

Voluntary Action Calderdale Training 2012

How to Make a Successful Funding Application

ON: 8th February 2011

TIME: 10:00am – 1:00pm

AT: VAC, The Resource Centre, Hall Street, Halifax, HX1 5AY, 01422 348777

TRAINER: Sally Deith- Fit4Funding

To help you complete successful funding bids, the session will cover:

- What to include in a bid and how to present it
- Why some bids succeed where others fail

Drafting bids, looking at key questions and presentation

Fit 4 Funding

Health & Safety and the Law

ON: 16th February 2012

TIME: 10:00pm-3.30pm

VENUE: VAC, Hall Street, Halifax, HX1 5AY, 01422 348777

TRAINER: Peter Kilbane- VA-Sheffield

The course will provide managers and supervisors with the basic knowledge and understanding of UK health and safety law that they need to fulfil their role.

This is a general course intended for voluntary sector.

This one day course will help you to:

- Comprehend the legal requirements for employers and service providers
- Develop health, safety and welfare measures appropriate to your organisation
- Apply practical and proportionate risk assessment to your work activities
- Comply with regulations concerning record keeping and the reporting of injury disease and dangerous occurrences
- Be aware of other applicable regulations and the range of sensible guidance and support available to managers
- Understand the roles and functions of relevant authorities in relation to health and safety and law enforcement



NHS
Calderdale

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First Aid Training

ON: 27th – 29th February 2012

TIME: 9:00am – 4:30pm

AT: VAC, The Resource Centre, Hall Street, Halifax, HX1 5AY, 01422 38777

TRAINER: St. John's Ambulance Group

Voluntary Action Calderdale are offering a heavily subsidised three day First Aid Training course. The normal cost for this training would be £312 per person. However, we can offer the same professional training for just £30.00 per person including VAT plus a £70 deposit which is refundable on completion of the course.

We can only accept 1 person per organisation initially.

There will be another First Aid Training course: 28th – 30th March



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Our training is funded and supported by:



Booking & Contact Information:

To book please fill in a booking form and return to the Training Administrator with your full payment to Voluntary Action Calderdale, The Resource Centre, Hall St, Halifax, HX1 5AY.

For further information please contact us on 01422 348777 or email: training@cvac.org.uk

Training sessions are chargeable; please contact VAC to establish the cost that is relevant to your organisation!

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Registered in England No.4115234

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VOLUNTARY ACTION CALDERDALE

Training Booking Form 2012

(Please photocopy for others to use, and complete one form for each course attending)

COURSE TITLE:	DATE OF COURSE:		
NAME OF GROUP/ORGANISATION:			
NAME OF ATTENDEE/S: 1)	2)		
CONTACT ADDRESS:			
POST CODE:			
TELEPHONE NUMBER:			
EMAIL ADDRESS:			
ORGANISATIONAL STRUCTURE:			
New/Emerging Groups <input type="checkbox"/>	Unincorporated Organisation <input type="checkbox"/> (<i>not formed into a legal structure</i>)		
Formally Constituted Trust/Charity <input type="checkbox"/>	Registered Charity <input type="checkbox"/>		
Other Registration <input type="checkbox"/>	(Please State)		
Statutory/Private <input type="checkbox"/>			
Operating in:			
Upper Valley <input type="checkbox"/>	Lower Valley <input type="checkbox"/>	North Halifax <input type="checkbox"/>	
Halifax <input type="checkbox"/>	Calderdale Wide <input type="checkbox"/>	Outside of Calderdale <input type="checkbox"/>	
Where did you find out about this training? (please tick relevant box)			
VA-C Newsletter <input type="checkbox"/>	Flyer <input type="checkbox"/>	Poster <input type="checkbox"/>	Email <input type="checkbox"/>
Word of mouth <input type="checkbox"/>	Other <input type="checkbox"/>	(please state) _____	

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About you: (Please tick the relevant boxes)

Are you:

- 1) A volunteer/unpaid staff member? Paid Staff Management Committee member?
 2) What do you do within the organisation? _____

Special Requirements – If you have any special requirements please detail below:

VA-C Training Charges (if you are unable to attend a colleague can come instead)

Funding Status	Under 5K Annual Turnover	Over 5K – Under 20K	Over 20K	Outside Calderdale	Statutory Groups
Half Day	£10	£20	£30	£50	£60
Full Day	£10	£25	£40	£80	£100

To guarantee your place, please reserve as soon as possible. We require payment in advance in order to secure your booking when it is made.

If you are unable to attend, we require 7 days notice to cancel your booking. If you do not attend, and you do not contact us to state why you couldn't, we will be unable to refund your payment.

Cheques to be made payable to: **Voluntary Action Calderdale**

Total payment Enclosed: £ _____

I agree to my details being added to Voluntary Action Calderdale's database in order that the Training team can send me information relating to courses and that my information may also be used for monitoring purposes.

Signed by: _____ Date: _____

Please return this form plus payment to:

Training Administrator, VAC, Resource Centre, Hall Street, Halifax, HX1 5AY.

Or for further details call on: 01422 348777, Email: training@cvac.org.uk

DATA PROTECTION STATEMENT

In dealing with us you have provided/may provide us with personal data about yourself/organisation. Voluntary Action Calderdale is committed to following policies which protect your privacy and comply with current international Data Protection Laws and Regulations in respect of personal data. Further details of our current policy are available on request. From time to time other organisations contact us for contact details of other Voluntary/Community organisations to send them information on such things as training or consultation events. Therefore can you tick either of the boxes below for your information to be passed on.

YES

NO

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