



**Voluntary
Action
Calderdale**

Training Programme

April 2011 - March 2012

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TRAINING CALENDAR 2011-2012

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April 2011



5th April 2011

10.00am-3.00pm

Trainer: Helen Galvin– WYCAS

Venue: Groundfloor Project, Salem Centre, Hebden Bridge, HX7 6HB, 01422 844991

FINANCIAL MANAGEMENT

This session focuses on the basics of financial practice and procedures for voluntary and community groups.

This course will help you to:

- Understand why financial controls are essential
- Know what procedures are required
- Know who should do what
- Assess the procedures within your own organisation

7th April 2011

10.00am-1.00pm

Trainer: Darren Bugg– Park Lane Training

Venue: VAC, Hall St, Halifax, HX1 5AY, 01422 348777

IMPROVING YOUR ANNUAL REPORT

You produce it every year, so why not make the most of your annual report to let the world know what you've been up to?

Come along to look at examples and start to plan how you can turn this annual task into a powerful communication tool.

TRAINING SESSIONS ARE FREE UNDER THIS PROGRAMME

April 2011



13th April 2011

10.00am-1.00pm

Trainer: James Robinson- BEAT

Venue: Hebden Bridge Little Theatre, Holme Street, Hebden Bridge, HX7 8EE, 01422 843954

MANAGING ENERGY IN YOUR COMMUNITY CENTRE

This session will look at how to reduce your energy and water bills, from tax relief to heating improvements, BEAT will help you save money (and the environment!)

TRAINING SESSIONS ARE FREE UNDER THIS PROGRAMME

Community Cascade

This project provides support to community anchors such as; community buildings, faith centres and community networks focusing on environmental sustainability, funding, community cohesion and marketing.

Environmental sustainability - Would you like to use resources more efficiently?

We are providing training, workshops, energy audits, action planning and resource packs focusing on improving water and energy management in community buildings.

Funding - Would you like to increase your income?

We are delivering a range of training sessions and workshops around income generation and sustainability. The training sessions will cover topics such as grants, loans, social enterprise and commissioning.

Community Cohesion - Would you like to work in partnership?

We will be working with faith and BME communities to promote good community relations. Through specialist events, workshops and partnership working we will help bring diverse communities together. We will share best practice, value cultural diversity and promote participation and inclusive communities.

Marketing - Would you like to reach a wider audience?

We provide training and consultancy support for organisations on how to use press, radio, video and websites more effectively.

May 2011



5th May 2011

10.00am-1.00pm

Trainer: Mushtaq Hussain- COEMO

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

MAKING THE MOST OF WHO USES YOUR COMMUNITY BUILDING

Who uses and doesn't use your community building?

This session will look at the issues that you face when encouraging community members to your community centre and increasing public access

TRAINING SESSIONS ARE FREE UNDER THIS PROGRAMME

KEEPING YOUR COMMUNITY CENTRE RUNNING

This session will be taking place on two different occasions, please only attend one session on either:

11th May 2011- St Michael's Enterprise Centre, Church St, Mytholmroyd, HX7 5DS

OR

12th May 2011- Wellholme Park Children's Centre, Bradford Rd, Brighouse, HD6 4AF, 01484 714768

10.00am-1.00pm

Trainer: Kaye Wilson- Fit4Funding

This training is aimed at existing community centres who are planning to improve/refurbish their building, looking to expand their work or to continue existing work.

This training will look at:

- The diverse range of funding options- from grants to loans
- Top tips in accessing funding
- Planning and prioritising

TRAINING SESSIONS ARE FREE UNDER THIS PROGRAMME

May 2011



17th May 2011

10.00am-1.00pm

Trainer: Mary Vadaie– VAC

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

MANAGEMENT COMMITTEE RESPONSIBILITIES

This course aims to give new and existing management committee members an overview of the role and responsibilities of a Management Committee and an insight into some of the essential skills they will require in this role. Experienced committee members will have an opportunity to remind themselves of good practice, to refresh their skills and to discuss some of the more problematic aspects of their role.

