



Bradford District Training Digest for Voluntary and Community Organisations  
Autumn/Winter 2010-11





# Welcome to supported

## Training for the voluntary and community sector in Bradford District

B Supported is a partnership project in the Bradford District that has been supported by the Big Lottery Fund for 3 years until the end of September 2010. The B-Supported partners are Bradford CVS (CVS Training), Bradford Resource Centre, Fit 4 Funding, Keighley and Ilkley Voluntary and Community Action and West Yorkshire Community Accounting Service. They continue to work together to ensure that the voluntary and community sector has access to the training it needs for staff and volunteers at a low cost.

## Training Digest

This training digest advertises all courses provided by **CVS Training** and some courses delivered by B-Supported partners. For full course details please visit [www.bsupported.org.uk](http://www.bsupported.org.uk) or contact Bradford CVS on 01274 722772. Tailored training is also available - contact details on page 8.

## Get Training Updates

Up to date information on training courses can be found on [www.bsupported.org.uk](http://www.bsupported.org.uk), or subscribe to our weekly e-mail update by sending your details to [training@bradfordcvs.org.uk](mailto:training@bradfordcvs.org.uk).



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**Cover Photos: Clive Whittaker**

# Booking

## CVS Training Courses

To book a place on CVS courses in the Training calendar please use the booking form in this digest. If you need further copies they are available to download on the B-Supported website [www.bsupported.org.uk](http://www.bsupported.org.uk). or from Bradford CVS on 01274 722772.

We do not take bookings over the phone, but we can tell you if there are places available on a particular course. You can post or email your booking form to us. A confirmation, invoice if applicable and venue details will be sent out on acceptance of your booking form. It is the participants responsibility to contact Bradford CVS if they have not received confirmation details.

Contact: Bradford CVS, 19-25 Sunbridge road, Bradford BD1 2AY Email: [training@bradfordcvs.org.uk](mailto:training@bradfordcvs.org.uk)

FREE courses may be funded for particular groups. Please check the B-Supported website or call CVS Training on 01274 722772 to check. Course fees in the training calendar overleaf are for voluntary and community organisations.

## Other Training Providers

The booking procedure is described underneath the course information on [www.b-supported.org.uk](http://www.b-supported.org.uk). or on page 10.

# Course Fees

The general costs bands for courses provided by CVS Training are:

Voluntary and community organisations:	<b>£30 half day, £60 full day</b>
Statutory organisations, private sector:	<b>£60 half day, £120 full day</b>
Introduction to....courses	<b>£10 per person per session</b>

The majority of training in this digest is part- funded by Bradford Council to support the voluntary and community sector in the Bradford District.

# Cancellation Policy

## CVS Training courses

- > Cancellations must be made in writing, either e-mail, letter or fax
- > Refunds will only be given if 10 working days notice has been given
- > A £5 administration fee will be deducted per session
- > You may delegate another member of your organisation to attend rather than lose the full fee but this must be agreed with us in advance.
- > By returning a booking form to us you are agreeing to our cancellation policy

We appreciate that occasionally staff cannot attend at short notice and a replacement delegate is not available or appropriate. However we expect the participant's organisation to cover this cost (where less than 10 working days notice has been given) so that we can keep course fees as low as possible.

BCVS reserves the right to withdraw a course at any time. In these circumstances participants will be offered a full refund or an alternative course or date, if applicable.

## Other Training Providers

Please check the cancellation policy with the provider.

# Refreshments

Tea and coffee are usually provided on arrival and during breaks.

**Please note: In order to keep our costs down unless stated there is no lunch provided on any of the courses.**

# Looking for Training

We generally offer a range of courses under the following categories:

- Administration
- Communication and Interpersonal Skills
- Effective Organisations
- Equality and Diversity
- First Aid / Health and Safety
- Financial Management
- Funding and Fundraising
- Governance and Management Committee Skills
- Managing People
- Marketing
- Safeguarding
- Understanding the Sector

Search on our website - [www.bsupported.org.uk](http://www.bsupported.org.uk) - new courses are added all the time.

Call CVS Training on 01274 722772. We keep details of a wide range of training of interest to voluntary and community organisations. We record details of all training requests to help us plan future courses and ensure that we're meeting the training needs of the sector.



**Early  
Booking  
Deal**

Book ahead for any November to March courses and get £5 off half day fees and £10 off any other course on the CVS Training Calendar.

Booking forms must reach our office by 5pm on 30th September to qualify for the deal



**Join our  
e-network...**

the free and easy way to find out about training including special offers and free places.

