



VAC Training Calendar

February – March 2011

Booking a session

Download a booking form from our website - www.vac.org.uk/training. Forms should be returned with payment. Please note that different rates apply to our training sessions. Some are free, others subsidised. For VAC members, most of our non-accredited sessions cost just £25 per person. Please make cheques payable to Voluntary Action Camden.

To find out more:

For more information, please ring or e-mail the contact person for the session that interests you, or for general queries, email vac@vac.org.uk. We have listed our non-accredited training sessions in the tables below in date order. If you are interested in our accredited training, please skip straight to page 6, or for details of our tailored and in-house consultancy and training services you can skip direct to page 8.

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February 2011							
Date	Days	Time	Title	Duration	Venue	Fee	Contact
11	Thu	10:00 – 4:00	Financial Management This session will equip you to read and manage the financial accounts of your organisation and will increase your skills and knowledge to maintain a healthy control of the finances. It will also touch on how change management has an influence on financial management. Tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme	1 day	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 Pgarcia@vac.org.uk
15	Tue	10am – 4:30pm	Religious & Cultural Perspectives on Mental Health This session explores the way mental illness is viewed in different cultures and faiths, and how this knowledge can be applied.	1 day	VAC	FREE	Sucaad Odowa-Nielsen 020 7284 6571 Sodowa-nielsen@vac.org.uk
17	Thu	10:00 – 4:00	Developing a Fundraising Strategy - for trustees Participants will increase their understanding of what a fundraising strategy is and the steps to develop it. The session also touches on what organisations need to do to ensure their long term financial sustainability and the role of trustees in fundraising. Tailored to trustees and relevant to others. Free for trustees enrolling to the whole Better Governance Programme	1 day	VAC	FREE for trustees, £25 for members enrolling to one off session	Patricia Garcia 020 7284 6568 Pgarcia@vac.org.uk

22	Mon	10:00 – 1:00	Fundraising Ideas Workshop This session explores alternative ways of fundraising apart from grants such as activities, events, donations and corporate sponsorship. The session also increases awareness of on-line facilities to increase donations.	Half a day	VAC	£25 for members.	Sarah Oyedele 020 7284 6559 Soyedele@vac.org.uk
22	Tue	2pm – 4:30pm	Refugees and Mental Health This session will give participants a basic understanding of some common mental health issues for refugees, and look at how therapy could be a helpful tool for addressing these issues.	Half a day	VAC	FREE	Jocelyn Devlin 020 7284 6563 jdevlin@vac.org.uk
28	Mon	10:00 – 4:30 pm	Developing a Fundraising Strategy -for organisations working with children & young people Participants will increase their understanding of what a fundraising strategy is and how it fits with overall planning. They will gain skills to identify various fundraising sources, develop a fundraising action plan and develop a marketing and communication plan to ensure the long term sustainability of their organisations. Free for staff and trustees from organisations working with children & young people.	1 day	VAC	FREE for children's groups.	Sarah Oyedele 020 7284 6559 Soyedele@vac.org.uk

March 2011

Date	Days	Time	Title	Duration	Venue	Fee	Contact
1 & 2	Tue & Wed	10am – 5pm	Mental Health First Aid This two-day training programme promotes awareness of mental health issues, and trains non-mental health professionals to recognise those affected by mental health problems, and how to offer initial help and guidance towards professional support.	2 days	VAC	£15 in total	Sucaad Odowa-Nielsen 020 7284 6571 Sodowa-nielsen@vac.org.uk
3	Thu	9:30 – 1:00	Dealing with Redundancy This workshop will help trustees and managers to plan ahead and implement redundancies in a fair and timely way, should the need arise. Topics covered will include avoiding redundancies, and legal obligations to consult affected staff, apply fair selection criteria and provide statutory redundancy pay.	3.5 hrs	VAC	£25 (8 free places, sponsored by LBC for organisations with less than £60,000 turnover)	Caroline Jepson 020 7284 6554 Cjepson@vac.org.uk

