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News

InformED -

Lincolnshire & Rutland employee development project

Effective learning and development at work is all about ensuring people have the skills they need to do their job effectively.

InformED is a Lincolnshire & Rutland employee development project being delivered by Mortons of Horncastle and Workbase Training and is supported by Lincolnshire & Rutland Employment and Skills Board, Lincolnshire County Council and Rutland County Council.

The project offers opportunities to employers and employees at no cost. It will broaden the learning culture, improve employees' skills and knowledge, and help employers to achieve growth and increase productivity.

For more information contact:

Jayne Stevens: T: 01507 529272, E: jstevens@mortons.co.uk

Fran Lovely: T: 01507 529276, E: fl lovely@mortons.co.uk

Workbase Training: T: 0208 343 1334

Become more sustainable

NAVCA and NCVO are bringing Chief Executives and Trustees from local infrastructure together for master classes on income diversity. [Finding the form that fits](#), 7 February, BVSC, Birmingham, is a chance to hear from two organisations that have successfully managed a substantial change in the way they generate income.

Source: NAVCA

Funding Guide for Workforce Development

On behalf of the Catalyst consortium, NCVYS has published the 5th edition of the [Funding Guide for Workforce Development](#). It is aimed at employers, training providers and learners who work with children, young people and families in the VCS, as well as local support and development organisations. A new addition this year is a section devoted to funding schemes for training providers.

Skills Funding Agency

The SFA's Approved College and Training Organisation Register (ACTOR) has been renamed the [Register of Training Organisations](#). The Register will list all colleges and training organisations that have passed the SFA's due diligence process and are eligible to receive funding for their education and training services. The pre-qualification process will be open between mid-January and mid-February 2012, although there will be other opportunities to register in 2012.

National Compact Report

The National Audit Office has produced a report on [central government's implementation of the National Compact](#) following a study of 9 government departments. The report finds that 40% of consultations did not meet the 12-week target set out in the Compact and that departments "could do more" to embed the National Compact in their work.

Source: NAVCA

LSIS leadership and management conference 2012

The [2012 LSIS leadership and management conference](#) takes place on 29 February at One Drummond Gate in Victoria, central London. The conference is aimed at first line and middle managers from across the further education and skills sector, and the day will consist of a combination of keynote speakers from the sector and dynamic practical sessions on leadership in practice.

Source: NAVCA

Training

January 2012

Managing Volunteers: an introduction

Date: 31 January 2012 Time: 9.30am-1.00pm

Location: VCS North Kesteven, Carre Street, Sleaford

Cost: £FREE for volunteers, £10 for paid staff

Contact: 01529 308450 or email them on info@vcsnorthkesteven.org.uk

Find out how to improve the appeal of volunteering, turn more enquiries into actual volunteers, and prevent common problems. This half day workshop will provide simple tips for recruitment and retention that can make a big difference. Take away practical resources and a free copy of Lincolnshire's Good Practice Guide.

For anyone keen to make the most of their volunteers' valuable time.

Basic First Aid

Date: 31 January 2012 Time: 10.00am-4.00pm

Location: Sleaford

Cost: £15

Contact: TaylorITEX on 01205 360800 or email enquiries@tayloritex.co.uk

For further details on course content please contact the provider.

Basic First Aid

Date: 31 January 2012 Time: 9.00am-3.30pm

Location: Black Sluice Lock Cottages

Cost: £15

Contact: TaylorITEX on 01205 360800 or email enquiries@tayloritex.co.uk

For further details on course content please contact the provider.

February 2012

Emergency First Aid

Date: 1 February 2012 Time: 9.30am-4.30pm

Location: Park Springs Learning Centre, Gainsborough

Cost: £15

Contact: CG Partnership on 01427 677377 or visit their website at www.cgpartnership.com

Gain a recognised Emergency First Aid qualification by attending this intensive one day course. Learners will also receive a copy of the First Aid Handbook.

Intermediate Computerised Accounts

Dates: 1 & 2 February 2012 (2 sessions) Time: 9.00am-4.00pm

Location: Black Sluice Lock Cottages

Cost: £30

Contact: TaylorITEX on 01205 360800 or email enquiries@tayloritex.co.uk

For further details on course content please contact the provider.