The session will cover:

- An overview of the roles and responsibilities of a management committee, looking at the way tasks can be split between the members
- Skills for Management Committee Meetings

26th May 2011

9.30am-12.30pm

Trainer: Steve Blackman– VAC

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

EFFECTIVE VOLUNTEER RECRUITMENT VIA THE INTERNET

Almost 60% of volunteer inquiries begin with a web search.

The national volunteering Website (www.do-it.org.uk) is the main portal for accessing information on volunteering.

During this session you will learn:

- How to write effective entries for the site
- Get top tips on getting your message across and reaching your chosen audience.

June 2011



8th June 2011

10.00am-1.00pm

Trainer: Sally Deith- Fit4Funding

Venue: Bailiffe Bridge Community Centre, Victoria Rd, Brighouse, HD6 4DX

DIY FUNDING

DIY fundraising ranges from jumble sales to major events. The session will cover:

- The positives and negatives of raising money from events
- The legal framework for raising money from the public
- Planning and costing events
- Maximising the income raised
- What is restricted and unrestricted funding?

13th June 2011

10.30am-12.00pm

Trainer: Audrey Smith-VAC

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

RAISING AWARENESS ABOUT REFUGEES & ASYLUM SEEKERS

Immigration is a sensitive issue, and often negative stereotypes are associated with people seeking asylum in the UK.

Find out more about the reasons refugees flee their countries and how they come to settle in the UK. Learn about the contribution refugees make to the UK.

June 2011



16th June 2011

10.00am-3.00pm

Trainer: Community Cascade

Venue: Bailiffe Bridge Community Centre, Victoria Rd, Brighouse, HD6 4DX

CELEBRATING COMMUNITY BUILDINGS

In this session we will look at:

- Celebrating the use of community buildings in Calderdale and the way forward to maintain and develop the use of these buildings
- Show casing projects such as new builds and asset transfer.

TRAINING SESSIONS ARE FREE UNDER THIS PROGRAMME

SAFEGUARDING

We will be running basic safeguarding awareness sessions at Voluntary Action throughout the year. Some related to Vulnerable Adults and some related to Children.

Introduction to Safeguarding will include:-

- Your responsibility to safeguarding.
- Signs & symptoms of abuse.
- What to do if you are concerned someone is being abused
- Who should you contact if you are worried

CRB CHECKS

We can provide CRB checks right across the borough. Please contact Tracy McWhire, our Safeguarding Support Worker to arrange an appointment.

The charges for non-profit making groups for this service are as follows:

Volunteers - Enhanced Disclosure: no charge

Paid Staff - Enhanced Disclosure: £36.00

(these are fees levied by CRB)

CRB advises that an Enhanced Disclosures will take approximately 4 weeks.

Please contact Tracy McWhire on 01422 438729 for further information.

June 2011



16th June 2011

10.00am-3.00pm

Trainer: Community Cascade

Venue: Bailiffe Bridge Community Centre, Victoria Rd, Brighouse, HD6 4DX

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(these are fees levied by CRB)

CRB advises that an Enhanced Disclosures will take approximately 4 weeks.

Please contact Tracy McWhire on 01422 438729 for further information.

July 2011



6th July 2011

10.00am-1.00pm

Trainer: VA-Sheffield

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

MANAGING YOUR ORGANISATION EFFECTIVELY

What do you need to consider to ensure you are managing your organisation effectively?

This session will look at what controls your organisation needs to have in place to ensure that it runs effectively and covers all legal requirements

We will cover the following areas:

- Policies and Procedures needed
- Requirements under your legal structure e.g. Company House, Charities Commission etc
- Legal responsibilities e.g., employment, Health and Safety etc
- Good Practice

7th July 2011

10.00am-4.00pm

Trainer: Simon Duncan– Electroville

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

A WEBSITE IN A DAY

A brilliant way to take control of your website, to learn about web design basics and to create your own site. In just one day, Electroville will teach you how to write and produce a website that will promote your organisation's needs and get your message across to a wider audience.

