

## Harbourside Training Courses for Voluntary & Community Organisations - Summer 2010



To provisionally book a place or for more information please email [training@actionfareham.org.uk](mailto:training@actionfareham.org.uk) or telephone 01329 223145.

We are able to offer generous discounts to Voluntary and Community Organisations. On top of this, thanks to an ESF Community Grant we are now able to offer a bursary of an extra £10 off to people who are not in paid employment, for the following courses: Organising an Event, Emergency First Aider at Work, Minute Taking, Data Protection, Fundamentals of Food Hygiene, Computers for Beginners and Manual Handling for Carers (only one bursary available per person).

| Summer 2010 Courses at a glance: | Date   | Location            |
|----------------------------------|--|---------------------|
| ISA (Vetting & Barring) Briefing | Wednesday 28 <sup>th</sup> April                               | Fareham             |
| Organising an Event              | Monday 10 <sup>th</sup> May                                    | Emsworth            |
| Emergency First Aider at Work    | Tuesday 11 <sup>th</sup> May &<br>Tuesday 6 <sup>th</sup> July | Emsworth<br>Fareham |
| Manual Handling for Carers       | Tuesday 18 <sup>th</sup> May                                   | Locks Heath         |
| Minute Taking                    | Monday 24 <sup>th</sup> May                                    | Fareham             |
| Computers for Beginners - Word   | Monday 7 <sup>th</sup> June                                    | Gosport             |
| Attracting Volunteers            | Thursday 17 <sup>th</sup> June                                 | Gosport             |
| Data Protection                  | Monday 21 <sup>st</sup> June                                   | Fareham             |
| Fundamentals of Food Hygiene     | Tuesday 22 <sup>nd</sup> June                                  | Fareham             |
| Introduction to Tendering        | Tuesday 13 <sup>th</sup> July                                  | Fareham             |

### ISA (Vetting & Barring Scheme) Briefing - Wednesday 28<sup>th</sup> April 2010

From October 2010 a new body called the Independent Safeguarding Authority (ISA) will regulate who may and who may not work with children or vulnerable adults in 'regulated' or 'controlled' positions.

These new regulations will affect community groups in terms of their safeguarding processes including recruitment, training, supervision and risk assessment.

This 2 hour briefing will explain everything that community groups need to know about these new regulations, including the financial implications.

Time: 10am - Midday

Venues: Community Action Fareham, 163 West Street, Fareham PO16 0EF.

Cost: £40 (discounted to £15 for voluntary/community organisations).



unded by:



**Learning4Counties**



Supported by  
**The National Lottery**  
through the Big Lottery Fund



Our thanks to Hampshire County Council and Fareham Borough Council for their support

## Organising an Event Workshop - Monday 10<sup>th</sup> May 2010

Ensure that every event you organise is a roaring success! This course covers everything you need to know to ensure that your event is well planned with no last minute surprises, is well attended and achieves its objectives safely and within cost. Bring along ideas for an event to work on at the session.

*Topics covered:*

*Analysing the type and purpose of your event and your attendees,*

*Delegating tasks,*

*How to check for risks,*

*Food provision and handling,*

*Legal aspects eg. insurance,*

*Planning resources - what will be needed on the day,*

*How to publicise your event,*

*Action planning.*

Time: 9.30am to 3pm

Venue: The Emsworth Centre, 35-37 South Street, Emsworth, Hampshire PO10 7EG.

Cost: £60 (discounted to £30 for voluntary/community organisations. Bursary of a further £10 off available to people who are not in paid employment).

A light lunch will be provided

We are able to run this course thanks to funding from the Learning4Counties Big Lottery programme.

## Emergency First Aider at Work (new version of Appointed Person course)

This course is intended for smaller workplaces where the appointed person will be able to take charge in the event of an illness or accident. At the end of the course attendees will have demonstrated competence in basic life support skills and increased their awareness in managing a first aid incident in the workplace. A certificate will be issued which will be valid for 3 years. No prior knowledge is necessary. Our trainer is registered with the Health & Safety Executive.