Recruiting Volunteers

Date: 2 February 2012 Time: 10.00am-3.00pm

Location: VCS Lincoln, The Healthy Hub, Lincoln

Cost: £FREE for volunteers, £10 for paid staff

Contact: 01522 551683 or email info@vcslincoln.org.uk

It is important to get your volunteer recruitment strategy right from the start. This course will help you to develop effective recruitment methods, consider the types of volunteer roles you will be offering and steer clear of pitfalls.

The training is aimed at those with some experience of managing volunteers, but is also suitable for anyone taking the first steps.

From Emotions to Solutions

Date: 6 February 2012 Time: Contact provider

Location: Relate Offices, Lincoln

Cost: £95 including refreshment and a light lunch

Contact: Lincoln Relate on 01522 524922 or email training@relate-lincs.org.uk

A one day workshop designed for professionals to equip them with the skills to understand and manage emotional clients. Accredited by the Law Society – Solicitors can gain 5 hours CPD.

Intermediate Computerised Accounts

Date: 7 & 14 February (2 sessions) Time: 10.00am-4.00pm
Location: Sleaford
Cost: £30
Contact: TaylorITEX on 01205 360800 or email enquiries@tayloritex.co.uk
For further details on course content please contact the provider.

Volunteers and the Law

Date: 8 February 2012 Time: 9.30am-1.00pm
Location: VCS Lincoln, The Healthy Hub, Lincoln
Cost: £FREE for volunteers, £10 for paid staff
Contact: 01522 551683 or email info@vcslincoln.org.uk
An introduction to key legal issues which may affect your work with volunteers, including benefits, tax, employment law, health and safety, copyright and working with vulnerable people.
Suitable for anyone who has responsibility for volunteers, whether you're a committee member, paid member of staff or volunteer.

Health & Safety

Date: 9 February 2012 Time: 9.30am-4.30pm
Location: Foundry Learning Centre
Cost: £20
Contact: CG Partnership on 01427 677377 or visit their website at www.cgpartnership.com
Gain a recognised Health and Safety at Work qualification by attending this one day course.
Please note there is a £20 fee for this course. Concessions may apply.

Health & Safety

Date: 13 February 2012 Time: 9.00am-4.00pm
Location: Black Sluice Lock Cottages
Cost: £15
Contact: TaylorITEX on 01205 360800 or email enquiries@tayloritex.co.uk
For further details on course content please contact the provider.

Health & Safety

Date: 20 February 2012 Time: 9.00am-4.00pm
Location: The Priory Centre, Lincoln
Cost: £15 and £7.50 for concessions
Contact: The Priory Trust, Lincoln Phone: 01522 579490 Email: JoshuaThompson@priorylincoln.co.uk
This qualification will benefit anyone in a work environment as it provides candidates with an understanding of health and safety that will enable them to contribute to any risk assessment.

Bookkeeping for Beginners

Date: 20 to 22 February 2012 Time: Contact provider
Location: Birmingham
Cost: £70-£80 or FREE for adults means tested benefits
Contact: Fircroft College on 0121 472 0116 or visit www.fircroft.ac.uk.
This course is ideal for anyone responsible for bookkeeping within their organisation.

Using Computers

Date: 22 February 2012 (4 sessions) Time: 1.00pm-4.00pm
Location: Black Sluice Lock Cottages
Cost: £30
Contact: TaylorITEX on 01205 360800 or email enquiries@tayloritex.co.uk
For further details on course content please contact the provider.

Food Hygiene Level 2

Date: 22 February 2012 Time: 9.30am-4.30pm
Location: Market Rasen
Cost: £15
Contact: CG CG Partnership 01673 843489 or visit their website at www.cgpartnership.com
For information on course content please contact the provider.



Introduction to Payroll

Date: 22 & 23 February 2012 Time: 9.00am-4.00pm
Location: Black Sluice Lock Cottages
Cost: £30
Contact: TaylorITEX on 01205 360800 or email enquiries@tayloritex.co.uk
For further details on course content please contact the provider.