TRAINING SESSIONS ARE FREE UNDER THIS PROGRAMME

Community Cascade



UPCOMING TRAINING

September 2011:

First Steps to Sustainability E-Learning

Creating a Perfect Newsletter

October 2011:

Managing Energy in your Community Centre

Keeping your Community Centre running

November 2011:

Making the most of who uses your Community Building

A Website in a day

December 2011:

Funding for your Community Building

Equalities in your organisation

January 2012:

Funding

Publicity on a Shoestring

March 2012:

Managing Energy in your Community Centre

Funding

**THE DATES AND TIMES OF THE ABOVE TRAINING SESSIONS ARE STILL TO BE CONFIRMED.
FOR MORE INFORMATION OR TO REGISTER AN INTEREST IN ATTENDING PLEASE CONTACT:
MARY VADAIE AT VOLUNTARY ACTION CALDERDALE ON 01422 348777, mary.vadaie@cvac.org.uk**

These training sessions are provided through the Community Cascade project which provides support to Community Anchors (these include community buildings, faith centres and community networks).

PLEASE NOTE TRAINING SESSIONS ARE FREE UNDER THIS PROGRAMME

September 2011



13th September 2011

10.00am-3.00pm

Trainer: Helen Galvin– WYCAS

Venue: Cartwheel Club, Blackley Road, Elland, HX5 0TB, 01422 374533

BASIC BUDGETING & CASH FLOW

To introduce participants to the basic procedures involved in producing an annual budget and cash flow forecast.

The course includes some background theory and looks at the different steps required to produce a budget and who should be involved.

The course is mostly practical and follows a fictional organisation through the budget process involving creating budgeting for restricted and unrestricted funds. The last step is to produce a cash flow forecast by considering the timing of the budgeted income and expenditure across the year and the impact on reserves.

15th September 2011

10.00am-1.00pm

Trainer: Sally Deith– Fit4Funding

Venue: Wellholme Park Children's Centre, Bradford Rd, Brighouse, HD6 4AF, 01484 714768

LARGE GRANTS

Aimed at groups who are considering applications to larger funders such as the Big Lottery Fund, larger trusts, and Government funding streams.

The session will cover:

- Understanding funders' criteria
- Understanding how forms are assessed
- Sustainability

September 2011



26th September 2011

10.00am-1.00pm

Trainer: Sally Deith– Fit4Funding

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

DIVERSIFYING INCOME STREAMS CONTRACTS vs GRANTS

The session will cover:

- Funding trends and why it is important to consider a range of funding options
- Funding and resource options from grants to contracts to income generation and loans
- What's right for you – pros and cons of different funding streams and resources
- What you need in place to go for and manage new funding sources, including implications for good financial planning
- Planning for sustainability

FIRST STEPS TO SUSTAINABILITY E-LEARNING

This on-line course is being offered free through Community Cascade, a Big Lottery funded project which is aimed at community centres and community networks.

This course is aimed at groups who presently mainly rely on grant funding, and will look at a diverse range of funding sources from grants to contracts, from individual giving to trading and considers the pro's and cons of each. It also looks at how groups can effectively plan to become more sustainable.

The course has been designed so that participants can access the materials and complete the work in their own time, providing flexibility to busy workers.

Participants must have access to a computer and the internet and will need to commit a total of 4 hours over 2 weeks

Dates to follow, please register an interest with the training administrator: training@cvac.org.uk



Booking & Charging Procedure

Booking & Charging Information

We now charge for all the training that we provide, please see the charges below for the cost that is relevant to your organisation/group.

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

If you are unable to attend, we require 14 days notice to cancel your booking.