3	Thu	2:00 – 5:00 pm	<p>Fundraising Ideas -for organisations working with children & young people</p> <p>This session will enable participants to explore alternative sources of fundraising such as fundraising activities & events, donations, corporate sponsorship and philanthropy giving. The session will increase your awareness of on-line fundraising resources.</p> <p>Free for staff and trustees from organisations working with children & young people. VAC's fees apply to others.</p>	Half a day	VAC	FREE for children's groups.	<p>Sarah Oyedele 020 7284 6559 Soyedele@vac.org.uk</p>
10 & 11	Thu Fri	9:00 – 5:00	<p>Youth Mental Health First Aid</p> <p>Youth MHFA is a course aimed at people who come into contact with young people aged 11-18. The two day course will look at range of mental and emotional health issues, and aims to increase your confidence and knowledge, enabling you to provide comfort to a young person experiencing mental health problems. The course will also raise awareness of mental health issues in the community, helping to reduce stigma and discrimination.</p>	2 days	VAC	TBC	<p>Sucaad Odowa-Nielsen 020 72846571 Sodowa-nielsen@vac.org.uk</p>
10	Thu	10:00 – 1:00	<p>Writing Successful Tenders</p> <p>In the current changing funding environment organisations are moving away from grant funding to compete for funding through tenders. This session will enable you to understand commissioning and the tendering processes and what makes a project viable. The session covers:</p> <p>What is a tender?, types of tenders, the tendering process, writing a successful bid, how to encompass outcomes based commissioning, added value and quality, and costing.</p>	1 day	VAC	£25 for members.	<p>Simone Hensby 020 7284 6555 Shensby@vac.org.uk</p>
15	Tue	10:00 – 1:00	<p>Understanding Suicide</p> <p>This session aims to increase participants' understanding of suicide. Suicide is often described as a 'permanent solution to a temporary problem'. We will explore the reasons why someone might be tempted to kill themselves, what the warning signs are, how to listen to a suicidal person and cope with your own anxieties, and what to look/listen out for. We will also consider how a brief intervention may save lives.</p>	Half day	VAC	FREE	<p>Jocelyn Devlin 020 7284 6563 jdevlin@vac.org.uk</p>

			<p>Trainers:</p> <p>Paddy Bazeley, co-funder of Maytree. She worked for over 25 years at the Central London Branch of the Samaritans and brings exceptional experience and commitment to all aspects of working with the suicidal.</p> <p>Rupal Karia has been working at Maytree for 4 years, in the capacity of Volunteer training, and she has also worked as a volunteer befriender supporting suicidal guests at Maytree.</p>				
17	Wed	10:30 – 3:30 (for an hour session)	<p>Quality Assurance Surgery</p> <p>Understanding how to embed Quality Assurance in all areas of work and how to develop a Quality Assurance Policy or Framework. The session will also touch on various Quality Marks: PQASSO, NAVCA, Matrix and IIP (investors in People)</p>	1 hour sessions	VAC	FREE	<p>Somanah Achadoo 020 7284 6556 Sachadoo@vac.org.uk</p>
21	Mon	10:00 – 4:00	<p>An Encounter with Trauma</p> <p>This is a workshop on the theme “Understanding Trauma and the Transmission of Trauma from Parents to Children”. Everyone who works in any capacity with distressed and vulnerable people needs some basic understanding of how trauma operates. There will be particular emphasis on how children deal with trauma and what they may pass on to their own children if they are unable to process the trauma they experienced.</p>	1 day	VAC	TBC	<p>Jocelyn Devlin 020 7284 6563 jdevlin@vac.org.uk</p>
31	Thu	9:45 – 1:45pm	<p>Employers Annual Returns</p> <p>This session will cover: preparing for end of year returns, online services, finalising the P11 deductions working sheet (or equivalent), completing the P14, completing the P35, paying any under/overpayment due at the end of year & amending the return using PAYE online for employers.</p>	Half a day	VAC	£25 for members.	<p>Kathleen Gibson 020 7284 6581 Kgibson@vac.org.uk</p>

Accredited Courses 2010 – 2011

All accredited courses are at Mary Ward Centre. The qualification ranges from Level 2 to 3 and are with NOCN (National Open College Network). Attending a combination of the courses below can give you enough credits to be able to progress to degree level.

February 2011						
Date	Days	Time	Title	Duration	Fee	Contact
22 Feb-29 Mar	Tuesdays	6:00 – 9:00 pm	Project Management (APM Introduction Certificate) An intensive course to gain skills in project management. The content and delivery of this course is aimed at people working in the Voluntary and Community Sector but it is not exclusive. The course covers the principles of Project Management such as Planning and Scheduling, Communications, Quality Management, Resource Management and Risk Management	6 Evenings	£470 Concessions available	Maureen Brewster 020 7284 6574 Mbrewster@vac.org.uk
23 Feb-13 Jul	Wednesdays	10:00 – 5:00	Strategic Management in the Voluntary & Community Sector Understanding the concept of strategic business planning; financial management, fundraising strategies and bid writing; the concept of adapting to change & marketing; the legal structures of an organisation; prejudice, discrimination, equality and diversity.	18 weeks Day time	£466 Concessions available	Ashley Charles 020 7284 6553 Acharles@vac.org.uk

March 2011						
Date	Days	Time	Title	Duration	Fee	Contact
18 Mar-1 Apr	Fridays	10:00 – 5:00 pm	Project Management (APM Introduction Certificate) An intensive course to gain skills in project management. The content and delivery of this course is aimed at people working in the Voluntary and Community Sector but it is not exclusive. The course covers the principles of Project Management such as Planning and Scheduling, Communications, Quality Management, Resource Management and Risk Management	3 Days	£470 Concessions available	Maureen Brewster 020 7284 6574 Mbrewster@vac.org.uk

Other Services we provide

In house training

For the Voluntary & Community Sector -on behalf of Statutory Bodies & Local Authorities- in areas such as:

- Leadership & Management which includes Bid Writing & Presenting Financial Information in Bids, Evaluating Outputs & Outcomes,
- Commissioning, Contracting & Tendering, Outcomes Based Commissioning, Writing Service Specifications, Negotiating Funding Contracts and Conflict Resolution

For Commissioners: all the above sessions tailored for commissioners.

For Service Users Involvement/Engagement in areas such as Effective Communication, Presentation Skills, Minute Taking and Personal Development Plan

Training is delivered to a maximum of 15 participants. For a half day in house customised training the fee will be halved. Contact: Somanah Achadoo ☎ 020 7284 sachadoo@vac.org.uk

Consultancy

To work on a specific area such as developing a fundraising strategy, business plan or funding application

The first 5 hours of consultancy are free to prepare an assessment of your needs with a proposal. Thereafter an hourly rate of **£45** will be charged. This rate applies only to VAC's members from from voluntary and community organisations. For statutory bodies and Housing Associations, other fees will apply. Contact: Somanah Achadoo ☎ 020 7284 6556 sachadoo@vac.org.uk

FREE training for trustees

A set of five training sessions on governance areas is available for trustees enrolling to all sessions. The programme runs three times per year, day and Evening times. Contact: Patricia Garcia ☎ 020 7284 6568 pgarcia@vac.org.uk

Free Support. You can book at any time one free hour of support on:

- **Demonstrating the Added Value of your work, Volunteering – VIVA.**
- **An Introduction to LM3 (Local Multiplier).**

Contact Ashley Charles: ☎ 020 7284 6553 Acharles@vac.org.uk

Training Fees at VAC Premises

For Members: the fee is **£25** per person and this is for voluntary and community sector organisations/groups only.

For Non-members:

Size of Organisation	Half-Day Course	One-Day Course	Two-Day Course	Five-Day Course
0 – 5 paid staff	£38	£65	£112	£245
6 – 30 paid staff	£48	£95	£170	£380
31 plus paid staff	£75	£115	£225	£545
Statutory and Housing Associations	£95	£135	£245	£645
Commercial	£115	£245	£465	1,155

In house training fees for VAC members and non-members:

Size of Organisation	VAC Member Charge	Non-Members Charge
0 – 5 paid staff	£182 per day	£365 per day
6 – 30 paid staff	£242 per day	£485 per day
31 plus paid staff	£340 per day	£680 per day
Statutory and housing associations	£340 per day	£680 per day
Commercial	N/a	£830 per day

Please note that VAC members from the voluntary and community sector receive a 50% discount on the full fee payable by non-members.

Note: This fees are reviewed periodically by VAC