York Teaching Hospital NHS Foundation Trust

Wellbeing Team

**Step Into Health**

**Information sheet and application form**

**Make a positive impact to your Health and Wellbeing**

**Step Into Health**

**Distance learning course run by Loughborough College – free to Trust Staff**

**Closing date for applications – 21st August 2017**

**Course start date 25th September 2017**

**What is Step Into Health?**

This is a 13 week distance learning course in health, lifestyle and fitness.

Step into health is a nationally recognised qualification in health, lifestyle and fitness. It aims to help people of differing health and fitness levels to improve their wellbeing and empower them to achieve their own personal health objectives.

**What does the course involve?**

It covers 3 modules to include Physical Activity, Stress Management, Nutrition and Weight Management through a 13 week distance learning programme, so you never have to attend college or take time off work.

You will receive a theory manual, three workbooks and a DVD.

The DVD provided is based on physical exercise that you can do at home with minimal equipment and you can keep this and the other materials when you have finished the course.

The workbooks simply check that you have understood the content of the units and enable you to pass the course and achieve an entry level 3 AIM Award.

You will submit your workbooks to the college after each module and they will be assessed by them.

You will be assigned your own tutor who will be on hand to answer any questions you might have.

If you have any queries about the course content, please contact Linda York at Loughborough College on 01509 515438 or e mail [linda.york@loucoll.ac.uk](mailto:linda.york@loucoll.ac.uk)

**Entry criteria**

* You must be an employee of York Teaching Hospital NHS Foundation Trust
* Take part in the course evaluation process.

If you have any queries about the entry criteria, please contact Carol Dickinson.

e mail: [carol.dickinson@york.nhs.uk](mailto:carol.dickinson@york.nhs.uk)

**Cost**

This course is free of charge to Trust staff. However, once you have started the course and may then decide not to complete it, there may be an administration fee charged by Loughborough College which you would be responsible for. The Trust does not have any liability in regard to payment for non-completion of this course.

**Evaluation**

The College will do their own evaluation of those taking part and the Trust will receive an overall evaluation report. This will not contain details of individuals, just general feedback.

The Wellbeing Team will also send an evaluation questionnaire to participants at the end of the course, as we are interested to find out how this course has helped you to improve your health and wellbeing.

**What you need to do if you would like to take part**

There are limited places available so applicants who meet the entry criteria will be accepted on a ‘first come first served basis.

Please complete the application form below and e mail it to: [carol.dickinson@york.nhs.uk](mailto:carol.dickinson@york.nhs.uk) or send it to:

Carol Dickinson, Wellbeing Team, Occupational Health, Centurian House, Centurian Park, Tribune Way, Clifton Moor, York, YO3O 4RY

**The closing date for applications is 21st August 2017.**

This is to allow time for the college enrolment process and the workbooks to be sent to you prior to starting the course.

The course will start on 25th September 2017

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**Please complete the application form below**



York Teaching Hospital NHS Foundation Trust

**Application Form**

**Step into Health Distance Learning Course – September 2017**

This is a 13 week course in health, lifestyle and fitness offered by Loughborough College and free to staff employed by the Trust.

|  |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Department** |  |
| **Directorate** |  |
| **Contact phone number** |  |
| **Contact e mail address** |  |
| **Group e mail address** | **I am happy / not happy** for my name to be part of an open e mail group for this course (please circle as appropriate) |

**Please state the reasons why you would like to do this course and what you want to achieve from it.**

**I confirm that I meet the criteria to take part in that:**

* I am an employee of York Hospital NHS Foundation Trust.
* I understand that if I decide to leave the course prior to its completion that I will personally be liable for any possible administrative fees to Loughborough College as York Teaching Hospital NHS Foundation Trust is not liable for this.
* I understand that by taking part in this course that I am responsible for my own actions and will consult with my doctor if I have any concerns about my health prior to and during this course.
* I agree to participate in any course evaluation.

**Note:** Any further queries – please e mail [wellbeingteam@york.nhs.uk](mailto:wellbeingteam@york.nhs.uk)

Closing date for applications 21.8.17 Course starts 25.9.17

**Please return your form by e mail to** [**carol.dickinson@york.nhs.uk**](mailto:carol.dickinson@york.nhs.uk) **by 21st August 2017**

Signed (name)………………………………………………

Date …………………………………………………………