Email  
[training@bradfordcvs.org.uk](mailto:training@bradfordcvs.org.uk)

# CVS Training Calendar - Autumn/Winter 2010

For course details visit [www.bsupported.org.uk](http://www.bsupported.org.uk) or contact Bradford CVS

## September 2010

Date	Course Title	Venue	Time	Cost £
7th	Understanding Legal Structures	CVS	18.00-20.00	FREE
14th	Supervision Skills	CVS	10.00-4.00	£60
14th/15th/16th	First Aid at Work	UNI	9.30-5.00	£150
20th	First Aid Annual Skills	UNI	9.30-1.00	£30
22nd/23rd	Paediatric Early Years First Aid	UNI	9.30-5.00	£100
30th	The Effective Receptionist	CVS	10.00-4.00	£60

## October 2010

Date	Course Title	Venue	Time	Cost £
5th	Introduction to the Voluntary Sector	CVS	10.00-1.00	£10
5th/6th/7th	First Aid at Work	UNI	9.30-5.00	£150
6th	Working positively around Disability Awareness	EQUITY	9.30-12.30	£30
7th	Minute Taking Skills	CVS	10.00-1.00	£60
12th	Applying to Larger Funders (Making a Large Funding Application)	CVS	10.00-1.00	£30
13th	Managing Change	UNI PD	9.30-12.30	£30
13th/14th	First Aid Refresher	UNI	9.30-5.00	£100
15th	Quick Books Beginners	CALTEC	10.00-4.00	£60
18th	First Aid Annual Skills	UNI	9.30-1.00	£30
19th	Monitoring and Evaluation	CVS	10.00-1.00	£30
20th	Emergency First Aid	UNI	9.30-5.00	£60
21st	How to Become an Exceptional Administrator	CVS	10.00-4.00	£60
26th	Lead your Organisation through Change	CVS	10.00-4.00	£60
26th	Voice Projection	UNI PD	9.30-12.30	£30

## November 2010

Date	Course Title	Venue	Time	Cost £
2nd	Business Planning	CVS	10.00-1.00	£30
9th/10th/11th	First Aid at Work	UNI	9.30-5.00	£150
9th	Full Cost Recovery	CVS	10.00-4.00	£60
10th	Applying to Charitable Trusts and Companies	CVS	9.30-12.30	£30
18th	Introduction to Health and Safety	CVS	10.00-1.00	£30
23rd,30th, 7th Dec	6 Steps to Developing Fundraising Skills – 3 day course	CVS	9.30-4.00	£180
24th	First Aid Appointed Persons	UNI	9.30-5.00	£60
25/26	First Aid Paediatric/Early years	UNI	9.30-5.00	£100
29th	First Aid Annual Skills Update	UNI	9.30-12.30	£30

**December 2010**

Date	Course Title	Venue	Time	Cost £
7th	6 steps to Developing Fundraising Skills – day 3 of 3	CVS	9.30-4.00	£180
9th	Chairing Meetings	CVS	10.00-1.00	£30
9th	Working positively around the Equality Act	EQUITY	9.30 – 12.30	£30
14th	Short Guide to Public Law and the Compact	CVS	10 – 12.30	£10
16th	The Art of Good Report Writing	CVS	10.00-1.00	£30

**January 2011**

Date	Course Title	Venue	Time	Cost £
11th	Managing Staff Performance - Supervision and Appraisal	CVS	10.00-4.00	£60
12th	Emergency First Aid	UNI	9.30-5.00	£60
12th/13th	Managing People 2 day Course	UNI PD	9.30-4.30	£100
18th	Working Positively around Equality Act and Monitoring	EQUITY	9.30 – 4.00	£60
18th	Time Management	CVS	10.00-4.00	£60
18th,19th,20th	First Aid at Work	UNI	9.30-5.30	£150
27th,28th	Paediatric/Early Years First Aid	UNI	9.30-5.30	£100

**February 2011**

Date	Course Title	Venue	Time	Cost £
2/3	First Aid Refresher	UNI	9.30-5.00	£100
7th	Working positively around Disability Awareness	EQUITY	9.30 – 12.30	£30
10th	Managing Change	UNI PD	9.30-12.30	£30
10th	Short Guide to Public Law and the Compact	CVS	10 – 12.30	£10
15th	Risk Assessment	CVS	10.00-1.00	£30
15th/17th	First Aid at Work	UNI	9.30-5.00	£150
23rd	Emergency First Aid	UNI	9.30-5.00	£60

**March 2011**

Date	Course Title	Venue	Time	Cost £
8th	Managing Conflict - One to One	CVS	10.00-4.00	£60
10th	Myers Briggs Personality Type Profile	UNI PD	1.30-4.30	£30
11th	Quick Books Intermediate	Caltec	10.00-4.00	£60
15th	Basic Budgeting and Cashflow	CVS	10.00-4.00	£60
16th	Emergency First Aid	UNI	9.30-5.00	£60
17th	Facilitation Skills	CVS	10.00-4.00	£60
22nd/23rd/24th	First Aid at Work	UNI	9.30-5.00	£150
30th/31st	Paediatric Early Years First Aid	UNI	9.30-5.00	£100

All courses in the calendar above should be booked using the CVS Training Booking Form (details on page 4). The costs quoted in the calendar are for voluntary and community organisations. Please refer to the cost bands on page 4 for other organisations.

