

Training Bulletin

# Voluntary Action Waltham Forest Training Programme

January - March 2010



# VAWF Training Bulletin

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## Introduction

Voluntary Action is committed to developing the skills of its members, through our Workforce Development and Community Accountancy Training Programmes we hope we can assist you to do this.

In this training booklet you will find a selection of accredited and non accredited training courses, to suit your organisational and individual training needs.

People attending non accredited training courses will receive a certificate of attendance.

## Why Accredited Training

Completing accredited training courses will give you a progression pathway to go onto completing full qualifications. Having fully qualified members of staff will increase your prospects when applying for funding, as funders are now requesting CV's of staff members, and are looking more favourably at organisations with qualified staff.

In this booklet you will find a number of accredited courses in finance, fundraising and first aid.

We are hoping there is something here to suit everyone. However if you do not find something of interest to you please let us know by emailing [workforce@voluntaryaction-wf.org.uk](mailto:workforce@voluntaryaction-wf.org.uk) as we are continuously developing our training programme and will be happy to take on your suggestions.

See the back of this booklet for information on how to book a place.

# Funding Strategies & Bid Writing For Voluntary & Community Organisations

Date & Time: 9.30 - 4.pm - A light lunch will be included  
Wed 24th February, Wed 3rd & Wed 10th March 2010

*This training is accredited by the NOCN*

Venue:

VAWF, Upper Ground, Church Hill Business Centre,  
6 Church Hill, London, E17 3RY

This course will inform you of the steps you need to take when preparing to write a funding application.

**Accredited at Level 2 & 3**

Completion of this course can lead to 'Certificate in Managing Voluntary and Community Organisation' for more information see [www.nocn.org.uk](http://www.nocn.org.uk) or visit our website on [www.voluntaryaction-wf.org.uk/training](http://www.voluntaryaction-wf.org.uk/training)

The course is certified and accredited by the National Open College Network (NOCN).

This is a three day course, running one day a week over a 3 week period.

**Fee: £85 for members and £120 for non members in total for the 3 days**

**Learning Outcomes** - At the end of the course learners will be able to:

- Understand what is meant by a funding strategy and the key concepts involved in developing a funding strategy
- Demonstrate knowledge of the key elements of a funding strategy
- Relate own knowledge of funding strategies to own voluntary/ community organisation
- Understand the elements present in a good funding application,
- Apply own knowledge to the preparation of funding applications

**Who should attend?**

Anyone in the organisation that has fund raising responsibility.  
Don't delay, book your place today to avoid disappointment!



For more information contact:

Sangita Zeline

[sangita@voluntaryaction-wf.org.uk](mailto:sangita@voluntaryaction-wf.org.uk)

Trainer:

Mutmahim Roaf

# Preparing Financial Accounts for Charities and Companies Limited by Guarantee

Date & Time:

Tuesday 12 January, 10am to 3pm, including light lunch

Venue:

VAWF, Upper Ground, Church Hill Business Centre, 6 Church Hill, London, E17 3RY

For those who are responsible for preparing end of year accounts, Treasurers and Management Committees Members who need to understand them.

Learning Outcomes: At the end of the course learners will be able to:

- Understand grant funding and Commission Contracts
- Record receipts and payments
- Understand SOFA accounts
- Distinguish between Restricted & Unrestricted funds
- Understanding Commissioning Contract Work?

**Free for VAWF's members, £20 non members**

For more information contact:

Sangita Zeline

[sangita@voluntaryaction-wf.org.uk](mailto:sangita@voluntaryaction-wf.org.uk)

Trainer:

Alex Davies

# Minimum Standards and Quality Marks for Voluntary Sector Organisations

Date & Time:

Friday 29 January 2010, 9.30 for 10a.m. start, ending 12.30.

Venue:

The Limes Community and Children's Centre,  
6 Somers Road, Walthamstow E17 6RX

Voluntary Action Waltham Forest has appointed a business development officer, **Anthony Fincham**, to work with voluntary sector organisations in the Borough, with the aim of promoting their sustainability. A key method of doing so is to encourage organisations to meet minimum standards, and obtain quality marks.

London Borough Waltham Forest has introduced a **Certificate of Minimum Standards (CMS)**, for voluntary organisations working with children and young people. It is likely that funders will increasingly insist on evidence of minimum standards, as part of their safeguarding strategy.