TO BOOK ON ANY OF THE COURSES IN THIS BROCHURE PLEASE CONTACT:

TRAINING ADMINISTRATOR

Voluntary Action Calderdale
Hall Street
Halifax
HX1 5AY

Email: training@cvac.org.uk
Tel: 01422 348777

Please note lunch is not provided on any full day session

CHARGES

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

October 2011



4th October 2011

1.00pm-3.00pm

Trainer: Sally Deith– Fit4Funding

Venue: The Fielden Centre, Ewood Lane, Todmorden, OL14 7DD, 01706 818484

FINDING FUNDING

To help groups identify appropriate funders for their projects, the session will cover:

- Types of funding, from grants to income generation
- Researching appropriate funders
- Getting the right funder for your project

11th October 2011

10.00am-1.00pm

Trainer: Sally Deith– Fit4Funding

Venue: Groundfloor Project, Salem Centre, Hebden Bridge, HX7 6HB, 01422 844991

DIY FUNDING

DIY fundraising ranges from jumble sales to major events. The session will cover:

- The positives and negatives of raising money from events
- The legal framework for raising money from the public
- Planning and costing events
- Maximising the income raised
- What is restricted and unrestricted funding?

October 2011



13th October 2011

1.00pm – 3.30pm

Trainer: Bev Cross - VA-Sheffield

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

LEGAL UPDATE SESSION

Do you need an update on charity law topics, and changes that have been taking place? Then this workshop will help you to look at:

- Trustee liability insurance
- Trustee benefits
- Rules about volunteers
- Organisational risk management assessments.

18th October 2011

10.00am-4.00pm

Trainer: Juliet Woulfe– PERS

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

TUPE & FLEXIBLE WORKING

Does your organisation need employees who:

- Work different hours each week?
- Work short hours?
- Only work when required?

This session looks at types of contracts and when to use them, as well as categories of workers and their statutory rights. It is aimed at organisations who need to employ people on non standard contracts, and is particularly relevant for those providing support or care services.

We also take a look at when the Transfer of an Undertaking rules apply, how the law protects employees, and when it is permissible to make redundancies or vary contracts.

To book contact PERS on 01924 428033/428030 email: admin@pers.org.uk

October 2011



19th October 2011

9.30am-12.30pm

Trainer: Bee Jasko– VAC

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

DIVERSIFYING YOUR VOLUNTEER BASE

Does your volunteer base reflect the community in which you are delivering services?

This session will consider the preparation required to make your volunteer roles appealing to a wide range of people and look at methods of volunteer recruitment that may assist in reaching a more diverse section of the community.

There will be a mixture of small group exercises, input from the trainer, examples of good practice and opportunity to share your own experiences.

ONE TO ONE SUPPORT

We can help you develop your group/organisation by providing one to one advice & support around the following:

- Funding & Fundraising
- Setting up/ developing projects
- Responsibilities of trustees
- Constitutions
- Policies & Procedures
- Business Planning
- Financial issues
- Equal Opportunities
- Health & Safety

For more information please contact a member of the Organisational Development team on
01422 348777

November 2011



17th November 2011

12.30pm-3.30pm

Trainer: Helen Galvin– WYCAS

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

WHAT FINANCIAL INFORMATION TO PRESENT TO YOUR BOARD

In this half day course you will understand

- Why you should produce financial information
- What format the financial information should take
- How to interpret the information.
- What financial information to produce at your year-end and which external bodies need to receive this information.

AVAILABLE TOOL KITS

Redundancy Toolkit

A practical guide for small employers to help them through employment legislation relating to redundancy. To view visit the website www.pers.org.uk

Building Resilience

This is a resource pack, co-ordinated by Voluntary Action Leeds; it brings together advice, information and support by several West Yorkshire agencies. It is part of a series of activities funded by Capacity Builders (and Central Government) to help alleviate the impact of the current recession on voluntary, community, faith and social enterprise organisations. The pack can be accessed at VAC.