The cancellation policy outlined on page 4 applies to all CVS Training courses.

Venue details overleaf.

# Venues

Maps and directions to the venues we use can be found at [www.bsupported.org.uk](http://www.bsupported.org.uk)  
Details will be emailed with your booking confirmation.

CALTEC	ShIPLEY New Start, 16 Otley Road, ShIPLEY BD17 7SE
CVS	Bradford CVS, 19-25 Sunbridge Road, Bradford BD1 2AY
EQUITY	Equity Centre, entrance on Providence Street, Bradford City Centre
UNI	First Aid courses held at Unique Fitness and Lifestyle, University of Bradford Main Campus
UNI PD	Bradford University Main Campus – venue confirmed in booking details

# Tailored Training

## CVS Training / Bradford CVS

**19-25 Sunbridge Rd, Bradford BD1 2AY**  
**Tel: 01274 722772 [training@bradfordcvs.org.uk](mailto:training@bradfordcvs.org.uk)**  
**[www.bradfordcvs.org.uk](http://www.bradfordcvs.org.uk)**

We have funding to provide free and low-cost in-house management committee training just for your group on a range of topics such as:

- Legal structures for voluntary and community organisations
- Roles and responsibilities of management committees
- Understanding Registered Charity Status
- Meeting Skills
- Managing and Supervising Staff
- How to Get and Keep Committee Members
- Organisational Development Planning (including Board Away Days)

Tailored training and facilitation for staff and volunteers can also be delivered on a wide range of topics (contact us for details and costs).  
Bradford CVS has a training room available for hire. See our website for details.

**Contact Alex Peel, [alex@bradfordcvs.org.uk](mailto:alex@bradfordcvs.org.uk), to discuss what you need.**

## Bradford Resource Centre & Community Statistics Project

**17-21 Chapel Street, Bradford BD1 5DT.**  
**Tel: 01274 7790023 [mike@brc-net.org.uk](mailto:mike@brc-net.org.uk)**  
**[www.brc-net.org.uk](http://www.brc-net.org.uk)**

Workshops in the use of social statistics available to groups

- Do you need information to prove the case for a funding bid or to support a campaign?
- Do local people want to improve their computer skills?
- Do local people want to find out more about their neighbourhood?

In recent years there has been an explosion of social statistics on the internet. Information from the census, benefits statistics, unemployment figures, health information and much more has become publically available. This information is extremely useful to local community groups and campaigns – helping them to make a case for public service provision and funding. Statistics and other research information can often help campaigners who want to make things happen or stop things happening (e.g. developments that the community don't want).

Calling all community centres – BRC will run free training sessions for you – all you do is provide a venue with broadband computers available and local publicity – we will run the session and provide free workshops and follow up support to community members

These sessions are very flexible and can be run in a variety of ways (full days, half days or shorter taster sessions – weekday, evenings or weekends – with your staff, with Centre users, with groups of local residents, as a guest session on existing IT courses, or as a short session as part your Management Committee meetings)

**Contact Mike Quiggin, [mike@brc-net.org.uk](mailto:mike@brc-net.org.uk), to discuss what you need.**

## Fit 4 Funding

**93 Lawefield Lane, Wakefield, WF2 8SU.**  
**Tel: 01924 239063 [info@fit4funding.org.uk](mailto:info@fit4funding.org.uk)**  
**[www.fit4funding.org.uk](http://www.fit4funding.org.uk)**

Originally established in 1981 as The Charities Information Bureau, fit4funding provides quality training and support on fundraising for voluntary and community organisations, funding advisers and funders. fit4funding's services include:

Training for:

- organisations (staff, trustees and volunteers) on fundraising
- funding advisers
- funders and commissioners

Consultancy providing capacity building support;

Project evaluation;

E-newsletter providing up to date funding information;

Conference/training/meeting facilities in Wakefield.

Training is delivered face to face, by e-learning or combining learning methodologies.

All trainers are fully qualified and we provide accredited and un-accredited training.