Anthony will host an information session dealing with LBWF's minimum standards and other quality marks as follows:

- 10.00 Introduction to Minimum Standards and Quality Marks in the Voluntary Sector
- 10.30 Borough of Waltham Forest Certificate of Minimum Standards (CMS)
- 11.15 The Positive About Disabled People Standard
- 12.00 Voluntary Action WF & Access to Accreditation Funding

Who is it for: staff and trustees of voluntary and community organisations responsible for:

- Ensuring essential corporate policies and standards - particularly those organisations working with children/vulnerable adults;
- Promoting quality and best practice

For more information contact:

Sangita Zeline

sangita@voluntaryaction-wf.org.uk

**Free Information Session**

# The Tendering and Commissioning Process

Date & Time: 9.30 - 4pm Including Light Lunch  
Tuesday 27th April, Tuesday 4th, 11th May 2010

Venue:

VAWF, Upper Ground, Church Hill Business Centre,  
6 Church Hill, London, E17 3RY



Completion of this course can lead to 'Certificate in Managing Voluntary and Community Organisation' for more information see [www.nocn.org.uk](http://www.nocn.org.uk) or visit our website on [www.voluntaryaction-wf.org.uk/training](http://www.voluntaryaction-wf.org.uk/training)

Accredited at Level 3

Completion of this course can lead to 'Certificate in Managing Voluntary and Community Organisation' for more information see [www.nocn.org.uk](http://www.nocn.org.uk)

Learning Outcomes: At the end of the course learners will be able to:

- Understand the nature of grants, service agreements and contracts and understand the difference between them
- Understand the advantages and disadvantages of grants service agreements and contracts to voluntary organisations
- Understand how to tender for a contract with a statutory body.
- Understand how a contract is made between a statutory body and a voluntary organisation and know what to include

## Who should attend?

Anyone in the organisation that has a fund raising income generation responsibility.

Fee: £85 For members £120 For non-members  
In total for the three sessions



For more information contact:  
Sangita Zeline  
[sangita@voluntaryaction-wf.org.uk](mailto:sangita@voluntaryaction-wf.org.uk)

Trainer:  
tbc

# Computerising your manual or spreadsheet records using Quick Books program

Date & Time:

Monday 8 February, 2010 10am to 3pm, including light lunch

Venue:

The Outset Centre, Fredrick Street Off St James Street,  
Walthamstow, London. E17 3JF

Computerised accounting is easier than you think.

Come and learn how to convert your manual or spreadsheet records using Quick Books.

See the advantages of computerised accounting.

Criteria: For organisation staff planning to update from Manual or spreadsheet accounting to the Quick Books Accounting Programme

Learning Outcomes

- At the end of the course you will be able:
- To transfer opening balances of customers and suppliers from manual to computerised accounting
- To transfer nominal ledger balances from manual to computerised accounting
- Extracting opening trial balance
- Inputing day to day transactions to maintain computerised records

**Free for VAWF's members, £20 non members**

For more information contact:

Sangita Zeline

sangita@voluntaryaction-wf.org.uk

Trainer:

Alex Davies

# Computerised Accounts using Sage Line 50 Beginners to Intermediate level

## Date & Time:

Thur 18 February & Fri 19th February 2010 ,10am to 3pm,  
including light lunch

## Venue:

The Outset Centre, Fredrick Street Off St James Street, Walthamstow,  
London. E17 3JF

This course is intended for those who are responsible for preparing accounts and would like to use Sage Line 50 program

See the advantages of computerised accounting.

Criteria: For organisation staff planning to update from Manual or spreadsheet accounting to the Sage Accounting Programme

This is a two day course.

## Learning Outcomes

- At the end of the course you will be able:
- To transfer opening balances of customers and suppliers from manual to computerised accounting
- To transfer nominal ledger balances from manual to computerised accounting
- Extracting opening trial balance
- Inputting day to day transactions to maintain computerised records

**Free for VAWF's members, £80 non members for the two days**

## For more information contact:

Sangita Zeline

sangita@voluntaryaction-wf.org.uk

## Trainer:

Alex Davies

# Introduction to Health & Safety at Work

Date & Time: 9.30 - 4pm. Light lunch included  
Tuesday 2nd March 2010

## Venue:

VAWF, Upper Ground, Church Hill Business Centre,  
6 Church Hill, London, E17 3RY

This course provides an introduction to health and safety legislation so that delegates will be able to relate the legal requirement of employers and employees to their own areas of responsibility.

