

**GWENT  
ASSOCIATION OF  
VOLUNTARY  
ORGANISATIONS**

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## ***Training & Development***

# **COURSE INFORMATION BROCHURE**

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INVESTOR IN PEOPLE



**Gwent Association of Voluntary Organisations**

**Ty Derwen, Church Road, Newport. NP2 7EJ**

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## Registered Centres and Associate Partners



CIEH Registered Centre



O blaid gwell  
iechyd meddwl  
For better  
mental health



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## Emergency First Aid at Work

This course is designed to give delegates an understanding of first aid protocols to save life and promote recovery, for a range of work place conditions. Conditions covered include; Angina, Bleeding, Burns & Scalds, Choking, Diabetes, Epilepsy, Fainting, Fractures, Head Injuries, Heart Attacks, Strokes and Unconsciousness. This is a 1 day course for those people who require a First Aid at Work Certificate. This programme is continually assessed and as such has no formal examination. The course requires **all** delegates to participate in ground level practical activities and assessment, appropriate clothing is recommended.

**Course Duration: - 6 hours / 1 day**

**Course cost per delegate: - £55:00**

**Course accreditation: - Health & Safety at Work Executive Accreditation in association with the Association of First Aiders**

Course ID	Course Date	County	Venue
GLD/364/DH	02/09/2011	Newport	Ty Derwen, Church Rd, Newport. NP19 7EJ
GLD/401/DH	02/11/2011	Caerphilly	Bargoed Community Centre, Park View Bargoed CF81 8QG

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

For further information contact Daryl Harries on 01633 241575 or email –

[daryl.harries@gavowales.org.uk](mailto:daryl.harries@gavowales.org.uk) or [janet.billinghurst@gavowales.org.uk](mailto:janet.billinghurst@gavowales.org.uk)

**Please note: - Bespoke courses are available to meet your organisations specific needs by prior arrangement. Contact the trainer for more information.**



## First Aid at Work

This course is designed to give delegates a comprehensive understanding of first aid protocols to save life and promote recovery, for a range of work place situations & conditions. Conditions covered include; Angina, Bleeding, Burns & Scalds, Choking, Diabetes, Epilepsy, Fainting, Fractures, Head Injuries, Heart Attacks, Strokes and Unconsciousness. This is a 3 day course for those people who require a full First Aid at Work Certificate. This programme is formally assessed through practical and oral examination. Delegates must attend all three days and successfully meet the assessment requirements to achieve this qualification. The course requires **all** delegates to participate in ground level practical activities and assessment, appropriate clothing is recommended.

**Course Duration: - 18 hours / 3 days**

**Course cost per delegate: - £185:00**

**Course accreditation: - Health & Safety at Work Executive Accreditation in association with the Association of First Aiders**

Course ID	Course Date	County	Venue
GLD/332/DH	4 to 6/10/2011	Caerphilly	Rudry Village Hall, Rudry, Caerphilly CF83 3DF
GLD/404/DH	8 to 10/11/2011	Blaenau Gwent	Newtown Community Centre, Trenewydd, Newtown, Ebbw Vale. NP23 5FH

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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## First Aid at Work - Requalification

This course is designed to requalify existing workplace first aiders within the 3 year statutory re-assessment period and aims to give delegates a comprehensive refresher of first aid protocols to save life and promote recovery, for a range of work place situations & conditions. Conditions covered include; Angina, Bleeding, Burns & Scalds, Choking, Diabetes, Epilepsy, Fainting, Fractures, Head Injuries, Heart Attacks, Strokes and Unconsciousness. This is a 2 day course for those people who require a full re-qualification First Aid at Work Certificate. This programme is formally assessed through practical and oral examination. Delegates must attend both days and successfully meet the assessment requirements to achieve this qualification. The course requires **all** delegates to participate in ground level practical activities and assessments, appropriate clothing is recommended.

**Course Duration: - 12 hours / 2 days**

**Course cost per delegate: - £110:00**

**Course accreditation: - Health & Safety at Work Executive Accreditation in association with the Association of First Aiders**

Course ID	Course Date	County	Venue

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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**Please note: - Bespoke courses are available to meet your organisations specific needs by prior arrangement. Contact the trainer for more information.**



## First Aid at Work - Refresher

This course is strongly recommended by HSE to refresh existing workplace first aiders annually within the 3 year statutory re-assessment period and aims to refresh Cardio Pulmonary Resuscitation skills of first aid protocols to save life and promote recovery. This is a 1/2 day refresher course for those people who currently hold a First Aid at Work Certificate but do not regularly practice. This programme is continually assessed by the trainer. Delegates must attend full session and successfully meet the assessment requirements to achieve this qualification. The course requires **all** delegates to participate in ground level practical activities and assessments, appropriate clothing is recommended.

**Course Duration: - 3 hours / 1/2 day**

**Course cost per delegate: - £35:00**

**Course accreditation: - Health & Safety at Work Executive Accreditation in association with the Association of First Aiders**

Course ID	Course Date	County	Venue

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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## Paediatric First Aid

This course is aimed at child care professionals including childminders, teachers and play group staff and meets the requirements of the Early Years foundation stage statutory Framework. It meets requirements for registered childminders and the requirements for nannies under the Approved Carers Scheme. It can also be used as evidence for employees working towards an NVQ in Childcare and Education.

The course focuses on emergency scenarios that are faced by professionals, looking after young children and includes:- First aid kit, action planning, treatment of an unconscious casualty, resuscitation, choking, asthma and diabetic emergencies, head injuries, seizures, bleeding, burns, sprains, strains and fractures, poisoning, bites and stings, foreign objects and Childhood conditions (e.g. measles, meningitis, croup). Assessment is by way of continuous trainer assessment.

. The course requires **all** delegates to participate in ground level practical activities and assessments, appropriate clothing is recommended.

**Course Duration: - 12 hours / 2 days**

**Course cost per delegate: - £110:00**

**Course accreditation: - Health & Safety at Work Executive Accreditation in association with the Association of First Aiders**

Course ID	Course Date	County	Venue

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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## Basic First Aid

This course is designed to give delegates an overview of first aid protocols to save life and promote recovery, for a range of conditions. Conditions covered include; Angina, Bleeding, Burns & Scalds, Choking, Diabetes, Epilepsy, Fainting, Fractures, Head Injuries, Heart Attacks, Strokes and Unconsciousness. This is a 1 day course for those people who do not require a full First Aid at Work Certificate. This programme is continually assessed and as such has no formal examination.