Funding and how to get it

Date: 23 February 2012 Time: 9.30am-12.30pm
Location: VCS West Lindsey, The Guildhall, Gainsborough
Cost: £FREE for volunteers, £10 for paid staff (deposit required to secure a place)
Contact: 01427 613470 or email info@vcswestlindsey.org.uk

An enjoyable and interactive workshop offering lots of practical tips to help groups make successful funding bids. Get hints and tips on writing grant funding applications to increase your chances of success. This workshop also gives you a chance to find out about alternatives to grant funding and other opportunities to generate income for your group. Aimed at: fundraisers, committee members and anyone else with responsibility for ensuring the survival of a group.

Supporting and Managing Volunteers

Date: 28 February 2012 Time: 10.00am-3.30pm
Location: VCS North Kesteven, Carre Street, Sleaford
Cost: £FREE for volunteers, £10 for paid staff
Contact: 01529 308450 or email them on info@vcsnorthkesteven.org.uk

Find out why people choose to volunteer and how you can enable them to keep on volunteering for your organisation. We look at techniques for supporting and managing people who are not paid, and ways to prevent and deal with problems. Aimed at: committee members, volunteers or paid staff who co-ordinate, support or supervise volunteers.

Health & Safety

Date: 27 February 2012 Time: 9.00am-4.00pm
Location: Louth
Cost: £15
Contact: TaylorITEX on 01205 360800 or email enquiries@tayloritex.co.uk
For further details on course content please contact the provider.

IT for Work

Date: 28 February 2012 (2 sessions) Time: 10.00am-4.00pm
Location: Sleaford
Cost: £30
Contact: TaylorITEX on 01205 360800 or email enquiries@tayloritex.co.uk
For further details on course content please contact the provider.

Beginners' Computers

Date: 28 February 2012 Time: 1pm-3.00pm
Location: 4 weeks at Park Springs Learning Centre, Gainsborough
Cost: Contact provider
Contact: CG Partnership on 01427 677377 or visit their website at www.cgpartnership.com

Learners that attend this course will have a better understanding of computer basics; from using a mouse and keyboard to the internet and sending emails. We will also introduce you to computer security and privacy settings to help you stay safe online.

Basic First Aid

Date: 29 February 2012 Time: 9.00am-3.30pm
Location: Black Sluice Lock Cottages
Cost: £15
Contact: TaylorITEX on 01205 360800 or email enquiries@tayloritex.co.uk
For further details on course content please contact the provider.

March 2012

Computers for Improvers

Date: 1 March 2012 Time: 10.00am-12.00pm
Location: 5 weeks at Foundry Learning Centre
Cost: Contact provider
Contact: CG Partnership on 01427 677377 or visit their website at www.cgpartnership.com

Know the basics but want to learn more? Improve your IT skills and help make the most of your computer. This course will cover everything you need to use a computer effectively. We will take a close look at Microsoft Office functions which are becoming increasingly more popular in the workplace.

Microsoft Word

Date: 1 March 2012 Time: 1.00pm-3.00pm
Location: 5 weeks at the Foundry Learning Centre
Cost: Contact provider
Contact: CG Partnership on 01427 677377 or visit their website at www.cgpartnership.com

Learn how to use Microsoft Office Word 2010 to create professional documents, type letters, create CVs, use mail merge and master the Ribbon menu. This course is for those new to word processing or those wishing to update their current skills on the latest software. Learners wishing to attend this course must have experience using a computer or have attended a basic computer course.

Making a Business Plan

Date: 1 March 2012 Time: 6.00pm-9.00pm
Location: Market Rasen
Cost: £FREE
Contact: CG Partnership 01673 843489 or visit their website at www.cgpartnership.com

For further information about course content please contact the provider.

Improvers Computers

Date: 2 March 2012 Time: 1.00pm-3.00pm
Location: Market Rasen
Cost: £FREE
Contact: CG Partnership 01673 843489 or visit their website at www.cgpartnership.com

For further information about course content please contact the provider.