## Who should attend?

This course will be useful for anyone in your organisation that has health and safety responsibility particularly managers, and committee members, but is also useful for those that just want to find out more about the subject.

## Learning Outcomes:

- Make personnel aware of their roles and responsibilities
- Understand the requirements of section 1 to 9 of the Health and Safety at Work Act etc
- Explain the hierarchy of control measures.
- Understand the main requirements of sections 1 to 3 of the Management of Health and Safety at Work Regulations.

Compliance with Health and Safety Legislation is a Legal Requirement , make sure you are compliant - don't delay book your place today!!

**Free to members £30 non members**

For more information contact:  
Sangita Zeline  
sangita@voluntaryaction-wf.org.uk

Trainer:  
Irene Hamilton

# First Aid at Work



Date & Time: 9.30 - 4.pm. Light lunch included

This is a three day course - Wed. 27th Jan,  
Wednesday 3rd & 10th Feb 2010

Venue:

The Outset Centre, Fredrick Street Off St James Street, Walthamstow,  
London. E17 3JF

This course is for those who will have first aid responsibility at work it will give you the necessary skills and knowledge to carry out emergency first aid only.

**This is a certified accredited course by the Health & Safety Executive and is valid for 3 years**

## Learning Outcomes

On completion of training, successful candidates should be able to:  
provide emergency first aid at work which will include:

Understanding the role of the first-aider including reference to:

- the importance of preventing cross infection;
- the need for recording incidents and actions;
- use of available equipment;

Administer first aid to a casualty with:

- injuries to bones, muscles and joints, including suspected spinal injuries;
- chest injuries;
- burns and scalds;
- eye injuries;
- sudden poisoning;
- anaphylactic shock;
- recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes)

Total cost for 3 days:

**£85 members £120 non members**



For more information contact:

Sangita Zeline

sangita@voluntaryaction-wf.org.uk

Trainer:

Lyn Joy

Joy In Life Training

# Emergency First Aid At Work

Date & Time: 9.30 - 4.pm. Light Lunch included.  
Wednesday 17th March 2010



Venue:

VAWF, Upper Ground, Church Hill Business Centre,  
6 Church Hill, London, E17 3RY

This course is for those who will have first aid responsibility at work it will give you the necessary skills and knowledge to carry out emergency first aid only.

**This is a certified accredited course by the Health & Safety Executive and is valid for three years**

## Learning Outcomes

On completion of training, successful candidates should be able to:

- understand the role of the first-aider including reference to:
- the importance of preventing cross infection;
- the need for recording incidents and actions;
- use of available equipment;

**This is a one day course**

Places are limited, so don't delay book today.

**£30 members £60 non members**



For more information contact:  
Sangita Zeline  
sangita@voluntaryaction-wf.org.uk

Trainer:  
Joy In Life Training

# Financial Planning in Voluntary & Community Organisations

Date & Time: 9.30 - 4 p.m One day a week  
over three weeks

Tuesday 16th, 23rd & 30th March

This course will be delivered, one day a week over a 3 week

Venue:

VAWF, Upper Ground, Church Hill Business Centre,  
6 Church Hill, London, E17 3RY



The course is certified and accredited by the National Open College Network (NOCN) Accredited at level 2 & 3

Completion of this course can lead to 'Certificate in Managing Voluntary and Community Organisations' for more information see [www.nocn.org.uk](http://www.nocn.org.uk) or see our website [www.voluntaryaction-wf.org.uk/training](http://www.voluntaryaction-wf.org.uk/training)

This course will give participants the necessary skills and knowledge to enable them to manage the finances of their organisation more efficiently and effectively.

## Learning Outcomes:

- Understand and use of key financial terms
- Record financial transactions and produce a cash flow
- Follow a cash flow forecast and understand the implications
- Identify appropriate budget heads and draw up a budget, compare actual monthly income and expenditure with budgeted income and expenditure and explain variances
- Understand how to search for appropriate funding sources
- Understanding the importance of accurate financial planning and recording

## Who should attend?

All those who will have or have financial responsibility in the organisation.

