

# Courses for the voluntary, public and private sectors 2009-2010

Business legislation  
Business finance  
Procurement  
Sustainability  
Interview techniques  
Allergies  
Effective meetings  
Conflict resolution  
Quality standards  
Food hygiene  
First aid  
Fundraising  
Speaking & writing  
Numeracy  
Global & diversity  
PTTL Prepare to teach  
ILM Leadership and Management  
Train to Gain  
IT courses  
HR training  
Trustees  
Managing volunteers  
Budgeting  
Payroll  
and many more...



over  
100  
courses  
inside



Welcome to our 2009-2010 training booklet providing a wide range of quality, good value courses and workshops from Voluntary Action Barnsley, The Northern College and South Yorkshire Funding Advice Bureau.

There are details on each page about how to find more information or the latest dates and times for courses.

There is a booking form on the inside back cover.

## Workshops

### Business Legislation

HR Training	5
Introduction to child safeguarding	6
Roles & Responsibilities of Trustees	6
Recruitment & Management of Staff	6
Recruiting & Managing Volunteers	7
Volunteers & The Law	7

### Business Finance

Budgeting	7
Business Planning	7
Financial Controls and Basic Book Keeping	8
Payroll On Line Filing	8
Payroll Legislation Changes	8

### Other workshops

Procurement & Contracting: Procurement & SCMS	9
Sustainability - Social Enterprise	9

Third Sector Sustainability - Asset Management	9
Interview Techniques	9
Allergies & Intolerances Taster Session	10
Effective Meetings	10
Conflict Resolution	10
Quality Standards (Introduction to PQASSO)	10

## Accredited Training Courses

Food Hygiene	11
Emergency aid for appointed persons	11
Early years first Aid	11

## Bespoke courses

If you have a particular training need for yourself or your organisation and would like us to design a programme of learning, contact Helen Langley 01226 320109

## Funding and Fundraising Courses

Introduction to Funding	12
The DIY Guide to Fundraising	12
Lotteries Form Filling Workshops - Reaching Communities Programme	12
Writing Good Funding Applications	12
Budgeting & Costing Projects	12

## The Northern College Courses

Speaking & presenting yourself with confidence	14
Confidence building and assertiveness	14
Writing and literacy (6 courses)	14
Maths and numeracy (9 courses)	14
Using digital camcorders and making moves on a computer	15
Computers for beginners	15
Internet & Intranets	15
Internet Shopping	15
Word Processing	15
Desk Top Publishing	15
Spreadsheet Software	15
Presentation Software	15
Database Software	15
Digital Photography & Digital Imaging	15
Website Software	15
Globalisation (6 courses)	16
Diversity (5 courses)	16

Level 2 Certificate in Equality & Diversity	16
Level 3 Certificate in Managing Diversity	16
NCFE Certificate in Drug Awareness	17
City & Guilds NVQ, Children's Care	17
Preparing to Teach (PTLLS Level 3 & 4)	17
Institute of Leadership & Management Levels 2 to 5)	18
Management & Leadership Master Classes	18
Bespoke courses for organisations	18
Train to Gain	19
Ransackers (training for older people)	19

## Public & Private Sector Courses

HR Training parts 1, 2 and 3 (8 courses)	20
Budgeting	21
Business Planning	21
Financial controls and basic book-keeping	21
Payroll online filing	21
Payroll legislation changes	21
Interview techniques	21
Effective meetings	21
Conflict Resolution	21
Quality standards (PQASSO)	22
Food Hygiene	22
Emergency aid for appointed persons	22
Early Years first aid	22
IT courses	22
Management & Leadership (4 courses, plus Master Classes)	22
Train to Gain (free and discounted courses for employers wishing to upskill their workforce)	22

Voluntary Action  
Barnsley courses  
pages 4 - 11

SYFAB courses  
page 12

The Northern  
College courses  
pages 13 - 19

Public & Private  
Sector courses  
pages 20 - 22

CONTACT  
DETAILS  
ON EACH  
PAGE



# Voluntary Action Barnsley



**Voluntary Action Barnsley aims to support and enhance the work of the voluntary sector, and help it to thrive through our activities.**

**We provide a wide range of training solutions to meet the variety of needs in this fast changing sector.**

**Our team of trainers have a vast knowledge of their subject and the voluntary sector.**

We will also be hosting some Third Sector Conferences that fit everyone from your organisation no matter what their role is.

Our goal is to bring the most relevant and up to date information to the people who need it most through briefings and new legislation updates. They will also enable everyone to feedback on their training requirements and any other services that Voluntary Action Barnsley can provide.

**Voluntary Action Barnsley offers:-**

- Any course from this guide, one tailored to your needs, or something new.
- Your premises, our premises, anywhere you want.
- Just tell us when and who you want to train.

**Making a Booking**

Contact Helen Langley on 01226 320109 or email [helen.langley@vabarnsley.org.uk](mailto:helen.langley@vabarnsley.org.uk).  
Booking form (see page 21) can be posted or faxed to:  
Voluntary Action Barnsley  
The Core  
County Way  
Barnsley  
S70 2JW  
Fax: 01226 320101

**Payment**

Payment must be made to secure a place, confirmation will be sent on receipt of this. We reserve the right to reallocate or cancel courses if there are insufficient delegates attending. Refunds will be provided for courses cancelled by Voluntary Action Barnsley.

**Data Protection**

Voluntary Action Barnsley will not disclose any information provided to any other person or organisation.