Beginners Computers

Date: 2 March 2012 Time: 10.00am-12.00pm
Location: Market Rasen
Cost: £FREE
Contact: CG Partnership 01673 843489 or visit their website at www.cgpartnership.com

For further information about course content please contact the provider.

Web Design

Date: 3 March 2012 Time: 10.00am-4.00pm
Location: 2 days at the Foundry Learning Centre
Cost: Contact provider
Contact: CG Partnership on 01427 677377 or visit their website at www.cgpartnership.com

What do HTTP, HTML, PHP, CSS & FTP mean? The internet has completely changed the way we think, the way we communicate and the way we do business. In this course, you will learn the basics of how to create a professional website.

Portable Appliance Testing at Work

Date: 6 March 2012 Time: 9.15am one day
Location: Boston Enterprise Centre
Cost: £90+VAT
Contact: Cope Safety Management on 01205 367098 or email copesafety@jwcope.co.uk

All electrical equipment at work, whether permanently connected or connected by a plug and socket outlet, should be inspected and tested in accordance with the recommendations contained in the PAT testing Code of Practice. A record of inspection and testing must be kept. This work is not difficult and can be undertaken by your own in-house staff following this one-day training course.

Basic First Aid

Date: 6 March 2012 Time: 9.00am-3.30pm
Location: Louth
Cost: £15
Contact: TaylorITEX on 01205 360800 or email enquiries@tayloritex.co.uk
For further details on course content please contact the provider.

Beginners Computer Skills

Date: 7th, 14th and 21st March 2012 Time: Contact provider
Location: Fulbeck Village Hall
Cost: £FREE
Contact: Age UK, Kathy Briggs on 07939 669308

This 3 x 2 hour course is suitable for people with little or no computer knowledge. It covers an introduction to computers, using a mouse, jargon busting, accessing, searching and shopping on the internet, accessing, downloading and organising files. This course is arranged through Age Concern and is for older people over 60.

Please note: This course is available as either; three morning sessions; 10am to 12 noon or three afternoon sessions, i.e 1pm to 3pm

IOSH Managing Safety

Dates: 8th, 15th, 22nd and 29 March 2012 Time: 9.15am start all day
Location: Boston Enterprise Centre
Cost: £475 + VAT
Contact: Cope Safety Management on 01205 367098 or email copesafety@jwcope.co.uk

Managing Safety is a course for managers and supervisors in any sector and any organisation. It's designed to give managers all they need to know to help them handle health and safety in their teams. The flexible new high impact programme covers all the main health and safety issues, and includes a session tackling the environment too.

Your legal duties and how to do a Fire Risk Assessment

Date: 13 March 2012 Time: 2.00pm-4.30pm
Location: Horncastle Community Centre
Cost: Contact provider
Contact: For information, advice or support, please contact Samantha Smith on 01529 301960 or email Samantha.smith@communitylincs.com

On **1st October 2006** the new Fire Order came into force applying to virtually all premises and every type of building, structure and open space. This Order requires that your committee carry out a **FIRE RISK ASSESSMENT** of your building, document it and keep it up-to-date. This workshop will help you, as a building manager, understand your **legal** responsibilities for fire safety and how to carry out a fire risk assessment of your premises.

Emergency First Aid at Work

Date: 13 March 2012 Time: 9.15am (one day)
Location: Boston Enterprise Centre
Cost: £90 + VAT
Contact: Cope Safety Management Tel: 01205 367098 Fax: 01205 356417 email: copesafety@jwcope.co.uk

The course will be conducted by a First Aid Instructor whose qualifications are acceptable to the Health and Safety Executive for teaching statutory First Aid. It is recommended that virtually every workplace has at least one Emergency First Aider at Work to administer First Aid in an emergency.

Supporting and Supervising Volunteers

Date: 16 March 2012 Time: 9.30am-3.30pm
Location: VCS West Lindsey, The Guildhall, Gainsborough
Cost: £FREE for Volunteers, £10 for paid staff (deposit required to secure and place)
Contact: 01427 613470 or email info@vcswestlindsey.org.uk

This one day training course looks at the skills and frameworks involved in supporting your volunteers to develop and undertake their tasks effectively.

