

**CORE TRAINING FOR INSTRUCTORS PROGRAMME  
TRAINING FOR TRAINERS**

**INSTRUCTIONS FOR SENDING FINAL VIDEO TO RSCDS OFFICE**

The final video for submission should be a 40-to-50-minute lesson as described in Syllabus Section F. Breaking the video into sections of around 20 minutes in length will aid file transfer. The video can be submitted to the RSCDS office in any of the following ways:

1. Send videos digitally to [eandt@rscds.org](mailto:eandt@rscds.org). We recommend sharing the video via a link to cloud storage (such as [Dropbox](#), [Google Drive](#) or [One Drive](#)) or using a file sharing website such as WeTransfer (see instructions on document CTI-30 for using WeTransfer)
2. Upload the video to a YouTube account belonging to either the Trainer or the Trainee. The visibility should be set to 'unlisted' and a link to the video sent to [eandt@rscds.org](mailto:eandt@rscds.org). If this method is used the video should be retained on the YouTube channel for 4 months unless advised sooner to delete.
3. Send a physical copy of the video on a USB stick to the RSCDS Office at 12 Coates Crescent, Edinburgh. EH3 7AF. **(Please note that we are unable to return the USB stick, unless supplied with stamped addressed envelope)**

Make sure that the Trainee's name, Branch and date of the class are included when submitting. The lesson plan and Trainer Feedback form should be sent at the same time, to the same email address.

Once submitted, the video will be uploaded to a private RSCDS YouTube channel if sent digitally or physically. If selected for moderation, the YouTube link will be shared securely with the Moderator via SharePoint. The video will be retained until any moderation process is completed.