Many of these courses are relevant to public and private sector organisations. For details and course charges please see pages 20 - 23

## HR Training Part 1

### Redundancy Handling

#### Aims

- To understand the legal definition of Redundancy.
- To enable participants to get an overview of the minimum legal steps that an organisation needs to take in making staff redundant.

#### Who is it for?

- Anyone who is responsible for HR function(s) in an organisation.
- Board members of voluntary organisations, who may be involved in convening consultation meetings.

#### Learning outcomes

- By the end of the course participants should have a good understanding of the various steps involved in redundancy and be able to objectively carry out a redundancy process.
- Be able to convene consultation meetings with employees at risk of redundancy.
- Calculate redundancy payments

### Maternity and Paternity Rights

#### Aims

- To provide participants with an overview of maternal and paternal rights.
- To enable participants to effectively deal with right requests.
- To enable participants to understand other parental leave entitlements', such as adoption leave for example.

#### Who is it for?

Line Managers and Managers of Third Sector Organisations, Trustees and Directors of charities. Individuals involved in HR roles in other organisations.

#### Learning outcomes

By the end of the seminar participants should have a good understanding of the legal basis of such rights and to ensure that maternity leave and paternal entitlements are met.

## HR Training Part 2

### Calculating Holiday Entitlements

#### Aims

To understand legal entitlements to annual leave.

#### Who is it for?

Managers and Trustees of Third Sector Organisations, who do not have a designated HR person in their organisation.

#### Learning outcomes

- By the end of this course, participants should be able to understand the legal basis of annual leave.
- Be able to calculate the annual leave entitlement of part time employees and sessional workers.

### Disciplinary and Grievance Procedure

#### Aims

To provide an overview of the New Disciplinary and Grievance Code, this came into force in April 09.

#### Who is it for?

This course is primarily aimed at line managers, team leaders and supervisors in private and Third Sector Organisations, who are responsible for managing staff.

#### Learning outcomes

By the end of this course participants will have an overview of the main provisions of the New Code.

½ DAY  
**£15**  
FULL DAY  
**£25**

Many of these courses are relevant to public and private sector organisations. For details and course charges please see pages 20 - 23



## HR Training Part 3

### Flexible Working Request

#### Aims

To understand the law governing the right to request flexible working arrangements and how employers may accommodate such requests.

#### Who is it for?

The course is primarily aimed at middle management in Third Sector Organisations.

#### Learning outcomes

By end of this course participants will be able to deal with flexible working requests effectively.

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### Introduction to Child Safeguarding

#### Aims

To understand safeguarding, local and national developments and further training.

#### Who is it for?

Trustees, managers, workers and volunteers of Third Sector Organisations who work with children and young people.

#### Learning outcomes

- Understand why safeguarding is important and the importance of a robust Safeguarding Policy & Procedure.
- Have knowledge of a range of different web sites that can help to develop safe working practices.

#### Content

- The history of child safeguarding – Victoria Climbié.
- Developments including: Information Sharing, Safer Recruitment, Common Assessment Framework, Contact Point, ISA, Local Safeguarding Children's Board, Allegations management.
- Developing safeguarding policy & procedures

## Roles & Responsibilities of Trustees

#### Aims

To give participants an overview of legal responsibilities of a Trustee/Director and practical steps that Trustees need to take in order to discharge those responsibilities, through role play and case studies.

#### Who is it for?

Anyone who is already a Trustee/Director of a charity or is considering becoming a Trustee/Director.

#### Learning outcomes

By the end of the course the participant will have a better understanding of the legal responsibilities of being a Trustee/Director.

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## Recruitment & Management of Staff

#### Aims

To give the participants a broad understanding of recruitment and management of staff.

#### Who is it for?

Managers and Trustees of Third Sector Organisations, who are involved in the recruitment and management of staff.

#### Learning outcomes

By the end the participants should have a broad understanding of effective recruitment and management of staff.

Many of these courses are relevant to public and private sector organisations. For details and course charges please see pages 20 - 23

**CONTACT**  
Helen Langley  
Voluntary Action Barnsley  
01226 320109  
email [helen.langley@vabarnsley.org.uk](mailto:helen.langley@vabarnsley.org.uk)  
[www.vabarnsley.org.uk](http://www.vabarnsley.org.uk)

## Recruiting & Managing Volunteers

### Aims

A half-day session to consider approaches when involving volunteers in organisations.

### Who is it for?

For volunteer co-ordinators/managers.

### Learning outcomes

- Recruiting and managing volunteers.
- Importance of a recruitment strategy
- Support, supervision and problem solving
- Policies and procedures that provide for effective management of volunteers

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## Volunteers & The Law

### Aims

Understand the legal framework and requirements for individuals and organisations with volunteers and potential pitfalls.

### Who is it for?

- Trustees and management committee members of organisations which use volunteers.
- Staff members with responsibility for the recruitment and management of volunteers.
- Volunteers who need an insight into their rights and responsibilities.

### Learning outcomes

- The legal difference between a volunteer and an employee, the legal status of the volunteer manager and the legal duties of volunteers, staff and management.
- Volunteering and benefits.
  - Asylum seeking and volunteering.
  - The Independent Safeguarding Authority.

## BUSINESS FINANCE

### Budgeting

#### Aims

To equip participants with the skills and confidence to produce budgets and cash flow forecasts.

#### Who is it for?

Finance workers, treasurers or people responsible for day to day financial procedures. This course is suitable for people with little or no knowledge of budgeting or cash flow preparation.