Health & Safety

Date: 19 March 2012 Time: 9.00am-4.00pm
Location: Black Sluice Lock Cottages
Cost: £15
Contact: TaylorITEX on 01205 360800 or email enquiries@tayloritex.co.uk
For further details on course content please contact the provider.

Health & Safety

Date: 26 March 2012

Time: 9.00am-4.00pm

Location: Louth

Cost: £15

Contact: TaylorITEX on 01205 360800 or email enquiries@tayloritex.co.uk

For further details on course content please contact the provider.

IOSH Working Safely

Date: 26 March 2012

Time: 9.15am one day

Location: Boston Enterprise Centre

Cost: £125 + VAT

Contact: Cope Safety Management on 01205 367098 or email copesafety@jwcope.co.uk

Working safely is for employees at any level, in any sector, needing a grounding in the essentials of health and safety. Everyone at work should have an understanding of why they must 'work safely' – and this course offers exactly that.

Funding and how to get it

Date: 29 March 2012

Time: 10.00am-1.00pm

Location: VCS Lincoln, The Healthy Hub, Lincoln

Cost: £FREE for volunteers, £10 for paid staff

Contact: VCS Lincoln, The Healthy Hub, Lincoln

An enjoyable and interactive workshop offering lots of practical tips to help groups make successful funding bids. Get hints and tips on writing grant funding applications to increase your chances of success.

This workshop also gives you a chance to find out about alternatives to grant funding and other opportunities to generate income for your group. Aimed at: fundraisers, committee members and anyone else with responsibility for ensuring the survival of a group

April 2012

From Emotions to Solutions

Date: 30 April 2012

Time: Contact provider

Location: Relate Offices, Lincoln

Cost: £95 including refreshment and a light lunch

Contact: Lincoln Relate on 01522 524922 or email training@relate-lincs.org.uk

A one day workshop designed for professionals to equip them with the skills to understand and manage emotional clients. Accredited by the Law Society – Solicitors can gain 5 hours CPD.

October 2012

From Emotions to Solutions

Date: 1 October 2012

Time: Contact provider

Location: Relate Offices, Lincoln

Cost: £95 including refreshment and a light lunch

Contact: Lincoln Relate on 01522 524922 or email training@relate-lincs.org.uk

A one day workshop designed for professionals to equip them with the skills to understand and manage emotional clients. Accredited by the Law Society – Solicitors can gain 5 hours CPD.

Other Training Opportunities

SDL Leisure Training

SDL Leisure Training has a number of courses including First Aid training, Fire Warden courses and water based training including life guarding and introductory snorkelling. To find out more about what they have to offer please visit their website at <http://www.sdltraining.webs.com/>

Lincolnshire Chamber of Commerce

Information Advice and Guidance training Level 3 funding now available to all volunteers for first Level 2 NVQ in: Business Administration, Customer Service, IT, Retail, Warehousing, Team Leading
This funding will not be available long term. This qualification is available part funded to those companies employing less than 250 people. Contact the Chamber on 01522 523333 or email enquiries@lincs-chamber.co.uk

Also, are you a volunteer? Would you like to gain a qualification while you're working? If you don't have a Level 2 qualification already, funding is now available for you to complete an NVQ in the following areas: Customer Service, Information Technology, Business Admin, Warehousing, Retail and Team Leading. For more information, please contact Shirley Bates at the Lincolnshire Chamber on 07912 579881, or email Shirley.Bates@lincs-chamber.co.uk

Literacy & Numeracy courses leading to qualifications from the Pelican Trust

This programme has been designed to provide adults with key skills. English skills are vital for communicating in the work place and in everyday life. This course is designed to help you gain confidence in areas such as reading, spelling and listening. Maths skills are also essential, allowing you to work out household expenses and for use at work. This qualification will help you with skills such as subtracting, multiplying, fractions and percentages.
If you think you would benefit from either course please contact: Carol Wilson on 01522 513533 or email carol@pelicantrust.org An initial assessment will be carried out to assess the level you should be working towards, to ensure you get the most out of the course.