**Contact Fit for Funding on 01924 239063 to discuss what you need.**

## Keighley and Ilkley Voluntary and Community Action

**135 Skipton Road, Keighley, BD21 3AU**  
**Tel: 01535 665258 [info@keighleyvs.org](mailto:info@keighleyvs.org)**  
**[www.keighleyvs.org](http://www.keighleyvs.org)**

KIVCA offers a range of quality training and support services for voluntary and community organisations across Bradford District. Our training is provided by qualified staff with both extensive knowledge and experience of the voluntary sector. KIVCA can offer a wide range of learning activities through one to one support as well as structured training programmes and workshops in;

- Governance including Legal Structures and Roles/Responsibilities
- Organisational Development
- Quality assurance
- Collaborations
- Safeguarding Children

**Contact KIVCA on 01535 665258 or [info@keighleyvs.org](mailto:info@keighleyvs.org) to discuss what you need.**

## WYCAS (West Yorkshire Community Accounting Service)

**Stringer House, 34 Lupton Street, Leeds, LS10 2QW.**  
**Tel: 0113 2706269 [info@wycas.org.uk](mailto:info@wycas.org.uk)**  
**[www.wycas.org.uk](http://www.wycas.org.uk)**

In-house finance training and support to suit the requirements of your organisation including:

- Understanding financial reports for committees
- Book-keeping and computerisation of accounts
- Budgeting and Full Cost Recovery
- Using Spreadsheets

**Contact Dave Collins on 01422 835192, [dave.collins@wycas.org.uk](mailto:dave.collins@wycas.org.uk) or Jill Jones on 0113 2706291, [jill.jones@wycas.org.uk](mailto:jill.jones@wycas.org.uk)**

# Courses from other providers

## Bradford Resource Centre

5th, 12th, 19th October	Immigration, EU migrants and nationality (3 day course)	Bradford Resource Centre	10 - 4
20th Sept - 15th Nov	General Benefits Course (8 day course - Mondays exc 25th Oct)	Bradford Resource Centre	10 - 4
2nd Nov	Benefits - the new agenda - how welfare reform will impact Individuals, the advice sector and Bradford's economy	Bradford Resource Centre	10 - 4
4th Nov	How the District works - who manages public services and how to influence them	Bradford Resource Centre	10 - 4

**Costs to voluntary groups – 1 day courses £35, 3 day course £75, 8 day course £100 (costs to statutory sector or private organisations more – please enquire).**

**All courses at BRC, 17-21 Chapel Street, Bradford BD1 5DT  
To book a place contact 01274 779003 or [bal@brc-net.org.uk](mailto:bal@brc-net.org.uk)**

## Community Cascade

15th Sept	Website In a Day	Mayfield Centre	9.30 - 4
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**The course is FREE to Community Anchors (e.g. community buildings, faith centres and community networks)  
To book a place contact Chris Barker at Bradford CVS on 01274 722772 or [chriseb@bradfordcvcs.org.uk](mailto:chriseb@bradfordcvcs.org.uk)**

## Empowering the Voluntary Sector (NAVCA)

17th Sept	Empowering the Voluntary Sector	Bradford CVS	9.15 - 4.15
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**The course costs £40 for voluntary and community organisations and can be booked directly with NAVCA at [www.evproject.org.uk](http://www.evproject.org.uk) or by emailing [terry.perkins@navca.org.uk](mailto:terry.perkins@navca.org.uk)**



# Training and Events for Community Buildings, Faith Centres and Community Networks

Bradford CVS will be running a number of training events over the next year, for community anchors, including Community Buildings, Faith Centres and Community Networks. These events will be free and will include training in Environmental Sustainability, Funding, Community Cohesion and Marketing.



- **Environmental sustainability**

**Would you like to save money and help the environment?**

Bradford Environmental Action Trust (BEAT) is providing a package of support to community buildings, to help them save energy and water. This includes training, audits and resources to identify and achieve savings.

- **Funding**

**Do you want to know more about your funding options?**

fit4funding is 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?**

The Consortia of Ethnic Minority Organisations (COEMO) works with faith and BME communities to promote good community relations. Through specialist events, workshops and partnership working they will help bring diverse communities together. They will share best practice, value cultural diversity and promote participation and inclusive communities.

- **Marketing**

**Improving your communications**

From mission statements to leaflets to websites, posters, photos and funding applications, we're all making decisions about how we tell the world who we are, what we do and why they should care. Our training courses and advice sessions will help you to improve your communications. They are practical and we promise to start from where you're at!

Courses include:

- Working with your local paper
- Taking better photos
- Pinning down your key messages
- A website in a day.

**For further details contact Chris Barker at Bradford CVS,  
chrisb@bradfordcvs.org.uk**

**The Community Cascade programme provides support across West Yorkshire and is funded by the Big Lottery Fund.**





Training advertised in this Digest is supported by:

