outline the training agenda, training logistics with examples of allocation of student-led teaching exercises, lesson plans, kit list etc. for the Advanced Trainer course. Templates for this communication are available to download on Basecamp. Trainers are encouraged to customise and use these documents for delivery of their training. A confidential medical form from each participant will be collected from each participant and kept with Course Director until the end of the course.

Course Cost

€990 per participant which includes 5 days full training, food and accommodation.

Completion

Upon successful completion of an Advanced Trainers course, each participant should be issued with a Leave No Trace Advanced Trainers certificate and an action plan.

Evaluation and feedback

All trainers, co-trainers and participants are expected to complete a comprehensive feedback form on the following elements of the course

- Course structure and content
- Course delivery and presentation
- Materials and activities used in the course

Record System

The following records should be returned to the Leave No Trace Office after completion of an advanced trainer's course

- 1) Registration form with details of course participants
- 2) Participant Evaluation form completed by participants
- 3) Advanced Trainer Evaluation form
 - a) Course Director
 - b) Assistant Trainer
- 4) Photographs from the training
- 5) Completed Actions plans
- 6) Course Report completed by Course Director

Job Descriptions

Course Director

Advanced Trainer Course – Leave No Trace Ireland

Job Title	Course Director
Job Description	Course Director will be required to lead a 5 day Advanced Trainer Course, on behalf of Leave No Trace Ireland.
Days Worked	8 (including administration & overnight)
Remuneration	TBC
Outline	The Course Director for a Leave No Trace Ireland Advanced Trainer Course must be an Advanced Trainer Facilitator and must agree to deliver the course in accordance with the Leave No Trace Ireland Training Guidelines. https://bit.ly/2ROdWwn
Responsibilities	<p>Have completed the Advanced Trainer Facilitator Course</p> <p>Adhere to Leave No Trace Training Guidelines</p> <p>Design and customise course content and logistics based on specific site location</p> <p>Coordination of guest speakers</p> <p>Coordination of Training Agenda and roll out of Training Programme</p> <p>Responsible for site selection and all course logistics</p> <p>Responsible for securing training resources for the course</p> <p>Responsible for liaising with Leave No Trace office on all course administration</p> <p>Responsible for dissemination of all pre-course communications</p> <p>Responsible for briefing the co-trainer at least one month before the training course</p> <p>Management of all operations throughout the training day</p> <p>Responsible for all course evaluations and course reporting</p>
Essential Criteria	<p>Hold an Advanced Trainer Facilitator Qualification.</p> <p>Evidence of being an active Advanced Trainer (/Facilitator).</p> <p>Other qualifications appropriate to environments and activities of course.</p> <p>Co-delivered one or more approved Advanced Trainer Courses prior to serving as a Course Director.</p> <p>Demonstrate clear ability to deliver outdoor and environmental training/education in a range of teaching environments.</p> <p>Clear understanding of Leave No Trace Ireland ethos, principles, history and structure.</p> <p>Effective communication – verbal and written, delivered with enthusiasm and impact.</p> <p>Have contributed to Leave No Trace Ireland's education / training resources in the past 24months.</p> <p>Hold appropriate outdoor first aid certification (e.g. REC 3)</p>
Desirable Criteria	<p>Hold a third level qualification in education, training or similar.</p> <p>Motivated to develop real excellence in delivering quality training.</p>