#### Learning outcomes

By the end of the course you will:

- Understand the budgeting process.
- Know how to create a basic budget.
- Understand and interpret a cash flow forecast.

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### Business Planning

#### Aims

To enable learners to compile business plans that reflect the needs of their organisation and that meet the need of their organisation and also the requirements of funders and lenders.

#### Who is it for?

Managers and governors of Voluntary and Community organisations who need to plan for the future, seek funding or attract investment.

#### Learning outcomes

At the end of the course the learner will understand the component parts of a business plan, the importance of its structure and how it can influence decision making.

# Legislation / Finance

1/2 DAY  
£15  
FULL DAY  
£25

Many of these courses are relevant to public and private sector organisations. For details and course charges please see pages 20 - 23



## Financial Controls and Basic Book-Keeping

### Aims

To equip participants with the knowledge and skills necessary to control the financial resources of an organisation.

### Who is it for?

Finance workers, treasurers or people responsible for day to day financial procedures. This course is suitable for people with little or no knowledge of financial procedures or book keeping.

### Learning outcomes

- Understand how to implement basic internal financial controls.
- Understand how to keep accurate books and accounting records.

### Content

- Financial risk.
- Internal financial controls for your organisation.
- Recording of day to day bank and cash transactions.
- Bank reconciliation.

## Payroll Online Filing

### Aim

This is an interactive workshop which will equip participants with the skills and knowledge to set up online filing in their organisation and to use online filing confidently for in-year and year end processes.

### Who is it for?

Anyone who is responsible for producing and maintaining payroll and accounting records for their organisation.

### Learning outcomes

Set up online filing for your organisation and use it confidently throughout the year.

### Content

- Legal obligations to HMRC.
- Navigating HMRC website.
- Benefits of online filing.
- Registering online.
- Navigating the online filing screens.
- Receiving notifications online from HMRC.
- Making payments online to HMRC.
- Filing Year end forms online.
- Filing in-year forms online.
- Using an agent for online filing.

## Payroll Legislation Changes (Statutory Payments and Pensions)

### Aim

This will give participants updated knowledge on recent legislation changes surrounding Statutory Payments and Pension changes.

### Who is it for?

Anyone involved in the payroll process, in accounting and budgeting for an organisation.

### Learning outcomes

Understand and apply recent legislation changes affecting statutory payments and Pensions to your organisation

### Content

- When do changes occur? How this can help your organisation plan for change?
- Statutory payments – background.
- Changes to Statutory Payments.
- National Minimum Wage – background.
- Recent changes to the National Minimum Wage.
- Pensions Act 2007 – background.
- Changes to pension legislation.

## Procurement & Contracting

### Introduction to Commissioning and SCMS

#### Aims

To develop an understanding of the principles of commissioning and the use of SCMS.

#### Who is it for?

Trustees, managers, workers and volunteers of Third Sector Organisations who are seeking to be commissioned by the Local Statutory Authorities.

#### Learning outcomes

By the end of the session you will:

- Understand the principles of commissioning.
- Understanding the language used by commissioners, ie Pre-qualification questionnaire (PQQ), Invitation to Tender (ITT).
- Have awareness of some of the policies and procedures you may need.
- Be aware of the SCMS system.
- Have an insight into the SCMS website.
- Know how to register on SCMS.
- Learn how the Local Authorities advertise their services?
- Discover useful contacts.

## Third Sector Sustainability – Social Enterprise

#### Aims

To give participants an overview of what a social enterprise is and provide examples of successful enterprises in the region. How social enterprise differs from a private business. Why do people set up social enterprises?

#### Who is it for?

This is an introductory course aimed at anyone who wishes to increase their understanding of social enterprises.

#### Learning outcomes

By the end of the course, participants will have a good understanding of what a social enterprise is? And broaden participants understanding of social enterprises' through examples of case studies.

## Third Sector Sustainability – Asset Management

#### Aims

To enable participants to develop an understanding of Third Sector Asset Management. How to implement a workable schedule and be aware of the risks involved.

#### Who is it for?

Those who are involved in managing/maintaining premises.

#### Learning outcomes

Implement better working practices.

#### Content

- What is asset management?
- Legislation requirements and good practice.
- Setting realistic goals and a forward strategy.

## Interview Techniques

#### Aims

Develop a better understanding of what techniques can be implemented in an interview situation.

#### Who is it for?

Those who might be in an interview situation and wish to gain confidence by acquiring appropriate techniques.

#### Learning outcomes

Have a more confident approach when attending interviews.

# Other Workshops

½ DAY  
**£15**  
FULL DAY  
**£25**

Many of these courses are relevant to public and private sector organisations. For details and course charges please see pages 20 - 23



# Other VAB workshops

## Allergies & Intolerances

### Who is it for?

Anyone! Anyone working with or interested in food. It may be of particular interest to those working with children and other vulnerable groups. No qualifications needed.

### Learning outcomes

Gain a knowledge and understanding of food allergies and intolerances and the seriousness of their implications.

### Content

A half day with a qualified tutor including an in-house certificate upon completion. .

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## Effective Meetings

### Aims

All too often time and effort is wasted by calling and attending meetings which are not well prepared, have no clear purpose and where attendees fail to participate. This course looks at the best practices which make meetings successful.

### Learning outcomes

- How to plan & prepare meetings.
- Techniques in how an effective meeting should be run.
- How to get the best practical benefits from a meeting.

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## Drug Awareness

### Aims

This programme is designed to give a basic understanding of drugs and the issues surrounding them.

### Learning outcomes

- Understand the different types of drugs and drug use.
- Identify the legal classification of drugs.
- Know about sources of help and information in your local area.

## Conflict Resolution

### Aims

To enable participants to develop an understanding of conflict and how it can be resolved. How to recognise and implement a workable method of managing conflict in the workplace.

### Who it is for?

Those who are involved in supervising or managing individuals, teams or partnership working.

### Learning outcomes

- Recognise the different types of conflict.
- Have a process in place to affect resolution.

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## Quality Standards Introduction to PQASSO

### Aims

To develop an understanding of the principles of implementing the PQASSO Quality Frame work.

### Who is it for?

Small and Medium size organisations. For Trustees, staff and volunteers.

### Learning outcomes

By the end of the session you will:

- Understand what we mean by Quality.
- Understand the Aims and principles of PQASSO.
- Understand the benefits of PQASSO.
- Understand who should be involved in implementing quality.
- Know what sort of evidence is required.
- Discover useful contacts

The price per person for these accredited courses are:

**Food & Hygiene** £60

**Emergency Aid for Appointed Persons** £90

**Early Years First Aid** £95

#### CONTACT

**Helen Langley**

Voluntary Action Barnsley

01226 320109

email [helen.langley@vabarnsley.org.uk](mailto:helen.langley@vabarnsley.org.uk)

[www.vabarnsley.org.uk](http://www.vabarnsley.org.uk)

## Food Hygiene

### RSPH Level 2 Award in Food Safety in Catering

#### Who is it for?

Anyone! Anyone working with or interested in food. No previous qualifications needed.

#### Learning outcomes

You'll gain a knowledge and understanding of the importance of food hygiene, associated food hazards, good hygiene practice and controls based upon an awareness of food safety management systems. You will gain a qualification recognized by the food industry and the government.

#### Content

A full day's teaching followed by an examination. Literature is provided by the tutor and your certificate will follow afterwards on successful completion.

## Emergency Aid for Appointed Persons

### St John Ambulance

#### Aims

This course is for smaller workplaces that present few health and safety risks, where a nominated or appointed person is required to take charge in the event of an illness or accident.

#### Who is it for?

'Nominated' persons or people who provide support to qualified first aiders.

#### Learning outcomes

Basic lifesaving first aid and workplace health and safety regulations. Successful students are awarded a certificate of competence valid for three years.

#### Content

- The priorities of first aid.
- Managing an incident.
- Bleeding.
- Shock.
- Treatment of an unconscious casualty.
- Resuscitation.
- Common workplace injuries.
- Health and Safety (First Aid) Regulations.

## Early Years First Aid

#### Aims

This course focuses on emergency scenarios that are faced by professionals, including teachers, au pairs and playgroup leaders, looking after young children.

#### Who is it for?

This course is for people working with younger children – those up to eight years old – or working towards an NVQ in Childcare and Education.

#### Learning outcomes

The course covers how to deal with accidents and emergencies involving young children. Successful students are awarded a certificate of competence valid for three years.

#### Content

- Role of the first aider.
- Resuscitation.
- Head injuries.
- Seizures.
- Bone, muscle and joint injuries.
- Poisoning, bites and stings.
- Asthma and diabetic emergencies.
- Choking.
- Allergic reaction.
- Bleeding and shock.
- Burns.
- Foreign objects.
- Treatment of an unconscious casualty.
- Childhood conditions (eg measles, meningitis, croup).

# Accredited Courses

ACCREDITED COURSES



# Funding & Fundraising

## Funding & Fundraising Training from SYFAB

**SYFAB will be running a range of practical courses and workshops to increase your skills in funding and fundraising.**

For dates, details and a booking form contact Sheila Bhandal on 0114 249 4343, email [sheila@syfab.org.uk](mailto:sheila@syfab.org.uk), or go to [www.syfab.org.uk](http://www.syfab.org.uk) and complete a booking form.

Send completed forms, and any payment to: Sheila Bhandal, SYFAB, The Workstation, 15 Paternoster Row, Sheffield, S1 2BX.

### Introduction to Funding

A 3-hour workshop on the basics of funding and fundraising.

Cost: **FREE**

### The DIY Guide to Fundraising

A 3-hour workshop on raising funds from individuals and events.

Cost: **£30.00** Voluntary & Community groups  
£60.00 Statutory or other

We can also deliver fundraising training tailored to your organisation. Contact us for details and prices.

### Lotteries Form Filling Workshops

#### – Reaching Communities Programme

How to write a full application form to the Reaching Communities programme over 3 sessions.

Cost: **£90.00** Voluntary & Community groups  
£180.00 Statutory or other

### Writing Good Funding Applications

A 3-hour workshop on how to make well targeted applications, with practical tips and advice.

Cost: **£30.00** Voluntary & Community groups  
£60.00 Statutory or other

### Budgeting & Costing Projects

A 3-hour workshop on how to cost a project and draw up a budget.

Cost: **£30.00** Voluntary & Community groups  
£60.00 Statutory or other



**The Northern College offers flexible and modular opportunities for adult learners of all ages and background.**

There are two principles which we follow:

- it is never too late to learn, and
- there are no limits to anyone's learning journey.

The Northern College courses range from basic literacy and numeracy, through a wide range of interests and work related skills to certificated courses, diplomas and foundation degrees.