*Topics covered:*

*First aid regulation and the law,*

*Managing an incident,*

*The importance of hygiene,*

*Recovery position, Resuscitation,*

*Treatment for bleeding & shock,*

*Heart attacks, strokes and angina,*

*Choking, seizures, minor injuries.*

Time: 9.30am - 3.30pm Please bring your own lunch.

Venue: Tuesday 11th May 2010 Emsworth Centre, 35-37 South Street, Emsworth, Hampshire PO10 7EG.

Venue: Tuesday 6<sup>th</sup> July 2010 Fareham Community Church, 171-173 West Street, Fareham PO16 7QA.

Cost: £60 (discounted to £30 for voluntary/community organisations. Bursary of a further £10 off available to people who are not in paid employment).

Our thanks to Hampshire County Council and Fareham Borough Council for their support

## Manual Handling for Carers (Moving & Handling) - Tuesday 18<sup>th</sup> May 2010

This course is aimed at staff & volunteers who help at clubs for elderly people & people with disabilities. It is a vital health & safety course for anyone involved in the moving and handling of people, and will provide an opportunity for skills practice including assisting to walk, stand, chair and bed work. The course content covers and exceeds Skills for Care Common Induction Standards. A Level 2 certificate will be awarded that is valid for 3 years.

### *Topics covered:*

*Risk assessment and reduction,  
Anatomy & physiology,  
Common manual handling associated injuries,  
Principles of good manual/people handling techniques,  
Moving & handling practical exercises,  
Wheelchair handling,  
Maintaining the dignity of all involved,  
Legal responsibilities.*

Time: 4pm - 7pm

Venue: Lockwood Day Centre, Centre Way, Locks Heath, Southampton Hampshire SO31 6DX.

Cost: £50 (discounted to £20 for voluntary/community organisations.

Bursary of a further £10 off available to people who are not in paid employment).

## Minute Taking - Monday 24<sup>th</sup> May 2010

Hopefully we all contribute positively to meetings we are in, but the role of minute taker is central in making the meeting successful. This course aims to show how the minute taker can create effective minutes efficiently.

### *Topics covered:*

*Why & how to take minutes,  
The administrator role,  
Use of English,  
Building Confidence,  
Distribution of Minutes,  
Freedom of Information,  
Model Agenda, Model Minutes.*

Time: 10am to 1pm

Venue: Fareham Community Action, 163 West Street, Fareham, PO16 0EF.

Cost: £50 (discounted to £20 for voluntary/community organisations.

Bursary of a further £10 off available to people who are not in paid employment).

Our thanks to Hampshire County Council and Fareham Borough Council for their support

## Computers for Beginners: Word Processing – Monday 7<sup>th</sup> June 2010

Take the mystery out of Word Processing! This hands on course starts at the beginning and covers all the basics. It is suitable for absolute beginners and those with limited confidence and /or experience of using a computer.

*Topics covered:*

*What is a computer file?*

*Inserting text,*

*Copying, moving & deleting text,*

*Adjusting text type, size & colour,*

*Inserting addresses into a letter,*

*Checking spelling,*

*Adding page numbers,*

*Printing*

*Saving your work.*

**Time: 10am – 4pm**

**Venue: Gosport Discovery Centre, High Street, Gosport, Hampshire PO12 1BT.**

**Cost: £60 (discounted to £30 for voluntary/community organisations.**

**Bursary of a further £10 off available to people who are not in paid employment).**

A light lunch will be provided

We are able to run this course thanks to funding from the Learning4Counties Big Lottery programme.

## Attracting Volunteers – Thursday 17<sup>th</sup> June

This course is aimed at organisations that need volunteers. It covers methods of recruiting and best practice in preparing for the volunteers that respond.