Do you Box Clever when training?

The Box Clever Range is a leading range of unique, innovative and interactive enterprise learning tools which have been specifically designed to demystify social enterprise learning and development. They have been used by many groups and individuals in the past, including academic institutions, as well as community initiatives and council lead programmes. All the Box Clever tools are a real asset for communities and individuals to teach and understand social and commercial enterprise start up, creating an engaging and enjoyable learning experience for a wide range of ages, abilities, backgrounds and levels of attainment.

For more information contact Pollyanna Wilkinson on **0115 948 4600** or email info.midlands@peoplecan.org.uk
Pollyanna will gladly discuss your requirements in more detail.

Numeracy Course in Stamford

A Numeracy Course is running in Stamford Town Hall on St Mary's Street every Tuesday morning from 10am to 12pm. It is a small, friendly, supportive class with learning support, where learners can improve their skills and take qualifications to help them into employment if needed. There are still a few places left. If you are interested please contact **Sue Hatch, Programme Organiser, on a Tuesday or Wednesday on 07770 648156 or email shatch@wea.org.uk**. Please feel free to drop in at any time where the tutor will be happy to speak you. Names are being taken for the Literacy course starting in the new year.

Places are still available for the LSIS SfLLN Support Programme Applications are welcome from all providers.

Please click below for full details about the support packages being offered to help your organisation develop high quality teaching and learning that will enable more learners to develop their literacy, language and numeracy (LLN) skills and to progress in life and work. A few examples of support include: embedding LLN and ICT; developing flexible delivery; developing the numeracy skills of teachers; training numeracy teacher trainers; understanding dyslexia and teaching learners with specific learning difficulties. See the flyer for the full list.

The priority groups this year are:

- providers that are new to delivering LLN programmes;
- providers that are underperforming;
- providers with employer facing activity, seeking to improve the LLN skills of learners on apprenticeship programmes;
- offender learning institutions.

How to Apply

SfLLN Programme Flyer or visit www.excellencegateway.org.uk/page.aspx?o=327548

Application Form or visit www.excellencegateway.org.uk/page.aspx?o=328975

Find out more about applying for an LSIS Account at www.lsis.org.uk/SERVICES/LSISACCOUNTS/Pages/default.aspx or contact LSIS's Helpline on 024 7662 7953 or enquiries@lsis.org.uk

Spring Courses from the Pelican Trust

There are a range of Spring courses available from the Pelican Trust. Courses range from Food and Nutrition to Basic First Aid and Communication Skills. To view the full list download it from the Learning Lincs website here <http://www.involvinglincs.org.uk/documents/spring%20courses.pdf>
They are also offering Literacy and Numeracy courses leading to qualifications. The programme has been designed to provide adults with key skills. For more information contact Carol Wilson on 01522 513533 or email carol@pelicantrust.org

Courses for the Voluntary Sector at Fircroft College

Fircroft College runs a number of short courses for people working in the voluntary sector – forthcoming courses include Bid Writing, Training the Trainer, Minute Taking, Understanding Budgets and Finance, Presentation Skills, Report Writing and Bookkeeping. To find out more call 0121 472 0116 or visit http://www.fircroft.ac.uk/Voluntary_Sector_Courses.htm

Voluntary Centre Services - Training Programme

Voluntary Centre Services runs a regular training programme for staff and volunteers in the voluntary, community and social enterprise sector, on a wide range of topics. They try to keep costs to a minimum to enable as wide a range of participants as possible, although they do have to charge for certain courses.

Places are limited and are allocated on a strictly first come, first served basis. Please contact them to book place and tell them about any training requests you might have, to find out more about the training they can offer, or the trainers they use. For details of the training courses available please see their [training calendar](#)

Do you want to be a coach but you're not sure where to start?

Date: Tailored to your needs Time: To suit your needs
Location: Contact Provider
Cost: FREE 2 Hour Workshop
Contact: Lincolnshire Sports Partnership, Coach Development Manager, Lizzie Couling on 01522 585580 or email lizzie.couling@lincolnshiresports.co.uk

Aimed at Step Into Sport students and Young Leaders in Lincolnshire. Learn about the role(s) of a coach, what makes a good coach, what types of coaching methods may be used, what course/qualifications you will need, what the next steps are towards becoming a coach. We can tailor the workshop to you and arrange it at a time which is convenient for you and your students.