If you want to return to learn, enhance work or trade union qualifications, brush up or learn new skills, prepare for higher education or just pursue an interest – The Northern College has something to offer you.

## The Space

### Training, Conference and Event facilities

The Northern College offers a wide variety of flexible conference and seminar facilities at very competitive rates. Choose from meeting rooms in the grand 17th Century Wentworth Castle or the modern, purpose-built Home Farm Conference Centre.

Childcare facilities can be arranged and delegates can access Northern College's extensive Library, IT and Learning Resource Centre and the advice of our Technicians and Librarians.

There is a large, free secure car park and all seminar rooms and disabled accommodation have disabled access. The Space offers buffet and dining room facilities, single en-suite accommodation and free use of the gardens.

## Library & Learning Resources Centre

Within the magnificent Long Gallery in Wentworth Castle, The Northern College Library and Learning Resources Centre combines a traditional library atmosphere with state-of-the-art information technology facilities.

The Library is situated at the front of the house, overlooking the park land, spanning the whole of the Baroque wing. It is well worth a visit if only to see the splendour of this magnificent room.

Experienced Librarians and Technical Support staff are available to provide help and advice. The Centre is open to all college learners and to every delegate who attends a conference or event at Space (see page 32).

The Library and Learning Resources Centre is accessible to disabled people.

## Courses for all

We have highlighted some of our most popular courses in this booklet. If you would like to find out about the complete range of adult courses (residential and non-residential) at The Northern College then visit our website or telephone the Registry for a copy of our Course Brochure.

Courses particularly relevant to private and public sector organisations are listed on pages 20 to 22.

Telephone **01226 776000**

**[www.northern.ac.uk](http://www.northern.ac.uk)**

The courses on this page are held at Northern College, Barnsley, and are ideal for people wishing to develop skills to help with their further studies. For a complete list, ring the Registry 01226 776000.

**FREE  
COURSES**

## Speaking and presenting yourself with confidence

Become more confident in day-to-day conversations, speaking in groups and making presentations.

## Confidence building and assertiveness

Explore assertive behaviour, positive thinking and working with others in a supportive and relaxed atmosphere.

## Write with confidence

Review spelling, punctuation and grammar skills, plus more complex sentences. A range of writing styles are explored such as formal letters. We also offer a **Spell with confidence** course.

## Read and write for healthy living

Look at healthy eating and exercise while developing your English skills.

## Adult literacy

Three day short course to brush up your skills for level 1 or 2 National Tests in Literacy. You can take the test on day 3.

## Creative writing for self expression

Develop confidence in creative writing and express your ideas. We also offer a **Creative writing around Northern** course.

## Starter for 10

An exciting new Maths course for beginners.

## Practical measurement

Study every day measuring techniques and how to measure using the metric system.

## Managing money

Look after your cash by managing budgets and checking bills, interest rates and sales discounts.

## Freaky fractions

Build confidence in using fractions, decimals and percentages in real life situations.

## Adult numeracy

Three day short courses to brush up your skills for level 1 or 2 National Tests in Numeracy. Take the test on day 3.

## Perfect your percentages

Gain confidence using fractions and percentages in a fun and friendly class.

## Healthy numbers

Further your skills in measurement and graphs by thinking about dosage of medicine, body temperature and vital signs! Helps prepare for Level 2 Numeracy.

## Around the world in 80 sums

Learn about the world through Maths using lots of fun techniques.

## Maths Makeover

Use calculations to give your home and garden a makeover.

**Key to further study**

**You can group some of the computer courses on this page to create an ITQ which is a nationally recognised IT user qualification. Ask for details.**

**CONTACT**  
The Registry  
The Northern College  
**01226 776000**  
email [registry@northern.ac.uk](mailto:registry@northern.ac.uk)  
[www.northern.ac.uk](http://www.northern.ac.uk)

## Using Digital Camcorders/ Making Movies on a Computer

These courses introduce basic production techniques, such as camera handling, composition and framing, helping you to get the best from a camcorder and then transfer the images to a computer for digital editing and mastering onto DVD.

## Computers for Beginners

Learn how to use a mouse and keyboard and get to grips with computer jargon. Leave your fears behind in a relaxed and friendly atmosphere. No previous knowledge required.

## Internet and Intranets

Safely search the Web. Those who have never used the Internet should do the Introduction to Using the Internet course first and follow this with Internet & Intranets.

## Internet Shopping

This course will look at the issues around buying goods on-line and look at some of the popular sites.

## Word Processing

Do you want to know more about producing letters, fliers or other documents on your computer? The introductory course assumes no prior knowledge. If you have done some IT, you could start at the level 1 course. The level 2 course goes into more depth and includes the use of tables and advanced formatting features.

## Desk Top Publishing

These courses are ideal if you would like to learn how to use desk top publishing (DTP) software. They build on the skills introduced in using a word processor to explore the techniques of DTP. You will learn how to effectively present information including text and pictures and create Newsletters, Posters, Cards and Calendars.

## Spreadsheet Software

Start with either the Introduction (which covers some of the basic mathematical concepts) or the level 1 course then move on to the level 2 course that builds on this knowledge and introduces some of the more advanced tools, such as formatting charts and working with multiple sheets.

## Presentation Software

At level 1 we will show you how to put together a number of slides containing text, images, sound and animation. At level 2 more work is done on using action buttons and adding multimedia elements to a presentation.