**Course Duration: - 6 hours / 1 day**

**Course cost per delegate: - £38:00**

**Course accreditation: - Non-accredited**

Course ID	Course Date	County	Venue
GLD/314/DH	06/09/2011	Caerphilly	Ael-y-Bryn Community Centre, Aneurin Terrace, Rhymney. NP22 5DR
GLD/315/DH	14/09/2011	Blaenau Gwent	The Star Centre, Rhoslan, Tredegar. NP22 4PQ
GLD/316/DH	20/09/2011	Monmouthshire	The Bridges Community Centre, Drybridge Park, Monmouth. NP25 5AS
GLD/384/DH	30/09/2011	Newport	Ty Derwen, Church Rd, Newport. NP19 7EJ
GLD/397/DH	20/10/2011	Blaenau Gwent	The Star Centre, Rhoslan, Tredegar. NP22 4PQ
GLD/402/DH	17/11/2011	Monmouthshire	Sessions House, 43 Maryport St, Usk. NP15 1AD
GLD/391/DH	22/11/2011	Newport	Alway Centre, Aberthaw Road, Alway, Newport. NP19 9NC
GLD/403/DH	01/12/2011	Monmouthshire	Bulwark Community Centre, Laburnum Way, Bulwark Chepstow NP16 5RF

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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## CIEH Level 2 Award in Food Safety

The CIEH Level 2 Award in Food Safety provide a flexible syllabus which enables training to be tailored to meet specific needs.

### Who needs this qualification?

Anyone working in a catering, manufacturing or retail setting where food is prepared, cooked and handled. Typical environments may include:

- pubs, hotels, restaurants;
- supermarkets and retail environments;
- food and drink manufacturers;
- hospitals;
- care homes;
- schools;
- prisons.

### Learning outcomes

- Firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved;
- Understanding of how to control food safety risks (personal hygiene, food storage, cooking and handling);
- Confidence and expertise to safely deliver quality food to customers.

Refreshment of this qualification is recommended at least every three years.

**Course Duration: - 6 hours / 1 day**

**Course cost per delegate: - £40:00**

Course ID	Course Date	County	Venue
GLD/313/JB	06/09/2011	Caerphilly	St Catherine's Church Hall, 24 Gelli Crescent, Risca, Newport, NP11 6QG
GLD/383/JB	22/09/2011	Newport	Ty Derwen, Church Rd, Newport. NP19 7EJ
GLD/317/JB	28/09/2011	Blaenau Gwent	The Star Centre, Rhoslan, Tredegar. NP22 4PQ
GLD/405/JB	19/10/2011	Blaenau Gwent	Blaina Centre, 77 High St, Blaina. NP13 3BN
GLD/406/JB	03/11/2011	Monmouthshire	Bulwark Community Centre, Laburnum Way, Bulwark Chepstow NP16 5RF
GLD/407/DH	08/11/2011	Blaenau Gwent	GAVO Office, 16A Market Sq, Brynmawr. NP23 4AJ
GLD/439/JB	16/11/2011	Caerphilly	Sardis Chapel, High Street, Ynysddu. NP11 7JH
GLD/408/JB	24/11/2011	Newport	Ty Derwen, Church Road, Newport. NP19 7EJ
GLD/409/JB	14/12/2011	Blaenau Gwent	The Star Centre, Rhoslan, Tredegar. NP22 4PQ

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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Please note: - Bespoke courses are available to meet your organisations specific needs by prior arrangement. Contact the trainer for more information.





## Level 2 Award in Supervising Staff Safely

### COURSE OVERVIEW

The three day course gives participants a practical understanding of health and safety, and equips them to undertake a realistic, workplace related assessment that leads to a level 2 qualification.

### BENEFITS

- A nationally-recognized, transferable qualification based on the national occupational standards
- Up-to-date and practical training, supplemented with completely new learning materials and specially developed interactive learning sessions
- A fit for purpose assessment task related directly to the candidate's workplace, testing the application of learning in a practical context

Course Duration: - 12 hours / 2 days

Course cost per delegate: - £80:00

Course ID	Course Date	County	Venue

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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Please note: - Bespoke courses are available to meet your organisations specific needs by prior arrangement. Contact the trainer for more information.



## Level 2 Award in Risk Assessment

### COURSE OVERVIEW

This one day course teaches delegates how to carry out a risk assessment in line with the HSE's Five Steps to Risk Assessment and leads to a Level 2 qualification.

### BENEFITS

- A nationally-recognized, transferable qualification based on the national occupational standards
- Allows employers to get more of their staff properly qualified to carry out risk assessments, helping them to meet their legal obligations
- Up-to-date and practical training, supplemented with completely new learning materials and specially developed interactive learning sessions
- A fit for purpose assessment task related directly to the candidate's workplace, testing the application of learning in a practical context

**Course Duration: - 6 hours / 1 day**

**Course cost per delegate: - £55:00**

Course ID	Course Date	County	Venue

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**Please note: - Bespoke courses are available to meet your organisations specific needs by prior arrangement. Contact the trainer for more information.**

# 1a – What do you want to do?

## Learning Outcomes

- How to identify needs
- How to design, implement and analyse a simple survey
- Where to look for statistical and other information
- How to present a case for action

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 1b – Organising a committee

### Learning Outcomes

- Understand the principles of governance
- Understand the need for and responsibilities of officers
- Be able to establish a committee

Course Duration: - 6 hours / 1 day

Course accreditation: - Non-accredited

Course cost per delegate: - £20:00

Course ID	Course Date	County	Venue

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## 1c – Organising your work

### Learning Outcomes

- Plan strategically
- Identify aims and objectives
- Choose appropriate techniques for planning and decision making
- Use participatory methods for involving members and users in planning
- Create action plans

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 1d – Formalising your organisation

### Learning Outcomes

- Benefits of formal structures
- Difference between incorporated and unincorporated bodies
- Different types of legal structure
- Identify appropriate structures

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 2c – Planning ahead

### Learning Outcomes

- Understand the planning cycle
- Understand the purposes and structures of different types of plans, eg business plans, strategies, action plans
- Understand how to use their constitution to tackle problems
- Understand some approaches to problem solving in organisations
- Know where to find information, advice and support and how to access them

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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**Please note: - Bespoke courses are available to meet your organisations specific needs by prior arrangement. Contact the trainer for more information.**

## 2d – What to do when things go wrong

### Learning Outcomes

- Understand how to use their constitution to tackle problems
- Understand some approaches to problem solving in organisations
- Know where to find information, advice and support and how to access them

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 2e – Monitoring & evaluation your organisations work

### Learning Outcomes

- Understand what can be measured
- Understand different methods of measurement
- Know how to design a simple monitoring and evaluation system