*Topics covered:*

*Clarifying what your volunteers could do,*

*Ways to recruit volunteers & effective advertising,*

*Interviewing volunteers,*

*Induction procedures for volunteers,*

*Police checks,*

*Volunteer policies on health & safety, insurance & expenses,*

*Support available for your organisation.*

**Time: 9.30am – 3pm**

**Venue: Gosport Voluntary Action, 96 Pavillion Way, Gosport, PO12 1FG.**

**Cost: Free of charge (refundable deposit of £20).**

A light lunch will be provided.

Our thanks to Hampshire County Council and Fareham Borough Council for their support

## Data Protection - Monday 21<sup>st</sup> June 2010

This course aims to provide the knowledge and practical skills to apply data protection in your organisation.

*Topics covered:*

*Data protection principles and their application,*

*Definition of personal information,*

*Securing personal information throughout its lifecycle,*

*Information sharing, Training staff and confidentiality,*

*Using CCTV,*

*Assessment of when registration is necessary,*

*Data Protection Policy and drawing up an action plan,*

*What to do if something goes wrong.*

Time: 9.30am to 1.30pm.

Venue: Fareham Community Action, 163 West Street, Fareham, PO16 0EF.

Cost: £50 (discounted to £20 for voluntary/community organisations. Bursary of a further £10 off available to people who are not in paid employment).

A light lunch will be provided.

We are able to run this course thanks to funding from the Learning4Counties Big Lottery programme.

## Fundamentals of Food Hygiene - Tuesday 22<sup>nd</sup> June 2010

On the successful completion of this course you will be awarded the Chartered Institute of Environmental Health (CIEH) Level 2 certificate in Food Safety and Catering.

No prior knowledge is necessary.

*Topics covered:*

*Food poisoning,*

*Types of bacteria,*

*Prevention of contamination,*

*Premises and pest control,*

*Cleaning and disinfection and the law,*

*High risk foods,*

*Risk assessment,*

*Personal hygiene requirements.*

Time: 9.30am to 3.30pm

Venue: Fareham Community Church, 171-173 West Street, Fareham PO16 7QA.

Cost: £60 (discounted to £30 for voluntary/community organisations. Bursary of a further £10 off available to people who are not in paid employment).

Please bring your own lunch.

Our thanks to Hampshire County Council and Fareham Borough Council for their support

## Introduction to Tendering - Tuesday 13<sup>th</sup> July 2010

Funding in the third sector is increasingly moving away from Grants and towards Tendering instead. This one-day course is designed for all those in voluntary & community sectors who are bidding for public sector contracts and need an introduction to the tendering process. No previous knowledge of tendering will be assumed.

*Purpose, pros & cons of tendering,*

*Different types of tender,*

*Where to find out about tender announcements,*

*Pre-Qualification Questionnaires,*

*Analysing what the tendering organisation is looking for,*

*Understanding constraints on public sector bodies,*

*Submission of a successful bid*

- *Putting together your team*
- *Structuring the bid*
- *Pricing your service solution*
- *Providing evidence*
- *Presenting it to best effect,*

*Document checklists, & creating an easily navigable submission folder.*

Time: 9.30am - 3.30pm

Venue: Community Action Fareham, 163 West Street, Fareham Hampshire PO16 0EF.

Cost: £60 (discounted to £30 for voluntary/community organisations.).

A light lunch will be provided

We are able to run this course thanks to funding from the Learning4Counties Big Lottery programme.

To provisionally book a place or for more information please e mail [training@actionfareham.org.uk](mailto:training@actionfareham.org.uk) or telephone 01329 223145.

We welcome any suggestions of courses that you feel would be useful for those working in the voluntary and community organisations and also your ideas about how we can deliver courses to make them more accessible.



Funded by



**Learning4Counties**



Supported by  
**The National Lottery**  
through the Big Lottery Fund



Our thanks to Hampshire County Council and Fareham Borough Council for their support