## Database Software

A database is a way of organising information so that it can be collected, indexed, presented and searched in a number of different ways. On these courses you will learn how to create a database, add data and search through it.

## Digital Photography & Digital Imaging

The Digital Photography course helps you to develop skills in digital image making and explores the use of digital cameras. This is a beginners course and introduces basic image manipulation. We would recommend that you have some ICT skills before you move onto the new Digital Imaging courses that build on these skills by introducing the more advanced features of photo editing software.

## Website Software

This course provides an opportunity for you to create your own Web pages. The course uses Dreamweaver to introduce key concepts and provides an overview of simple page formatting tools. Before you attend this course you should have developed a good understanding of the Internet and the Windows environment.

**For a complete list of IT courses, ring the Registry  
01226 776000.**

**£39  
per  
course**

# IT Skills

**£39**  
per course  
unless  
marked

## Exploring globalisation

Look at some of the issues faced by UK citizens in an increasingly global world such as culture, environment and inequality.

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## Refugees, myths and media

Explore real issues behind the myths and headlines about refugees and asylum seekers.

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## What is fair trade?

What does fair trade mean to people across the world and how our shopping choices impact on poorer countries.

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## Exploring Latin America

What is the history of the continent and its people and what challenges do they face in the future?

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## International development

What do we mean by 'development'? Examine the roots of the UN Millennium Development Goals and the fight against poverty and inequality.

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## Women of the World

Find out about the lives of women across the world and explore the challenges and achievements we share.

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## Black History

Examine some of the key historical events and people who helped shape the development of Black culture.

## Introduction to Muslim culture

Look at the realities behind the news headlines about Islam and Muslim culture. What does it mean to be a Muslim and what is the role of women in Islam?

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## Introduction to gospel singing

Introduction to the singing techniques. Sing together and listen to gospel music from around the world.

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## Certificate in equality and diversity Level 2

Study issues around stereotyping, prejudice and discrimination. Identify basic human rights and shared values. Examine responsibility of individuals and organisations to remove barriers to participation. Delivered over a number of residential courses and ideal for those wanting to develop their knowledge as part of their continuous professional development. Certified by NCFE.

Course fee **£315**.

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## Managing diversity Level 3

This full Level 3 qualification is designed for people who take responsibility for challenging prejudice and embracing diversity in the workplace.

Course fee **£315**.

## **NCFE Certificate in drug awareness**

This Level 2 course is aimed at those wishing to gain a broad understanding of the causes and consequences of substance misuse. It is aimed at the general public, who have an interest in the subject, through to those working or volunteering who may come into contact with those involved in, or affected by, substance misuse. Delivered over 4 residential weekends and certified by the NCFE.

Course fee **£152**.

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## **Children's care, learning and development - City & Guilds NVQ (Level 2 and 3 options)**

You may have to pay a fee depending on your circumstances.

Would you like to work with children? When qualified, you could work as a nursery nurse in a nursery or children's centre, as a nanny, or as a playgroup or creche worker. All training takes place in our Children's Centre.

You can take as long as you like to complete your NVQ, even a number of years.

## **Preparing to teach in the lifelong learning sector (PTLLS Level 3 and 4)**

This is an exciting and intensive initial teacher training course, which is designed to transform teaching and learning in the voluntary, community and public sectors. The course balances practical/technical skills with exploring how people operate. You will be required to organise for yourself a teaching opportunity and complete a practical portfolio of evidence. The course involves two four-day residentials. There are four opportunities to study the course in 2009-2010.

Course fee **£200**.

# **Other COURSES**

**Certified  
COURSES**

## Bespoke courses

If you have a particular training need for yourself or your organisation and would like us to design a programme of learning, let us know.

Third  
Sector  
COURSES

## Management, Leadership and Governance for the Third Sector

**The following Institute of Leadership & Management (ilm) courses will be on offer through the Train to Gain Enhancement Fund. To register for any of these courses please contact The Northern College (details top left). To qualify for the discount you must either work or volunteer with a Third Sector organisation with at least one paid member of staff.**

### ilm Level 3 Award in Leadership & Management

The programme has three mandatory units and includes problem solving, decision making, exploring leadership styles and developing and motivating teams. The teaching will be delivered over 6 weeks x 1 day per week. The learning is assessed through a mix of work-related activity and reflective reviews.

This course will run in October 2009 and January 2010.

The full cost is £235 x 60% discount = £94..

### ilm Level 4 Award in Leadership

This award has three units – Introduction to leadership, planning practical leadership activities and developing leadership through practical activities. The teaching will be delivered over 4 weeks x 1 day per week and units will be assessed through a single work-related portfolio which relates directly to candidates employment activities. This course will run in November 2009 and January 2010. The full cost is £235 x 60% discount = £94.

### ilm Level 2 Award Team Leading

This award gives practicing and potential 'team leaders' the foundation for this role. The qualification does this by developing basic team leading skills and assisting participants in gaining the basic knowledge required. The teaching will be delivered over 4 weeks x 1 day per week and learning is assessed through work-related reflective reviews.

This course will run in November 2009 and February 2010.

The full cost is £182 x 60% discount = £73.

### ilm Level 5 Award Understanding Social Enterprise

This award aims to develop the understanding of social enterprise by providing a contextual background to this sector for both managers and advisors. The teaching will be delivered over 4 weeks x 1 day per week and the units will be assessed through a single case study.

This course will run in January 2010.

The full cost is £250 x 60% discount = £100.