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 2f – Getting the best out of IT

### Learning Outcomes

- Understand the use and application of different programs
- Understand the benefits and disadvantages of internet use in voluntary and community organisations

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 3a – Effective Communication Skills

### Learning Outcomes

- Understand the importance of effective communication
- Have considered the variety of ways in which we communicate
- Know how to actively listen to others
- Have developed effective questioning skills
- Have learnt how to give others the opportunity to contribute ideas and opinions to the discussion
- Explored how best to prepare for meetings in order to communicate any messages/ideas and views clearly and concisely

**Course Duration:** - 6 hours / 1 day      **Course accreditation:** - Non-accredited

**Course cost per delegate:** - £20:00

Course ID	Course Date	County	Venue
GLD/410/DH	15/11/2011	Newport	Alway Centre, Aberthaw Road, Alway, Newport. NP19 9NC
GLD/411/DH	23/11/2011	Caerphilly	Ael-y-Bryn Community Centre, Aneurin Terrace, Rhymney. NP22 5DR

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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## 3b – From Planning to Delivery – working with the statutory sector

### Learning Outcomes

- To understand the scope of the statutory sector
- To have explored how the voluntary sector works with the statutory sector
- To have increased confidence to ‘speak up’ when appropriate
- To know how best to represent their interests to the statutory sector
- To ensure effective ‘two-way’ communication

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 3c – Networks, Consortia and Alliances

### Learning Outcomes

- Have identified what networks, alliances and consortia actually are
- Have considered the merits of working with networks, alliances or consortia
- Know how to ‘get involved’
- Be able to prepare for, and contribute to a network, alliance or consortia meeting

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 3d – Skills for Negotiating and Influencing Others

### Learning Outcomes

- Distinguish issues that are ‘common ground’ from those that are being disputed
  - Have developed skills for presenting arguments factually and rationally, whilst acknowledging that the parties involved may have strong feelings about the situation
  - Understand the importance of moving from competitive win/lose outcomes to co-operative solutions
- Aims of the session**

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## Minute taking

### Learning Outcomes

- To understand what minutes are and what they are for?
- To understand the legal status and types of minutes.
- To appreciate the importance of clear agendas.
- To develop summarising skills.
- To understand the effective use of vocabulary, grammar and jargon.

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £25:00**

Course ID	Course Date	County	Venue
GLD/390/DH	PM 16/11/2011	Newport	Ty Derwen, Church Rd, Newport. NP19 7EJ
GLD/398/DH	PM 08/09/2011	Blaenau Gwent	GAVO Office, 16A Market Sq, Brynmawr. NP23 4AJ
GLD/338/DH	AM 15/09/2011	Caerphilly	GAVO Office, Withey Dyffryn Court, Dyffryn Business Park, Ystrad Mynach. CF82 7TT
GLD/321/DH	AM 26/09/2011	Monmouthshire	Access Room, Ash House, Llancayo court, Llancayo, Usk. NP15 1HY

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## Committee skills

### Aim

To explore the functions of a constituted committee.

### Learning Outcomes

- To define a committee
- To discuss the purpose of a constitution
- To explore the content of a constitution document
- To define the roles of committee officers
- To highlight good practice in arranging and conducting meetings

Course Duration: - 3 hours / 1/2 day Course accreditation: - Non-accredited

Course cost per delegate: - £20:00

Course ID	Course Date	County	Venue
GLD/389/DH	AM 16/11/2011	Newport	Ty Derwen, Church Rd, Newport. NP19 7EJ
GLD/399/DH	AM 08/09/2011	Blaenau Gwent	GAVO Office, 16A Market Sq, Brynmawr. NP23 4AJ
GLD/412/DH	PM 15/09/2011	Caerphilly	GAVO Office, Withey Dyffryn Court, Dyffryn Business Park, Ystrad Mynach. CF82 7TT
GLD/325/DH	PM 26/09/2011	Monmouthshire	Access Room, Ash House, Llancayo court, Llancayo, Usk. NP15 1HY

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## 4a – Introduction to Volunteering

### Learning Outcomes

- Understand the nature and scope of volunteering and how it differs from paid work
- Recognise how and why organisations involve volunteers in their work
- Appreciate the resource implications of involving volunteers

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 4b – Preparing for Volunteers

### Learning Outcomes

- Be able to develop a volunteering policy
- Have considered what other policies might be necessary
- Understand key legal issues relating to volunteers
- Be able to identify volunteer roles and draw up volunteer ‘task descriptions’
- Know how to assess and manage risk associated with a volunteer role

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 4c – Volunteer recruitment, selection & induction

### Learning Outcomes

- Be familiar with a range of methods to attract a diversity of volunteers
- Recognise ‘selection’ as a two ways process and be familiar with a range of selection tools
- Understand the use of vetting procedures including CRB checks and recognise their limitations

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 4d – Getting the best from Volunteers

### Learning Outcomes

- Understand what motivates and de-motivates volunteers
- Understand good practice in relation support and supervision
- Recognize and be able to manage a variety of difficult situations

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 5a – Introduction to being a trustee or committee member

### Learning Outcomes

- Understand what being a trustee means
- Have an overview of what is involved in governing a voluntary organisation

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue
GLD/413/DH	23/09/2011	Blaenau Gwent	GAVO Office, 16A Market Sq, Brynmawr. NP23 4AJ

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## 5b – Governance

### Learning Outcomes

- Understand the concept of governance
- Be aware of the key principles of governance
- Understand how trustees as a board are collectively responsible and accountable for ensuring that the organisation is well-run, solvent and complies with all its obligations
- Be aware of key governance documents

**Course Duration: - 12 hours / 2 days**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £40:00**

Course ID	Course Date	County	Venue
GLD/394/JB-DH	06&07/12/2011	Newport	Ty Derwen, Church Rd, Newport. NP19 7EJ

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## 5c – Roles and responsibilities of trustees and management committee members

### Learning Outcomes

- Have an understanding of trustee roles and responsibilities
- Be clear on how aims or legal objects should reflect the organisation's values or mission
- Identify potential liabilities and how to guard against them

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue
GLD/440/DH	07/09/2011	Newport	Alway Centre, Aberthaw Road, Alway, Newport. NP19 9NC
GLD/337/DH	PM 11/10/2011	Monmouthshire	Bulwark Community Centre, Laburnum Way, Bulwark Chepstow NP16 5RF
GLD/400/DH	AM 24/11/2011	Blaenau Gwent	GAVO Office, 16A Market Sq, Brynmawr. NP23 4AJ
GLD/360/DH	AM 14/12/2011	Caerphilly	GAVO Office, Withey Dyffryn Court, Dyffryn Business Park, Ystrad Mynach. CF82 7TT