Planning Toolkit

The Planning Toolkit is a series of templates that have been drawn up to help groups with their own project plans, business development plans and funding strategies. It is aimed at community groups and voluntary organisations in Calderdale. The toolkit is available in hard copy or C D Rom at VAC or by visiting www.fit4funding.org.uk or www.cvac.org.uk

December 2011



7th December 2011

1.00pm-3.00pm

Trainer: Sally Deith– Fit4Funding

Venue: Bailiffe Bridge Community Centre, Victoria Rd, Brighouse, HD6 4DX

FINDING FUNDING

To help groups identify appropriate funders for their projects, the session will cover:

- Types of funding, from grants to income generation
- Researching appropriate funders
- Getting the right funder for your project

13th December 2011

10.00am-3.00pm

Trainer: VA-Sheffield

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

QUALITY ASSURANCE

This session will provide an overview of what Quality Assurance schemes are available for voluntary and community organisations, and why it is important to sign up for a scheme in light of Commissioners requirements.

This session will be followed up on March 7th 2012 10am-3pm
Quality Assurance providers will be in attendance to go over their schemes.

January 2012



11th January 2012

10.00am-3.00pm

Trainer: Helen Galvin– WYCAS

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

END OF YEAR ACCOUNTS

The session looks at which organisations need what type of external scrutiny to their accounts, a brief explanation of 'independent examination' and the documents required in order to carry out an examination.

It also looks at some tasks that an organisation could do at the year end to make the process run monthly.

Finally it covers the format and content of a set of accounts so an organisation knows what to expect from their accountant.

18th January 2012

1.00am-3.30pm

Trainer: Bev Cross– VA-Sheffield

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

DO YOU NEED TO REGISTER AS A CHARITY?

This session will cover:

- Legal requirements for charity registration
- Advantages and disadvantages of being a charity
- The new on-line registration and reporting process

February 2012



16th February 2012

10.00am-3.30pm

Trainer: VA-Sheffield

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

HEALTH & SAFETY AND THE LAW

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.

ROOM HIRE AT VOLUNTARY ACTION CALDERDALE

**Do you need a room to hire for an event, meeting or training session?
We have 3 rooms for hire ranging from a Meeting room for 8-10 people, a
Resource Room for 8-10 people and a Training room that can accommodate 22
people.**

For further information please contact us on 01422 348777.

March 2012



7th March 2012

10.00am-3.00pm

Trainer: VA-Sheffield

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

QUALITY ASSURANCE

This session is a follow up from part one held December 13th 2011.

In this session, Quality Assurance Providers will be in attendance to go over their schemes.

22nd March 2012

10.00am-3.00pm

Trainer: Helen Galvin- WYCAS

Venue: Hebden Bridge Little Theatre, Holme Street, Hebden Bridge, HX7 8EE, 01422 843954

BASIC BUDGETING & CASH FLOW

To introduce participants to the basic procedures involved in producing an annual budget and cash flow forecast.

The course includes some background theory and looks at the different steps required to produce a budget and who should be involved.

The course is mostly practical and follows a fictional organisation through the budget process involving creating budgeting for restricted and unrestricted funds. The last step is to produce a cash flow forecast by considering the timing of the budgeted income and expenditure across the year and the impact on reserves.



The Organisational Development Team...

Jo Bolland	Organisational Development Manager	01422 438725
Laura Able	Organisational Development Worker	01422 438722
Sue Fisher	VCS Commissioning Support Officer	01422 431092
Arshad Khan	BME Network Development Worker	01422 348777
Maggie Opacic	Funding Advice Worker	01422 431091
Olivia Swingler	Small Groups Development Worker	01422 438726
Mary Vadaie	Outreach Organisational Development Worker	01422 431097
Sarah-Jane Kitchen	Training Administrator	01422 348777
Shane Roberts	Administrator	01422 348777



Voluntary Action Calderdale

Our training is funded and supported by:



improving health, improving lives



Voluntary Action Calderdale is a Company Limited by Guarantee Registered in England No. 4115234
Registered Charity No. 1087518



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