Co- Trainer

Job Title	Co-Trainer
Job Description	A co-trainer will be required to co-deliver a 5 day Advanced Trainer Course, on behalf of Leave No Trace Ireland under the direction of the course director, and must agree to deliver the course in accordance with the Leave No Trace Ireland Training Guidelines. https://bit.ly/2ROdWwn
Days Worked	6 (including overnight)
Remuneration	
Outline	The Co-Trainer for a Leave No Trace Ireland Advanced Trainer Course must be an active Leave No Trace Advanced Trainer and have notable experience as a teacher/trainer within their own respective organisation.
Responsibilities	<p>Be an active Leave No Trace Advanced Trainer.</p> <p>Understand the curriculum of a Leave No Trace Trainer course and how the programme is delivered.</p> <p>Work under guidance and assistance of lead trainer at all times throughout the course.</p> <p>Be in receipt of guidance notes for working as a co-trainer.</p> <p>Assist lead trainer with all course logistics.</p> <p>Assist lead trainer in roll out of training agenda.</p> <p>Assist in all course operations throughout the training day.</p> <p>Assist with all course evaluations and course report.</p>
Essential Criteria	<p>Have notable experience as teacher/trainers within own respective organisations/profession.</p> <p>Active in delivering training/education to 'train the trainer' standard, or equivalent.</p> <p>Demonstrate clear ability to deliver outdoor and environmental training/education in a range of teaching environments.</p> <p>Clear understanding of Leave No Trace Ireland ethos, principles, history and structure.</p> <p>Hold a first aid qualification.</p>
Desirable Criteria	<p>Training and experience in outdoor leadership and maintain appropriate levels of emergency medical certification.</p> <p>Have contributed to Leave No Trace Ireland's education / training.</p>

5.0 Progression Pathway of Leave No Trace Ireland Trainers

All new trainers who have completed awareness training or a trainer course who wish to progress and deliver official Leave No Trace Ireland training are required to log additional experience. The training administrator will contact all newly qualified trainees outlining the procedure for completing an observation on a relevant training course. The training administrator will share contact details of the trainer and the location and date of the course. It is the responsibility of the trainee to make contact with the trainer and arrange to observe the training course. It is important to note that observing on a course may require travel, this expense is the responsibility of the trainee wishing to observe. Payment is not made for observing.

5.1 Observer on awareness course

Participants who have completed the Trainer course are required to:

1. Participate in the preparation and the delivery of a certified awareness training course lead by a different trainer to the trainer who delivered their trainer course.
2. Complete the Observer log from Basecamp and return to the office.
3. Attain approval from the office to deliver certified awareness training.

5.2 Observer on a trainer course

Participants who have completed the Trainer course are required to:

1. Assist in the preparation and delivery of a 2 day Trainer course
2. Complete the Observer log from basecamp and return to the office.
3. Attain approval from the office to assist on certified trainer courses (Trainers cannot lead a trainer course)

6.0 Online trainer network

Basecamp <https://3.basecamp.com/3585380/join/72n73Ac5bCJf> is the online trainer's platform which provides a full suite of Leave No Trace Ireland educational and training resources including:

1. Forms and Paperwork
2. Training Guidelines
3. Training Resources
4. Lesson Plans
5. Educational Resources
6. Schools Resources
7. Custom programmes including Explorers, Compass, Imprint

Basecamp is also a useful forum for trainers to connect, share ideas and ask questions. The message board area in Basecamp is a casual area where trainers are encouraged to engage in conversation and share their thoughts.

Access to Leave No Trace Ireland Basecamp

All certified trainers will be invited to Basecamp within two weeks of completing the trainer course once a correct email is provided on the registration course form. All training queries should be sent to training@leavenotraceireland.org

Useful Online Resources:

Organisation website	www.leavenotraceireland.org
Basecamp	https://3.basecamp.com/3585380/join/72n73Ac5bCJf
Leave No Trace USA	https://lnt.org
Facebook	https://www.facebook.com/leavenotraceireland
Twitter	@LeaveNoTraceIrl



7.0 Adverse Weather Policy for Leave No Trace Ireland

It is the responsibility of the Leave No Trace facilitator to monitor weather conditions and warnings at all times whilst delivering Leave No Trace Ireland programs and adjust programs accordingly to ensure the course objectives and Leave No Trace Ireland mission is being met.

Monitoring of weather conditions is expected to include but not be limited to the following;

1. Observations of weather reports from Met Eireann pre-course.
2. Continual observation of weather conditions whilst in the field.

Trainers must be aware that extreme weather conditions in Ireland, such as high winds and heavy rain, can seriously impact a participant's ability to learn or even enjoy the outdoors responsibly. In the interest of promoting a safe and supportive learning environment for participants, the conditions surrounding weather warnings in Ireland should be considered and abided by regarding any outdoor activity planned on a Leave No Trace Ireland programme. The guidelines for weather warnings, as administered by the Met Eireann Office, are as follows.