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## 5d – Roles of officers

### Learning Outcomes

- Have identified the individual roles of honorary officers
- Understand the importance and impact of these roles on the organisation
- Understand the functions and responsibilities of honorary officers
- Considered the knowledge and skills required to undertake these specific roles

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 5e – The board & sub committees

### Learning Outcomes

- Be more aware of board and committee structures
- Have identified types of sub committee and their roles
- Have considered the particular responsibilities and powers delegated to sub-committees and working groups responsible for specific activities
- Know how to ensure that the composition of their board and sub committees should reflect the community and membership it serves

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 5f – Recruiting & developing trustees

### Learning Outcomes

- Be familiar with the range of recruitment methods to attract a diversity of trustees
- Have considered policies and procedures for trustee recruitment
- Have explored the need for trustee job descriptions
- Be familiar with the merits of undertaking a skills audit
- Understand the importance of trustee induction and opportunities for learning and development

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 5g – Working with the chief officer

### Learning Outcomes

- Be clear on the difference between governance and management
- Understand the role of the chief officer in relation to the board
- Have considered ways in which the board can support the chief officer in his/her role

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 6a – Recruitment & selection

### Learning Outcomes

- Understand the recruitment process
- Be able to design job descriptions and person specifications
- Explore different approaches to recruitment and selection in the context of equality legislation

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 6b – Contracts of employment

### Learning Outcomes

- Have an overview of what should be included in a contract of employment
- Understand the difference between the written particulars of employment and a contract
- Be able to ensure contracts are accurate and fair, whilst being flexible

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 6c – Staff induction

### Learning Outcomes

- Understand the key components of an effective induction framework
- Examine the link between the induction programme and assessment of staff competence throughout the probationary period
- Be able to plan an induction programme for own organisation

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 6e – Supervision & appraisal

### Learning Outcomes

- Understand the benefits of supervision and appraisal of staff and the organisation
- Recognise the difference between supervision and appraisal
- Develop and implement appropriate systems for supervision and appraisal

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 6f – Managing grievance & disciplinary situations

### Learning Outcomes

- Have an understanding of statutory discipline and grievance procedures (Employment Act 2004)
- Understand the importance of having up to date procedures
- Understand the importance of complying with your organisation’s procedures

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 6g – Managing absence

### Learning Outcomes

- Have an overview of legal and contractual obligations in relation to staff absence
- Be able to identify the organisational and personal impact of absence from work
- Have considered strategies and options for dealing with absenteeism

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 6i – Handling conflict

### Learning Outcomes

- Recognise why and when conflict occurs
- Explore the dangers and opportunities in conflict situations and identify our personal responses to conflict
- Understand the importance of effective communication skills and techniques for behaving assertively
- Develop strategies for successful conflict resolution

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue
GLD/414/JB	29/11/2011	Blaenau Gwent	Blaina Centre, 77 High St, Blaina. NP13 3BN

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## 6j – Staff Development

### Learning Outcomes

- Be able to undertake a training needs analysis
- Know how to develop a training plan
- Understand the different approaches to training and development
- Recognise the importance of evaluating training

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 7a – Business & strategic planning

### Learning Outcomes

- Understand the difference between business and strategic planning
- Understand the purpose of business and strategic plans and why every organisation needs one
- Appreciate the benefits of the planning process
- Be able to develop a comprehensive business and strategic plan

Course Duration: - 6 hours / 1 day

Course accreditation: - Non-accredited

Course cost per delegate: - £20:00

Course ID	Course Date	County	Venue
GLD/386/JB	01/11/2011	Newport	Ty Derwen, Church Rd, Newport. NP19 7EJ
GLD/415/JB	22/11/2011	Blaenau Gwent	GAVO Office, 16A Market Sq, Brynmawr. NP23 4AJ

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

For further information contact Jan Billingham on 01633 241571 or email –

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## 7b – Developing a sustainable funding strategy

### Overview

A fundraising strategy sets out an organisation’s planned approach to fundraising. By examining current and planned organisational activities, developing a strategy can assist in setting achievable fundraising goals and planning the range of methods available to achieve these goals.

This course is intended to assist staff and board members of frontline voluntary and community organisations understand the importance and benefits of adopting a structured approach to fundraising in order to develop a sustainable income base.

It will also provide participants with practical resources to explore the range of funding options available to their organisations.

### Learning Outcomes

- Understand what a sustainable fundraising strategy is and why every organisation needs one
- Learn how to explore and extend your fundraising options
- Be able to construct a realistic and sustainable fundraising strategy

**Course Duration: - 6 hours / 1 day      Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue
GLD/380/JB	12/09/2011	Newport	Alway Centre, Aberthaw Road, Alway, Newport. NP19 9NC
GLD/339/JB	04/10/2011	Caerphilly	GAVO Office, Withey Dyffryn Court, Dyffryn Business Park, Ystrad Mynach. CF82 7TT

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# Introduction to funding opportunities and applications

## Learning Outcomes

- To develop an understanding of potential funding organisations
- To identify funders' key themes, priorities and areas of interest
- To explore the issues funding applicants should be aware of
- To consider project planning, sustainability, monitoring and planning

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 7g - Introduction to trading & tendering

### Learning Outcomes

- To assess your potential for trading
- To understand the processes involved in developing a trading idea
- To develop a competitive advantage
- To know where to go for further information, help and advice

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue
GLD/416/JB	23/09/2011	Newport	Ty Derwen, Church Rd, Newport. NP19 7EJ

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## 8a – Accounting basics

### Learning Outcomes

- Have an overview of legal requirements in relation to different size/structured voluntary organisations
- Understand the basic accounting terms and concepts
- Establish a petty cash system
- Be able to set up and maintain a simple book-keeping system
- Produce a financial report for a Management Committee

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue
GLD/417/DH	13/10/2011	Blaenau Gwent	Blaina Centre, 77 High St, Blaina. NP13 3BN
GLD/418/DH	01/11/2011	Monmouthshire	Sessions House, 43 Maryport St, Usk. NP15 1AD
GLD/395/DH	08/12/2011	Newport	Ty Derwen, Church Rd, Newport. NP19 7EJ

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## 8b – Charity annual accounts & audit

### Learning Outcomes

- Understand the importance of effective financial management and control within a charity
- Have an overview of the role of the Charity Commission
- Explain the significance of SORP and be able to advise trustees of their responsibilities
- Be able to describe the audit and reporting requirements in relation to own organisation

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 9a – Buildings – buy, lease or license?