### Master Classes

One day master classes will also be on offer and these will cover areas of activity such as Employment Legislation, Social Enterprise, Marketing and Equality & Diversity.

Fees will be approximately £25, which includes the 60% discount, although this may vary slightly depending upon the activity. For more information about Master Classes contact Helen Langley on 01226 320109.

For ilm courses on this page contact the Registry at The Northern College 01226 776000.

**Voluntary organisations may be eligible for the funding discounts shown on this page.**

**Train to Gain is an excellent opportunity for employers to upskill their workforce either for free or with 60% funding discounts. Contact details top right of this page.**

**CONTACT**  
The Registry  
The Northern College  
**01226 776000**  
email [registry@northern.ac.uk](mailto:registry@northern.ac.uk)  
[www.northern.ac.uk](http://www.northern.ac.uk)

## Train to Gain

**Employers can receive a 60% discount on training courses for employees and some of the courses are free.**

Be part of the successful Northern College Train to Gain programme.

We can bring training into your workplace at a convenient time for you or attend the magnificent facilities and grounds of The Northern College.

60% OFF accredited or bespoke courses.

Gain a better qualified, more responsive workforce by accessing FREE courses in English, Maths and writing skills.

**Courses where employers receive a 60% discount**

Leadership & management  
Team leading  
Employment legislation  
Equality and diversity  
Successful marketing  
Conflict resolution  
ICT  
Childcare

**Free courses**

Maths  
English  
Writing skills  
ICT

## Ransackers

Are you an older person?

Missed out on educational opportunities?

Want to know more about a topic?

Do you have a positive attitude to growing older?

Want an educational adventure with a taste of residential college life?

The Ransackers project offers an opportunity for older people who have not previously benefited from further education.

Students spend a term at the Northern College and with the help of a tutor produce an independent original research project in an area of interest that increases personal skills and benefits the community.

Ransackers have had participants from 55 years upwards.

## Black History Celebration Event

**A FREE day out for all the family**

Saturday 17th October 2009

1.00pm - 6.00pm

at Northern College

For further information contact

Liz Pickering

Tel. **01226 776000**

Email: [Liz@afcl.ac.uk](mailto:Liz@afcl.ac.uk)

**Never too late to learn**

**Train to Gain**

Voluntary Action Barnsley, The Northern College and SYFAB offer a range of low cost courses designed for public and private sector organisations. Here are just a few examples.

MOST  
COURSES  
£35pp  
unless  
shown

# Public & Private sector

## HR Training Part 1

### Redundancy Handling

#### Aims

- To understand the legal definition of Redundancy.
- To enable participants to get an overview of the minimum legal steps that an organisation needs to take in making staff redundant.

#### Who is it for?

- Anyone who is responsible for HR function(s) in an organisation.

### Maternity and Paternity Rights

#### Aims

- To provide participants with an overview of maternal and paternal rights.
- To enable participants to effectively deal with right requests.
- To enable participants to understand other parental leave entitlements', such as adoption leave for example.

#### Who is it for?

Individuals involved in HR roles in organisations.

## HR Training Part 2

### Calculating Holiday Entitlements

#### Aims

To understand legal entitlements to annual leave.

#### Who is it for?

Managers of organisations who do not have a designated HR person in their organisation.

### Disciplinary and Grievance Procedure

#### Aims

To provide an overview of the New Disciplinary and Grievance Code, this came into force in April 09.

#### Who is it for?

This course is primarily aimed at line managers, team leaders and supervisors who are responsible for managing staff.

## HR Training Part 3

### Flexible Working Request

#### Aims

To understand the law governing the right to request flexible working arrangements and how employers may accommodate such requests.

#### Who is it for?

The course is primarily aimed at middle management.

### Introduction to Child Safeguarding

#### Aims

To understand safeguarding, local and national developments and further training.

#### Who is it for?

Trustees, managers, workers and volunteers who work with children and young people.

### Recruitment & Management of Staff

#### Aims

To give the participants a broad understanding of recruitment and management of staff.

#### Who is it for?

Managers involved in the recruitment and management of staff.

### Recruiting & Managing Volunteers

#### Aims

A half-day session to consider approaches when involving volunteers in organisations.

#### Who is it for?

For volunteer co-ordinators/managers.

Contact Voluntary Action Barnsley for these courses unless the individual course gives alternative contact details.

**CONTACT**  
Helen Langley  
Voluntary Action Barnsley  
01226 320109  
email helen.langley@vabarnsley.org.uk  
www.vabarnsley.org.uk

## Budgeting

### Aims

To equip participants with the skills and confidence to produce budgets and cash flow forecasts.

### Who is it for?

Finance workers, treasurers or people responsible for day to day financial procedures. This course is suitable for people with little or no knowledge of budgeting or cash flow preparation.

## Business Planning

### Aims

To enable people to compile business plans that reflect the needs of their organisation and that meet the need of their organisation and also the requirements of funders and lenders.

### Who is it for?

Managers who need to plan for the future, seek funding or attract investment.

## Financial Controls and Basic Book-Keeping

### Aims

To equip participants with the knowledge and skills necessary to control the financial resources of an organisation.

### Who is it for?

Finance workers, treasurers or people responsible for day to day financial procedures. This course is suitable for people with little or no knowledge of financial procedures or book keeping.

## Payroll Online Filing

### Aims

This is an interactive workshop which will equip participants with the skills and knowledge to set up online filing in their organisation and to use online filing confidently for in-year and year end processes.