Don't delay, book your place today to avoid disappointment!

Fee: £85 For members £120 For non members

For the total of 3 days



For more information contact:

Sangita Zeline

[sangita@voluntaryaction-wf.org.uk](mailto:sangita@voluntaryaction-wf.org.uk)

Trainer:

Alex Davies

## Ready to book?

We understand that all our services should be as accessible as possible to everyone. Unfortunately training based at the Churchill Business Centre is not yet fully accessible and we are working with our landlord to upgrade the building. If you are unable to manage steps, it is important that you let us know so we can endeavour to arrange to hold this training at facilities which are fully accessible.

Please indicate in the special requirements section on the form if you are booking training at Churchill Business Centre, and can not manage steps. Please also indicate if you have any special dietary requirements.

Although non-accredited training is free to members we ask members for a **returnable cheque of £15 per course**, payable at time of booking.

Please respect diversity in learning sessions, give 48 hours notice of cancellation and be punctual.

To book your places on our training, please complete the form overleaf, and send it to us with a cheque made payable to 'VAWF' to:

FREEPOST RSEE-JEBC-JRGB  
Voluntary Action Waltham Forest  
6, Church Hill  
LONDON  
E17 3AG

If you wish to pay by BACS please contact us for our account details at 0208 521 0377 or [sangita@voluntaryaction-wf.org.uk](mailto:sangita@voluntaryaction-wf.org.uk).

You can also book online see:

[www.voluntaryaction-wf.org.uk/training](http://www.voluntaryaction-wf.org.uk/training)



Name	Date	Fee
<input type="checkbox"/> Funding Strategies & Bid Writing For Voluntary & Community Organisations	24 Feb 3,10 March	£85 Members £120 others
<input type="checkbox"/> Preparing Financial Accounts for Charities and CIC	12 Jan	members free, others £20
<input type="checkbox"/> Minimum Standards and Quality Marks for Voluntary Sector Organisations	29 Jan	free information session
<input type="checkbox"/> The Tendering and Commissioning process	27 April 4,11 May	£85 Members £120 others
<input type="checkbox"/> Computerising your manual or spreadsheet records using Quickbooks	8 Feb	members free, others £20
<input type="checkbox"/> Computerised Accounts using Sage Line 50 - Beginners to Intermediate	18, 19 Feb	members free, others £40
<input type="checkbox"/> Introduction to Health & Safety at Work	2 March	members free, others £30
<input type="checkbox"/> First Aid at Work (3 days)	27 Jan 3,10 Feb	members £85, others £120
<input type="checkbox"/> Emergency First Aid At Work	17 March	members £30, others £60
<input type="checkbox"/> Financial Planning in Voluntary & Community Organisations	16, 23,30 March	£85 Members £120 others

Your Name

Your Email Address (if any)

Phone Numbers

Are you a current VAWF member?

**YES / NO / Don't know**

Would you like to be added to our email and postal news lists?

**YES / NO**

Are you a current VAWF member?

**YES / NO**

Would you like us to contact you about VAWF membership?

**YES / NO / Don't know**

Organisation Name

Contact Address

Special Requirements

# Membership of VAWF

VAWF is a membership organisation providing lots of benefits to members which include:

- Enjoying the full benefits and features of the community web portal [www.voluntaryaction-wf.org.uk](http://www.voluntaryaction-wf.org.uk) including having your own website and training on how to do this (coming in the new year),
- Accessing all our networks and projects,
- Free or discounted High quality training,
- Free subscription to our newsletter 'Voluntary Views',
- Receipt of all our mailings with valuable up-to date information,
- One to One organisational development support,
- Funding advice, including a funder search facility,
- Direct advice by telephone and email
- Access to Voluntary Action's library
- The loan of office equipment,
- Invitations to member only meetings and surveys

You can find the out more about becoming a member through VAWF's website: [www.voluntaryaction-wf.org.uk](http://www.voluntaryaction-wf.org.uk)

Call Barbara on 020 8521 0377 if you have any questions or email [info@voluntaryaction-wf.org.uk](mailto:info@voluntaryaction-wf.org.uk)

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[www.voluntaryaction-wf.org.uk](http://www.voluntaryaction-wf.org.uk)

Registered Charity: 1031030

