



# Hillingdon Narrowboats Association

## Trainee Paperwork

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(c) Hillingdon Narrowboats Association,

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# Introduction

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Dear Trainee

This package contains the paperwork that we'd ask you to fill out. It contains:

- A registration document, which will be used to produce your certificate.
- The outcome of your course, which will include the trainer's comments.
- A feedback form, which we'd be very grateful if you could complete and return at the end, as this helps us shape future courses.
- A medical emergency form, which you should use to include any relevant medical history. This form should **be sealed in an envelope**, retained by HNA's staff during your course, and will be returned to you at the completion of the course. This information will only be used in the event of an emergency or suspected emergency, and by completing this, you agree that this information may be shared with relevant emergency personnel. If you fail to take your envelope with you at the end of the course, it will be shredded and destroyed.

Best wishes

*Dave*

Dave Wright

Chairman Hillingdon Narrowboats

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# Certification Registration

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Name	
Home Address	
Email Address	
Emergency contact name and number	
Date of Birth	

Qualification wanted		Accredited training centre	<b>Hillingdon Narrowboats Assoc.</b>
Boat(s) used		Registration submitted by	
Dates of training		Date of submission	
Stretch of water on which trained			

# Course Outcome

Name (block capitals)

Home Address

Certification Awarded

Trainer Comments

Trainer signature, name and date	
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# Course Feedback

Course feedback is important to HNA. We continually adjust the content of our courses based on the feedback we receive. All feedback is anonymous.

Please rate each of the following, from 1 (meaning poor, low, disagree, etc) to 5 (meaning excellent, high, agree, yes, etc).

<b>The course, its content and structure</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
HNA's communication with me prior to the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course objectives were set out clearly beforehand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course followed a logical order, which made sense	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I had ample chance to try things again if I felt I needed to	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The course was well run, at an appropriate pace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>The trainer, his knowledge, and interaction</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
I had confidence in the trainer, and that he knew what he was doing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The trainer delivered the course well	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The trainer took time to listen and to validate I'd learnt a skill	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The trainer answered my questions well	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Accommodation and Catering</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
It was easy to find HNA's facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-board accommodation was satisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Catering arrangements for breakfast were satisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Catering arrangements for lunch were satisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Catering arrangement for dinner were satisfactory	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt my dietary needs were addressed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Course Manual and Handouts</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
The manual given was clear, helpful and complete	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Handouts were of a professional quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Appearances</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
My overall assessment of the boat's condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My overall assessment of trainer's appearance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My overall assessment of HNA's boathouse and facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Costs</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
The cost of the course gave value for money	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The cost of evening meals, where taken, was about right	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Overall</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
I enjoyed the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I learnt skills that improve my confidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this course to others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I found these parts of the course **most** useful:

I found these parts of the course **least** useful:

I'd like to make these suggestions:

# Confidential Medical/Health Details

Please complete this page, which **will be returned to you upon completion of the course**. Please seal this in the envelope provided, write your name on the envelope, and hand to your trainer. It will only be opened in the event that HNA believe it may contain information useful in the event, or suspected event, of a serious medical emergency.

Name	
Date of Birth	
Home Address	
Emergency contact name and number	
Any prescribed medication you are currently taking, and why	
Any relevant previous medical history	
Any allergies	

The envelope and contents will be returned to you, unopened, at the end of the course, or, if you

leave it behind, will be shredded.