Empowering the Voluntary Sector

NAVCA's award-winning public law and Compact training workshops will continue to be available until at least March 2012. The workshops offer practical ways for you and your organisation to challenge decisions you know to be wrong. In the current climate these tools can be real life savers. To find out more about what's on offer visit their website at <http://www.navca.org.uk/services/learningopps/evs>

Creating Changes- Free Training

Creating Changes is a project offering free community development training to a wide range of local support and development organisations, so that they can improve their practice in supporting small groups and networks. Courses will be updated onto the FCDL website as they are being confirmed in different parts of England. <http://www.fcdl.org.uk/>

One day workshops available in the following:

Social Enterprise-from Mystery to Reality
Project Idea to Bid Ready
The Profitable Training Delivery Model
Understanding the Localism Bill

Training is Aimed at staff and managers who work in the voluntary and community sector faced with the challenges of the Big Society and can be held in your locality. For Further details email: info@educationalconsultancyservices.co.uk

IT For Outcomes

National Performance Programme have launched IT for Outcomes, a new online resource designed to help you select the right tool to support your monitoring work. NPP have focused on low-cost, 'off the shelf' database systems and have created a guide to help you establish your needs, and a comparison table to clearly demonstrate key features – for example cost, flexibility, outcomes management functions and ease of use. To find out more visit their website at www.ces-vol.org.uk

Soteria Solutions offer the following training to groups /organisations as “in house” training

HSE Approved

First Aid at Work 3 day

First Aid at Work Requalification 2 day

Emergency First Aid at Work 1 day

Short courses in

Annual refresher training

Emergency Response/Basic Life Support

AED (Automated External Defibrillation)

Paediatric First Aid for parents and carers £

CIEH Accredited centre for the delivery of

Level 2 Health and Safety in the Workplace

Level 2 Food Safety in Manufacturing, Retail and Catering

For information regarding prices etc contact:

Contact: **Soteria Solutions, T:** 0845 3038635 **E:** martin@soteriasolutions.co.uk

First Aid in the Work Place -Full day courses

For information contact: Riverside Training Service Limited, Office Unit 2, 1st Floor, Britannia House, Marshall's Yard, Beaumont Street, Gainsborough, DN21 2NA **Tel:** 01427 677277 **Fax:** 01427614440 **Email:** enquiries@riverside-training.org.uk **Website:** www.riverside-training.org.

Download free 'Good Guide to Employment' templates

NCVO have a wide range of templates available on their website which are designed to be customisable to your organisation and which you can adapt, edit and amend as you wish. The templates are designed to help you with the development of policies, job descriptions and good diversity practice.

Visit <http://www.ncvo-vol.org.uk/gge-templates-downloads>

Voluntary Sector Support for Apprenticeships: New Employers' Forum Launched

Skills – Third Sector and Fair Train have launched a new Employers's Forum, which will:

Support the development, understanding and promotion of apprenticeships in the voluntary sector; provide practical, workshop based advice on how to get involved with apprenticeships and how to support them within voluntary sector organisations; and promote new Advance Apprenticeships for the third sector.

If you are interested in finding out more email Tom Watson at Fair Train at tom.watson@rathboneuk.org

To find out more about Third Sector's work on developing an apprenticeship framework visit www.skills-thirdsector.org.uk

New training from Charities Evaluation Service

CES's brand new course 'Getting ready for working with commissioners' links both monitoring and evaluation and quality to commissioning and covers all of the essential information workers need to understand basic principles around commissioning and how performance management fits into the process.

Visit their website at <http://www.ces-vol.org.uk/>

Low Cost Online Training for Voluntary Sector is launched

A range of over 20 online training courses has been launched covering a wide range of topics for both individuals and organisations. Costing £25 for a year's subscription, My Learning Pool is designed for community and voluntary groups, small charities, social enterprises and anyone involved in civil society. Some of the topics available include procurement, managing stress, finding a new job and health and safety at work.