### Learning Outcomes

- Have an understanding of the main advantages and disadvantages of renting, leasing or buying a building for community use
- Have an understanding of the legal procedures and implication of renting, leasing or buying a building
- Know what to look for in a lease

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 9b – Running a community building

### Learning Outcomes

- Have an understanding of the key tasks involved in running a successful community building
- Know the legal responsibilities of running a building, such as insurance, health and safety
- Understand the essential costs involved in running a building and how they might be met
- Have an understanding of how to manage tenants and users and avoid conflict of use

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue
GLD/340/DH	18/10/2011	Caerphilly	GAVO Office, Withey Dyffryn Court, Dyffryn Business Park, Ystrad Mynach. CF82 7TT

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# 10a – Developing & writing a communications strategy

## Learning Outcomes

- Have defined the purpose of a communications strategy
- Have understood the key elements and specific contents of a communications strategy

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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# 10b – Creating publicity & marketing materials

## Learning Outcomes

- Understand how to get the message across and to whom
- Understand the basic principles of graphic design
- Be able to create a design brief
- Assess work that has been produced and know what to avoid in publicity materials

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

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## 10c – Creating your Newsletter

### Learning Outcomes

- Have explored a variety of approaches to producing a newsletter
- Have considered the key elements of a newsletter
- Have identified target audiences and how to tailor the newsletter accordingly

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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## 10e – Writing effective press releases

### Learning Outcomes

- Know how to improve the organisation’s chance of gaining press coverage
- To have developed an understanding of what makes a good news story

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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# 10g – Utilising your website - making the most of your website and the internet

## Learning Outcomes

- Have understood what the web is good for (and what it is not so good for)
- Have understood the structure of a website
- Have identified ways of making a website more user friendly and accessible

**Course Duration: - 6 hours / 1 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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# 10h – Reaching out – using accessible formats and languages

## Learning Outcomes

- Have understood the importance and need for making information available in accessible formats
- Have explored the variety of accessible formats available

**Course Duration: - 3 hours / 1/2 day**

**Course accreditation: - Non-accredited**

**Course cost per delegate: - £20:00**

Course ID	Course Date	County	Venue

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For better  
mental health

## Mental Health First Aid

### Who should attend?

The 12-hour courses are accessible to a wide range of groups and individuals across Wales. The programme is targeted at raising mental health awareness literacy in the general public. Some key groups of people include support workers in a variety of settings, voluntary and community groups, and other workplaces.

### Course programme

The 12-hour course covers a number of topics including:

- what is meant by mental health/mental ill health
- the signs and symptoms of common mental health problems including depression, anxiety disorders, and psychosis
- the range of effective interventions and treatments
- how to access help and support.

### Course aims

Mental Health First Aid (Wales) aims to help participants:

- preserve life where a person may be a danger to themselves or others
- provide help to prevent a mental health problem developing into a more serious state
- promote recovery of good mental health
- provide comfort to a person experiencing mental distress.

This course can only be delivered by a specially selected, trained and approved Mental Health First Aid (Wales) Instructor.

**Course Duration: - 12 hours / 2 days Course accreditation: - Mind Cymru**

**Course cost per delegate: - £75:00,**

**CCBC – subsidised rate £20:00 - Subsidised by Health Challenge Caerphilly**

Course ID	Course Date	County	Venue
GLD/419/JB	10&11/10/2011	Caerphilly	Sardis Chapel, High St, Ynysddu. NP11 7JH

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# Mental Health First Aid in youth

## What's it for?

A 14 hour training course that improves mental health literacy and helps people to recognise the signs and symptoms of someone with mental health problems; to respond to various mental health crises, engage with, support and signpost people to appropriate help.

## Who's it for?

The programme is targeted at raising mental health literacy in the general public. Some key groups of people include Support Workers in a variety of settings, voluntary and community groups, and other workplaces.

## What is covered?

- |   |                                 |   |                                   |
|---|---------------------------------|---|-----------------------------------|
| 1 | Why Mental Health First Aid?    | 5 | Psychosis in youth                |
| 2 | Mental health problems in youth | 6 | Substance use disorders in youth  |
| 3 | Depression in youth             | 7 | Eating disorders in youth         |
| 4 | Anxiety disorders in youth      | 8 | Non-suicidal self-injury in youth |

This course can only be delivered by a specially selected, trained and approved Mental Health First Aid (Wales) Instructor.

**Course Duration: - 14 hours / 2 days Course accreditation: - Mind Cymru**

**Course cost per delegate: - £75:00**

**Delegates from Caerphilly County Borough – subsidised rate £40:00**

Course ID	Course Date	County	Venue
GLD/327/JB	29&30/09/2011	Caerphilly	Sardis Chapel, High St, Ynysddu. NP11 7JH
GLD/393/JB	01&02/12/2011	Newport	Ty Derwen, Church Road, Newport. NP19 7EJ

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# Specialist Child & Adolescent Mental Health Services Training (SCAMHS)

## What is children's mental health?

### One day introductory workshop

#### Course Aim

To increase participants understanding of issues that affect children's emotional well being and raise awareness of some appropriate and effective strategies to maintain emotional well being..

#### Course Objectives

- To enable participants to explore their understanding of and attitudes towards children's emotional health and well being.
- To consider factors that affect children's emotional health & well being.
- To determine factors and strategies that might help children maintain emotional health & wellbeing.
- To look at the structure of Specialist CAMH Services – Who does what and how to refer?

**Course Duration: - 6 hours / 1 day      Course accreditation: - None**

**Course cost per delegate: - £20:00**

**Tutor – Julian Edwards, Child & Adolescent Mental Health Team Coordinator  
 Aneurin Bevan Health Board**

Course ID	Course Date	County	Venue

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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# Specialist Child & Adolescent Mental Health Services Training (SCAMHS) Children & Anger Management

## Course Objectives

- To raise the basic knowledge and awareness of issues around children/young people who are experiencing problems with anger management
- How to support and when to be concerned
- To develop a “Basic” knowledge and understanding of issues that impact on children’s mental health

**Course Duration: - 3 hours / 1/2 day Course accreditation: - None**

**Course cost per delegate: - £15:00**

**Tutor – Julian Edwards, Child & Adolescent Mental Health Team Coordinator  
Aneurin Bevan Health Board**

Course ID	Course Date	County	Venue

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# Specialist Child & Adolescent Mental Health Services Training (SCAMHS)

## Children & Attachment

### Course Objectives

- To raise the basic knowledge and awareness of issues around children/young people who are experiencing problems with attachment
- How to support and when to be concerned
- To develop a “Basic” knowledge and understanding of issues that impact on children’s mental health

