

**Redcar training offer for voluntary and community sector Autumn 2016**

Who is the provision available to?

The following courses are aimed at anyone working or volunteering in the voluntary sector based in the Redcar and Cleveland area. If you are employed by a non VCS organisation, you may still attend but you will not be entitled to a course discount. All courses are on a first come, first served basis. The learning opportunities listed are available to those aged 19 years or over.

**Cost of the courses**

Most courses are £50 per person for non VCS organisations, however a number of concessions apply to VCS organisations and **some courses are free to all**.

You may sign up for the course as an individual or as a volunteer/employee whichever will be most cost effective for you or your organisation.

**If you sign up as an individual, your** **course is free if you are:**

* In receipt of Job Seekers Allowance at the time of enrolment (JSA ) including the partner where the claim is joint or Employment Support Allowance (ESA) in the Work Related Activity Group
* Unemployed and in receipt of a state benefit other than JSA, ESA or WRAG

**If you sign up as a volunteer/employee of an organisation, your course is charged at the following rate, depending on the organisations income:**

* VCS organisations with an income less than £25K **FREE**
* VCS organisations with an income between £25K and £100K **£10**
* VCS organisations with an income more than £100K **£25**
* Non VCS organisations **£50**

**To book places, or for any enquiries, please ring 01642 771197**



Course Index

**Management/ HR**

Charing effective meetings Page 4

Minute taking Page 4

Safeguarding Page 5

WRAP/Prevent Page 6

**External funding/ Communication**

Successful bid writing Page 7

The art of writing a newsletter Page 8



**Chairing effective meetings**

* **Learning objectives to include:**
* Describe the role of the Chair
* Identify problems and ways to address them.
* Explain why preparation and pace is important
* Identify how to finish a meeting productively.

This course will run for 2 hours.

**Thursday 10th November 10:00-12:00 at Redcar Academy, Cotswold Drive**

**Progression:** After this course you could move onto one of our accredited business administration course.

**Minute Taking**

**Learning objectives to include:**

* Outline how to prepare for taking notes in a meeting.
* Outline the main factors which make up a good record of a meeting.
* Identify what to listen for and ways to record notes of the contents of a meeting.
* Outline how to record action points.

This course will run for 2 hours.

**Thursday 17th November 10.00-12.00 at Redcar Academy, Cotswold Drive**

**Progression:** After this course you could move onto one of our accredited business administration courses.



Safeguarding

Free course

This course is aimed at the community groups to gain a basic understanding of safeguarding. This introductory course covers both children and young people and adults safeguarding. It also looks at your organisational safeguarding responsibilities.

**Learning objectives to include**

* Be able to explain the meaning of safeguarding in relation to both children, young people and vulnerable adults
* Have a knowledge of the categories of abuse and can identify signs of abuse
* Have a basic knowledge of risk assessment in relation to safeguarding.
* Have a basic knowledge of the principals of safer recruiting

This course will run for 2 hours.

**Wednesday 9th November 2:00-4:00 at Redcar Academy, Cotswold Drive**

**Progression:** After this course you could move onto an accredited safeguarding course.



WRAP/ Prevent training

Free course

This course is aimed at the community groups to gain a basic understanding of Prevent. This introductory course covers both children and young people and adults. It also looks at your organisational Prevent responsibilities and referral methods for those at risk of radicalisation.

**Learning objectives to include**

* To be able to explain PREVENT
* To explain how PREVENT fits into the Governments measures for Counter terrorism within the Counter terrorism and Security Bill (2015)
* To explore the vulnerabilities of those at risk of radicalisation and how we can recognise and help those at risk of radicalisation
* For everyone to be clear on who to turn to if you have concerns.

This course will run for 1 hour.

**Friday 18th November 10.00-11:00 at Redcar Academy, Cotswold Drive**

**Friday 25th November 10.00-11:00 at Redcar Academy, Cotswold Drive**

**Successful Bid writing**

This course is aimed at individuals who want to improve their skills in bid writing, focusing on bids up to £10,000.

**Learning objective to include:**

* Understand what funders look for in a good funding application.
* Understand the definition of need in this context and how to get relevant evidence.
* Understand the differences between inputs, outputs and outcomes

This course will run for 2 hours

**Wednesday 16th November 2:00-4:00 at Redcar Academy, Cotswold Drive**

**Progression:** After this course you could move onto one of our accredited business administration courses.

**The art of writing a newsletter**

This course will help you produce interesting, engaging publications that people will want to read.

**Learning objectives to include:**

* find good stories, select the right content and make 'dull' stories interesting and engaging
* integrate key messages into the publication while keeping stories interesting for the reader
* adapt writing styles to suit subject, message and readership

This course will run for 2 hours

**Wednesday 23rd November 1:00-3:00 at Redcar Academy, Cotswold Drive**

**Progression:** After this course you could move onto one of our accredited English courses.