To find out more about the opportunities available, visit www.mylearningpool.com

Navca skild training programme 2011/12

offering a range of training for community development workers. To download the brochure visit:

<http://www.navca.org.uk/events/skild>

NAVCA's [new training courses](#) are designed to help you navigate the changing world of commissioning and procurement. They cover everything from a basic introduction to the subject through to submitting winning tenders and challenging procurement decisions. To book, find out more information or request a bespoke package simply call 0114 289 3989 or email lcpc@navca.org.uk

The Leadership and Management Advisory Service

EMB is to continue the delivery of the Leadership and Management Advisory Service on behalf of the Skills Funding Agency. If you run a business or social enterprise based in the East of England, the East or West Midlands that employs less than 250 people and has the potential for fast or high growth, you can get help to develop your leadership and management skills. The programme starts with an assessment of your organisation's ability to grow. It then offers a free skills needs analysis and help to put together a personal development plan. This is followed by access to up to £1,000 worth of grant funding to help you undertake training to meet your identified needs. Follow-up support is also provided to review your progress and to help you make the most of your new skills.

Contact them on 0845 894 8969 or email LMA@embltd.co.uk.

The Charity Learning Consortium

The Charity Learning Consortium is a membership organisation offering access to cost effective eLearning including Microsoft Office, Personal Development and Leadership & Management.

Through collaboration at quarterly meetings, members can discuss best practice, take part in free workshops and watch member presentations on eLearning challenges and successes. Members can access resources and discuss ideas using the Charity Learning Online Network.

For more information about what they have to offer please contact them on 08451 707702 or email enquiry@charitylearning.org or visit their website at www.charitylearning.org

Training from Enable

For further details of upcoming training opportunities in workforce development for the voluntary and community sector in Nottingham and beyond please visit the training and events portal on the Enable website by clicking <http://www.enable-vcs.org/>

Lincolnshire Children's Workforce Development Council (CWDC) Induction for the children's workforce 2011/12

The CWDC induction for the children's workforce has now been launched for 2011/12. As in previous years the training is funded by Lincolnshire County Council and is FREE to all participants.

The CWDC induction training is a national induction training programme. It has been designed by the CWDC and is delivered and recognised nationally. The training is run throughout Lincolnshire and has been specially adapted to meet the needs of those who are new in post within the Lincolnshire children's workforce. The Lincolnshire model of this training is recognised as an example of effective practice nationally.

The induction training is set at level 3/4 i.e. post GCSE standard and all staff whose main role is working with children young people and families should attend this induction. The training comprises three days of delivered training and two modules of e-learning (Child Abuse and Neglect Foundation and Information Sharing). Those who complete the course will receive a National Certificate of Completion.

For further information on dates, details of the content of the induction and a nomination form contact Sue Sockell: ssockell@cfbt.com 01522 553285 or Corrie Melvin cmelvin@cfbt.com 07919 167649

Abbey Access Training

Abbey Access Training now offer a number of accredited training courses aimed at employees and managers at a day, time and price to suit your business needs. If you would like more information on any of the following courses: First Aid; Manual Handling; Fire Safety; Health and Safety; COSHH

Please email Carole Campling at carole.campling@abbeyaccesstraining.co.uk or call 01522 801556.

UK Youth's Training Programme

UK Youth deliver a range of effective, practical and competitively priced one-day training courses. To see the training courses they have available during November and December please visit their website at <http://www.ukyouth.org/training-and-events.html>

This bulletin can be forwarded to any organisation with the best interests of the voluntary and community sector in Lincolnshire and Rutland. Please let Learning Lincs know of any workforce development opportunities you are organising or know of – we cannot guarantee to include but we will try. Learning Lincs does not accept liability for any errors or omissions in the contents of this bulletin. All information is believed to be correct at the time of publication, but cannot be so guaranteed, and Learning Lincs shall not be liable for any loss suffered directly or indirectly as a result of its' use. If verification is required, please contact the event provider direct.