**Course Duration: - 3 hours / 1/2 day Course accreditation: - None**

**Course cost per delegate: - £15:00**

**Tutor – Julian Edwards, Child & Adolescent Mental Health Team Coordinator  
 Aneurin Bevan Health Board**

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# Specialist Child & Adolescent Mental Health Services Training (SCAMHS)

## Children & Bereavement

### Course Objectives

- To raise the basic knowledge and awareness of issues around children/young people who are experiencing problems with bereavement
- To raise awareness of the dynamics of grief in children
- To raise awareness of children’s perceptions of how adults behave around them during the grieving process
- To develop a “Basic” knowledge and understanding of issues that impact on children’s mental health

**Course Duration: - 3 hours / 1/2 day Course accreditation: - None**

**Course cost per delegate: - £15:00**

**Tutor – Julian Edwards, Child & Adolescent Mental Health Team Coordinator  
Aneurin Bevan Health Board**

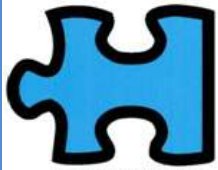
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# Specialist Child & Adolescent Mental Health Services Training (SCAMHS)

## Children with Challenging Behaviour

### Course Objectives

- To raise the basic knowledge and awareness of issues around children/young people who are experiencing problems with challenging behaviour
- How to support and when to be concerned
- To develop a “Basic” knowledge and understanding of issues that impact on children’s mental health

**Course Duration: - 3 hours / 1/2 day Course accreditation: - None**

**Course cost per delegate: - £15:00**

**Tutor – Julian Edwards, Child & Adolescent Mental Health Team Coordinator  
Aneurin Bevan Health Board**

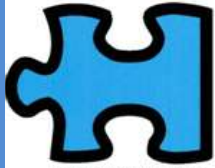
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**Training & Development**

# Specialist Child & Adolescent Mental Health Services Training (SCAMHS)

## Children's Cognitive Behaviour Therapy

### Course Objectives

- To raise the basic knowledge and awareness of issues around children and cognitive behaviour therapy
- How to support and when to be concerned
- To develop a "Basic" knowledge and understanding of issues that impact on children's mental health

**Course Duration: - 3 hours / 1/2 day Course accreditation: - None**

**Course cost per delegate: - £15:00**

**Tutor – Julian Edwards, Child & Adolescent Mental Health Team Coordinator  
Aneurin Bevan Health Board**

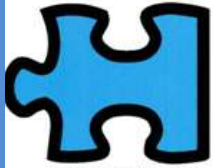
Course ID	Course Date	County	Venue

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*Training & Development*

# Specialist Child & Adolescent Mental Health Services Training (SCAMHS) Children & Eating Disorders

## Course Objectives

- To raise the basic knowledge and awareness of issues around children/young people who are experiencing problems with eating disorders
- How to support and when to be concerned
- To develop a “Basic” knowledge and understanding of issues that impact on children’s mental health

**Course Duration: - 3 hours / 1/2 day Course accreditation: - None**

**Course cost per delegate: - £15:00**

**Tutor – Julian Edwards, Child & Adolescent Mental Health Team Coordinator  
 Aneurin Bevan Health Board**

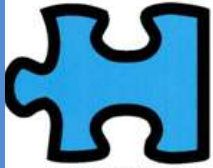
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*Training & Development*

# Specialist Child & Adolescent Mental Health Services Training (SCAMHS)

## Children with Low Mood & Depression

### Course Objectives

- To raise the basic knowledge and awareness of issues around children/young people who are experiencing problems with low mood & depression
- How to support and when to be concerned
- To develop a “Basic” knowledge and understanding of issues that impact on children’s mental health

**Course Duration: - 3 hours / 1/2 day Course accreditation: - None**

**Course cost per delegate: - £15:00**

**Tutor – Julian Edwards, Child & Adolescent Mental Health Team Coordinator  
 Aneurin Bevan Health Board**

Course ID	Course Date	County	Venue

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# Specialist Child & Adolescent Mental Health Services Training (SCAMHS)

## Children & Self Harm

### Course Objectives

- To raise the basic knowledge and awareness of issues around children/young people who are experiencing problems with self harm
- How to support and when to be concerned
- To develop a “Basic” knowledge and understanding of issues that impact on children’s mental health

**Course Duration: - 3 hours / 1/2 day Course accreditation: - None**

**Course cost per delegate: - £15:00**

**Tutor – June Golding, Child & Adolescent Mental Health Team**

**Aneurin Bevan Health Board**

Course ID	Course Date	County	Venue

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# Autism Awareness

## Course Aim

This one day course aims to increase the participant’s awareness and understanding of Autism so that support can be delivered in a more holistic way. Theories in respect of Autism will be explored and applied to the practice arena; hence the course is aimed for people working within a caring environment.

## Course Objective

To enable participants to have a clear understanding of autism and to explore how students can support individuals more effectively.

**Course Duration: - 6 hours / 1 day      Course accreditation: - None**  
**Course cost per delegate: - £82:00**

Course ID	Course Date	County	Venue
GLD/420/E8	18/10/2011	Caerphilly	Ystrad Mynach – To be advised
GLD/421/E8	20/12/2011	Caerphilly	Ystrad Mynach – To be advised

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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**Training & Development**



**Caerphilly Safeguarding Children Board**

**Bwrdd Diogelu Plant Caerffili**

# Child Protection Awareness - Level 1

## What's it for?

The purpose of the Training is to ensure that all those who work with children and young people and with adults who are parents or carers are provided with the appropriate level of training, knowledge and skills to enable them to safeguard and promote the welfare of children and young people.