7.1 STATUS YELLOW – Weather Alert – Be Aware. The concept behind YELLOW level weather alerts is to notify those who are at risk because of their location and/or activity, and to allow them to take preventative action. It is implicit that YELLOW level weather alerts are for weather conditions that do not pose an immediate threat to the general population, but only to those exposed to risk by nature of their location and/or activity.

7.2 STATUS ORANGE – Weather Warning – Be Prepared. This category of ORANGE level weather warnings is for weather conditions which have the capacity to impact significantly on people in the affected areas. The issue of an Orange level weather warning implies that all recipients in the affected areas should prepare themselves in an appropriate way for the anticipated conditions.

7.3 STATUS RED – Severe Weather Warning – Take Action. The issue of RED level severe weather warnings should be a comparatively rare event and implies that recipients take action to protect themselves and/or their properties; this could be by moving their families out of the danger zone temporarily; by staying indoors; or by other specific actions aimed at mitigating the effects of the weather conditions.

In the event of a warning being in place during a Leave No Trace Ireland Programme, the best interests of the participants should always be considered and the following action should be taken to ensure a safe and cohesive learning experience.

Status Yellow – Outdoor activity can still take place in a controlled and risk assessed environment. Long exposure to the conditions should be avoided. Special attention should be paid towards the location of activity taking place and the inherited risk in such environments in such conditions (e.g. Woodland – falling trees/limbs; Water – Group Management and capsizes; Hillside – Gusting winds and exposure)

Status Orange – Outdoor Activity should not take place and alternative indoor sessions should be sought in place of planned outdoor activity.

Status Red – Leave No Trace Ireland training should not be undertaken/delivered in the event of a Red Status warning being issued by the Met Eireann Office.

8.0 Definition of terms

Certified Awareness Course: a formal presentation of Leave No Trace Ireland principles and should last a minimum of six hours. Provided that weather conditions allow, the majority of this time should be spent outdoors.

Certified Trainer Course: a 2 day course designed for individuals who will be delivering Leave No Trace Awareness workshops in the future or embedding Leave No Trace principles in other programmes. Participants must have completed a Certified Awareness Course to take part.

Advanced Trainer Course: An Advanced Trainer Course is five days in length and designed for people who are actively teaching outdoor learning skills or providing outdoor information on outdoor recreation to the public. Participants must be Leave No Trace Trainers to take part.

Advanced Trainer Facilitator Course: The Advanced Trainer Facilitator course is the highest level of training available within the Leave No Trace current structure. It is a 5 day course which provides Leave No Trace Advanced Trainers with comprehensive facilitation training on Leave No Trace skills and ethics with practical application during the delivery of an Advanced trainer field-based course.

Approved Leave No Trace Trainer: A trainer who has successfully completed a Leave No Trainer Course followed by observing a full Certified Awareness Course.

Advanced Leave No Trace Trainer: A trainer who has completed a 5 day Advanced Trainer Course and is actively engaged in outdoor activity and actively involved with the EAG.

Advanced Facilitator: An advanced trainer who delivers Trainer courses on a regular basis, and has completed the Advanced Facilitator 5 day course, is now in a position to deliver the Advanced Trainer Course. Ongoing engagement in training and with Leave No Trace Ireland is essential for this role.

Course Director: An advanced facilitator who works as the Lead trainer on an Advanced Trainer course.

Lead trainer: A trainer who has overall responsibility and authority for the running of a course.

Co-Trainer: A trainer who is the second trainer on any course, who acts under the direction of the lead trainer.

Observer on Awareness Course: An observer is an individual who has completed either an awareness or a trainer's course and wishes to deliver Leave No Trace Training. The observer is required to actively participate in the course.

Basecamp: An online trainer's platform which provides a full suite of Leave No Trace Ireland educational and training resources. It is also a forum for trainers to network and share experiences and resources.

Forms available in Basecamp

1. Pre-course communication templates
 2. Course Report
 3. Declaration
 4. Accident report
 5. Report on refusal to grant a certificate
 6. Observer Log
 7. Medical Form
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