### Who is it for?

Anyone who is responsible for producing and maintaining payroll and accounting records for their organisation.

## Payroll Legislation Changes (Statutory Payments and Pensions)

### Aims

This will give participants updated knowledge on recent legislation changes surrounding Statutory Payments and Pension changes.

### Who is it for?

Anyone involved in the payroll process, in accounting and budgeting for an organisation.

## Interview Techniques

### Aims

Develop a better understanding of what techniques can be implemented in an interview situation.

### Who is it for?

Those who might be in an interview situation and wish to gain confidence by acquiring appropriate techniques.

## Effective Meetings

### Aims

This course looks at the best practices which make meetings successful.

## Drug Awareness

### Aims

This programme is designed to give a basic understanding of drugs and the issues surrounding them.

You can also study for an NCFE Certificate in Drug Awareness - see page 17.

## Conflict Resolution

### Aims

To enable participants to develop an understanding of conflict and how it can be resolved. How to recognise and implement a workable method of managing conflict in the workplace.

### Who is it for?

Those who are involved in supervising or managing individuals, teams or partnership working.

# Public & Private Sector

MOST  
COURSES  
£35pp  
unless  
shown

Contact Voluntary Action Barnsley for these courses unless the individual course gives alternative contact details.

MOST COURSES  
£35pp  
unless shown

## Quality Standards Introduction to PQASSO

### Aims

To develop an understanding of the principles of implementing the PQASSO Quality Frame work.

### Who is it for?

Small and Medium size organisations.

## Food Hygiene

### RSPH Level 2 Award in Food Safety in Catering

### Who is it for?

Anyone working with or interested in food. A full day's teaching and an examination. Literature is provided by the tutor. Certificate on successful completion. Course fee **£60**.

## Emergency Aid for Appointed Persons

### St John Ambulance

### Aims

This course is for smaller workplaces that present few health and safety risks, where a nominated or appointed person is in charge in the event of an illness or accident.

### Who is it for?

'Nominated' persons or people who provide support to qualified first aiders. Course fee **£90**.

## Early Years First Aid

### Aims

This course focuses on emergency scenarios that are faced by professionals looking after young children.

### Who is it for?

This course is for people working with younger children – those up to eight years old – or working towards an NVQ in Childcare and Education.

## IT Courses

The Northern College provide a wide range of IT courses for private and public sector organisations. Some of these are listed on page 15. A complete list is available in The Northern College 2009-21010 Courses book, which can be ordered from The Registry 01226 776000.

## Certificate in equality & diversity 2 & 3

Study issues around stereotyping, prejudice and discrimination. Examine responsibility of individuals and organisations to remove barriers to participation. Delivered over a number of residential courses and ideal for your continuous professional development. Level 2 certified by NCFE. Contact the Registry at The Northern College 01226 776000. Course fee **£315**.

Full Level 3 qualification also available. Course fee **£315**

## ilm Levels 2, 3, 4 and 5 Management and Leadership

The Institute of Leadership and Management courses at The Northern College (page 18) are open to public and private sector organisations. They offer a comprehensive professional development path for staff who are beginning to take on management and leadership responsibilities or for those in post who have not previously had the opportunity to obtain formal qualifications. Course fees range from **£182 to £250**.

## Train to Gain

The Northern College provides a range of free and discounted courses for employers who wish to train their workforce. We can bring the training to your organisation, or you can visit the fantastic learning facilities at The Northern College campus. Full details on page 19.

## Bespoke training for organisations

To find out how we can tailor courses to your own needs, contact The Northern College Registry on 01226 776000.

You may use a photocopy of this form

## Course details

Course title .....

Course date .....

Last name .....

First name .....

Please circle the following information:

Mr / Mrs / Miss / Ms      Male / Female

Date of birth .....

Home address .....

..... Postcode .....

Home tel. no. ....

Mobile .....

Email .....

Emergency contact ..... Tel. ....

Home Local Education Authority .....  
(the Authority to whom you pay Council Tax)

Details of any disability or serious medical condition  
.....

Details of any special dietary needs  
.....

If employed, your employer .....  
.....

## Ethnic origin

Asian or Asian British - Bangladeshi

Asian or Asian British - Indian

Asian or British Asian - Pakistani

Asian or Asian British - any other Asian background

Black or Black British - African

Black or Black British - Caribbean

Black or Black British - any other Black background

Chinese

Mixed - White and Asian

Mixed - White and Black African

Mixed - White and Black Caribbean

Mixed - any other mixed background

White - British

White - Irish

White - any other White background

Any other

Please state .....

Not known/Prefer not to say

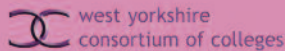
Are there any restrictions on the period of time  
you can stay in the UK?      Yes       No

If yes, please give details  
.....  
.....

Please return this form to:  
**Helen Langley, Voluntary Action Barnsley, address details**

# Booking form

# Courses for the voluntary, public and private sectors 2009-2010



over  
100  
courses  
inside

Business legislation  
Business finance  
Procurement  
Sustainability  
Interview techniques  
Allergies  
Effective meetings  
Conflict resolution  
Quality standards  
Food hygiene  
First aid  
Fundraising  
Speaking & writing  
Numeracy  
Global & diversity  
PTTL Prepare to teach  
ILM Leadership and Management  
Train to Gain  
IT courses  
HR training  
Trustees  
Managing volunteers  
Budgeting  
Payroll  
and many more...