## Who's it for?

All those who work with or come into contact with children and young people in the course of their work

## Course Aims

To ensure all those who work with or come into contact with children and young people are able to:

- identify safeguarding issues
- know how and when to make a referral to Children's Services
- understand their own and their organisation's roles and responsibilities in relation to safeguarding
- understand when and how to share information
- know where to access safeguarding advice, guidance and protocols

**Course Duration: - 3 hours / 1/2 day Course accreditation: - CSCB**

**Course cost per delegate: - Price on request**

Course ID	Course Date	County	Venue
GLD/382/JB	PM 19/09/2011	Newport	Ty Derwen, Church Road, Newport. NP19 7EJ
GLD/388/JB	AM 10/11/2011	Newport	Ty Derwen, Church Road, Newport. NP19 7EJ
GLD/352/JB	PM 17/11/2011	Caerphilly	GAVO Office, Withey Dyffryn Court, Dyffryn Business Park, Ystrad Mynach. CF82 7TT
GLD/422/JB	PM 25/11/2011	Monmouthshire	Usk – Venue to be confirmed

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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**Contents**

# Protection of Vulnerable Adults - Level 1

## Course Aim

To raise awareness of:

- The Wales Protection of Vulnerable Adults Policy & Procedures
- The types and indicators of abuse
- The responsibility to report abuse of a vulnerable adult

## Course Objectives

Participants will be able to:

- Identify who may be a vulnerable adult
- Describe types of abuse and ways of recognising types of abuse
- Understand roles and responsibilities in reporting abuse
- Understand how to respond to disclosures or concerns of abuse

**Course Duration: - 3 hours / 1/2 day    Course accreditation: - CCBC ASDIT**  
**Course cost per delegate: - Price on request**

Course ID	Course Date	County	Venue
GLD/381/JB	AM 19/09/2011	Newport	Ty Derwen, Church Road, Newport. NP19 7EJ
GLD/387/JB	PM 10/11/2011	Newport	Ty Derwen, Church Road, Newport. NP19 7EJ
GLD/351/JB	AM 17/11/2011	Caerphilly	GAVO Office, Withey Dyffryn Court, Dyffryn Business Park, Ystrad Mynach. CF82 7TT
GLD/423/JB	AM 25/11/2011	Monmouthshire	Usk – Venue to be confirmed

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# Protection of Vulnerable Adults - Level 2

## Course Aim

To raise awareness of:

- The issues around protecting vulnerable adults
- The potential for abuse
- Roles and responsibilities

## Course Objectives

Participants will be able to:

- Recognise who is a vulnerable adult
- Identify signs of adult abuse
- Respond to a disclosure of actual or alleged abuse
- Report a concern, disclosure or allegation of abuse
- Understand roles and responsibilities in relation to Protection of Vulnerable Adults (POVA) policy

Course Duration: - 6 hours / 1 day      Course accreditation: - CCBC ASDIT

Course cost per delegate: - Price on request

Course ID	Course Date	County	Venue

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# Key Legal Issues Awareness in Social Care

## Course Aim

To enable students to have a basic understanding of key legal issues and to explore how participants can support individuals within the clinical arena.

## Course Content Areas

- Define Key terms
- The Mental Health Act
- History and application
- Human rights discussion
- Awareness of articles and their application
- The Mental Capacity Act 2005
- Key principles
- Assessing capacity
- Individuals who lack capacity
- Deprivation of Liberty Safeguards (DOL's)
- Implications for the Health Care Provider
- Challenges within the workplace

Course Duration: - 6 hours / 1 day      Course accreditation: - None

Course cost per delegate: - £82:00

Course ID	Course Date	County	Venue
GLD/424/E8	14/09/2011	Caerphilly	Ystrad Mynach – To be advised

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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# Medication Awareness

## Course Aim

This workshop will provide candidates with a understanding of the safe administration of medicines, which will empower people and support safe working practice.

## Course Content Areas

- Records & Policies
- Obtaining consent
- Common causes of medication errors
- Storage & Handling
- Safe administration of medication
- Different forms of medication
- Routes for administration
- Commonly used medications and their side effects
- Controlled drugs
- Complementary therapies
- Common medical terms
- Acknowledging own limitations

**Course Duration: - 6 hours / 1 day      Course accreditation: - None**

**Course cost per delegate: - £69:00**

Course ID	Course Date	County	Venue
GLD/425/E8	27/09/2011	Caerphilly	Ystrad Mynach – To be advised
GLD/426/E8	25/10/2011	Caerphilly	Ystrad Mynach – To be advised
GLD/427/E8	29/11/2011	Caerphilly	Ystrad Mynach – To be advised
GLD/428/E8	13/12/2011	Caerphilly	Ystrad Mynach – To be advised

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# Infection Control

## Course Aim

This one day course aims to increase understanding of infection control and explore how participants can maintain high standards within the clinical arena.

## Course Objectives

- Identify when and how infection can be transmitted through the chain of infection.
- Identify the importance of hand washing.
- Discuss when and how to wash your hands.
- Understand the importance of standard and universal precautions.
- Aware of waste disposal issues.
- Understand the importance of sharps awareness.
- Have a basic understanding of Methicillin Resistant Staphylococcus Aureus (MRSA).
- Discuss the importance of risk assessment.

Course Duration: - 6 hours / 1 day      Course accreditation: - None

Course cost per delegate: - £55:00

Course ID	Course Date	County	Venue
GLD/429/E8	13/09/2011	Caerphilly	Ystrad Mynach – To be advised
GLD/430/E8	10/11/2011	Caerphilly	Ystrad Mynach – To be advised

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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# All Wales Passport Scheme

## People Handling

### Course Aim

Top develop an understanding of manual handling in and outside the workplace with emphasis on moving and handling people.

### Course Objectives

This course focuses on the safe moving and handling of people. Learners will cover the following topics:

- Manual handling injuries
- Avoiding musculo-skeletal injuries
- Legislation
- Ergonomics and Risk Assessment
- Principles of safer handling
- Team handling
- Communication

Course Duration: - 12 hours / 2 days Course accreditation: - Yes  
Course cost per delegate: - £85:00

Course ID	Course Date	County	Venue
GLD/431/E8	6&7/09/2011	Caerphilly	Ystrad Mynach – To be advised
GLD/432/E8	6&7/10/2011	Caerphilly	Ystrad Mynach – To be advised
GLD/433/E8	1&2/11/2011	Caerphilly	Ystrad Mynach – To be advised
GLD/434/E8	6&7/12/2011	Caerphilly	Ystrad Mynach – To be advised

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# An Introduction to Chronic Conditions

## Course Aim

This one day course aims to increase understanding of chronic conditions and explore individuals own knowledge and understanding. The chronic conditions explored include diabetes, stroke, chronic obstructive airway disease and epilepsy.

## Course Objectives

To enable participants to have an awareness of different chronic conditions and to explore how they can support the quality of life of individuals within their practice.

**Course Duration: - 6 hours / 1 day      Course accreditation: - None**

**Course cost per delegate: - £82:00**

Course ID	Course Date	County	Venue

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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# An Introduction to Degenerative Diseases

## Course Aim

To increase understanding of degenerative diseases and to explore individuals own knowledge and understanding of conditions such as Multiple Sclerosis, Parkinson's and Motor Neurons disease.

## Course Content Areas

- Define a degenerative disease.
- Explore what degenerative diseases are encountered within the workplace and participants understanding.
- Explore causes, symptoms and treatment of Parkinson's disease
- Explore causes, symptoms and treatment of Guillain Barre Syndrome
- Explore causes, symptoms and treatment of Multiple Sclerosis
- Explore causes, symptoms and treatment of Motor neuron disease
- Consider other degenerative diseases, such as cancer and arthritis
- Consider how the clients fundamental needs can be met, for example communication and dietary requirements.
- Consider the holistic care of a patient with a degenerative disease and devise a care plan.

Course Duration: - 6 hours / 1 day      Course accreditation: - None

Course cost per delegate: - £82:00

Course ID	Course Date	County	Venue
GLD/435/E8	21/09/2011	Caerphilly	Ystrad Mynach – To be advised

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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# Introduction to Microsoft Office package elements – Word, Excel, PowerPoint or Publisher

## Course aim

To develop participants understanding of elements of Microsoft Office suite software.

This course can be tailored to meet participant's needs and incorporate one or more elements as required.

## Course Objectives

Participants will be able to:

- Open Microsoft Office 2003 or 2007 as required
- Prepare complex documents from scratch and using templates
- Create tables
- Insert images and pictures into documents
- Save and file documents for later retrieval

Course Duration: - 6 hours / 1 day      Course accreditation: - None

Course cost per delegate: - Price on request

Course ID	Course Date	County	Venue

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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# Creating your newsletter using Microsoft Publisher 2003 or 2007

## Course aim

To enable participant's at all levels to prepare an effective newsletter using Microsoft Publisher

This course can be tailored to meet participant's needs and incorporate one or more elements as required.

Course Duration: - 6 hours / 1 day      Course accreditation: - None

Course cost per delegate: - £35:00

Course ID	Course Date	County	Venue
GLD/436/DH	29/11/2011	Caerphilly	Neuadd St Catwg Community Hall, Church Road, Gelligaer CF82 8FW

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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# Creating and delivering presentations using Microsoft PowerPoint 2003 or 2007

## Course aim

To enable participant's at all levels to prepare and deliver effective presentations using Microsoft Publisher

This course can be tailored to meet participant's needs and incorporate one or more elements as required.

**Course Duration: - 6 hours / 1 day      Course accreditation: - None**

**Course cost per delegate: - £35:00**

Course ID	Course Date	County	Venue
GLD/437/DH	30/11/2011	Blaenau Gwent	ViTCC, Tredegar Business Park, Tredegar, Blaenau Gwent. NP22 3EL

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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# Train the Trainer

## Course aim

To develop participants' ability to plan, deliver and evaluate training

## Course Objectives

- To explore learning, individual learning styles and potential barriers to learning
- To consider how to identify training needs
- To define the trainer role
- To identify a variety of methods and techniques for training delivery
- To practice planning a training session
- To deliver a short training session
- To discuss the importance of evaluation and use an evaluation technique
- To practice giving constructive feedback

**Course Duration: - 12 hours / 2 days Course accreditation: - None**

**Course cost per delegate: - £110:00**

Course ID	Course Date	County	Venue
GLD/385/JB-DH	25-27/10/2011	Newport	Ty Derwen, Church Road, Newport. NP19 7EJ

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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# Equality & Diversity Awareness

## Course aim

To explore what is meant by Equality and Diversity and how it affects our lives, looking at stereotyping, prejudice and discrimination both in and out of the workplace.

Our Equality and Diversity Awareness Workshop cover the legal, business, ethical and social challenges and responsibilities of organisations and individuals to reduce incidents of unfair treatment and enhance communication, efficiency and effectiveness in the workplace.

**Course Duration: - 3 hours / 1/2 day    Course accreditation: - None**  
**Course cost per delegate: - £30:00**

Course ID	Course Date	County	Venue
GLD/396/JB	15/12/2011	Newport	Ty Derwen, Church Road, Newport. NP19 7EJ

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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# Disability Awareness

## Course aim

To increase awareness of disability and disability issues.

## Course Content

- Understanding more about Disability and how disability issues have developed over time
- Practical demonstration of access and customer service issues
- The right thing to say at work; to understand is to get it right!
- Appropriate language & signage; how not to get it wrong!
- Brief overview of the Disability Discrimination Act 1995

Course Duration: - 3 hours / 1/2 day Course accreditation: - None

Course cost per delegate: - £40:00

Course ID	Course Date	County	Venue
GLD/438/JB	AM 21/10/2011	Caerphilly	White Rose Information & Resource Centre Cross Street, Elliotstown, New Tredegar. NP24 6EF

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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# Learning Disability Awareness

## Course aim

To increase awareness of Learning Disabilities and Learning Disability issues.

## Course Content

To identify different types of learning disabilities

To identify learning disability issues

To identify types and sources of support for learning disabilities

Course Duration: - 3 hours / ½ day    Course accreditation: - None

Course cost per delegate: - £ POA

Course ID	Course Date	County	Venue

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

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# Advocacy Awareness

## Course aim

To increase awareness of different types of advocacy.

## Course objectives

To identify different types of advocacy

To define advocacy

To review examples of advocacy

To identify and support someone to receive advocacy

Course Duration: - 2 hours

Course accreditation: - None

Course cost per delegate: - £ POA

Course ID	Course Date	County	Venue

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

For further information contact Jan Billingham on 01633 241575 or email –

[daryl.harries@gavowales.org.uk](mailto:daryl.harries@gavowales.org.uk) or [janet.billinghurst@gavowales.org.uk](mailto:janet.billinghurst@gavowales.org.uk)

Please note: - Bespoke courses are available to meet your organisations specific needs by prior arrangement. Contact the trainer for more information.

# Lone Working Awareness

## Course aim

To raise awareness and build the confidence of lone workers within an organisation.

The personal safety of the lone worker is extremely important as they are at a high risk of verbal and physical abuse. The session will stimulate the delegate's minds to identify what the risks are to their personal safety and what good working practices can be used to keep them safe. Advice and practical strategies to reduce the risks in lone working are discussed in detail.

Course Duration: - 3 hours / 1/2 day Course accreditation: - None

Course cost per delegate: - £30:00

Course ID	Course Date	County	Venue

To book places on the above courses please complete and return the booking form on pages 96 & 97. **Courses are offered subject to a minimum delegate number of 6 persons per course.**

For further information contact Jan Billingham on 01633 241575 or email –

[daryl.harries@gavowales.org.uk](mailto:daryl.harries@gavowales.org.uk) or [janet.billinghurst@gavowales.org.uk](mailto:janet.billinghurst@gavowales.org.uk)

Please note: - Bespoke courses are available to meet your organisations specific needs by prior arrangement. Contact the trainer for more information.



**GWENT**  
**ASSOCIATION OF**  
**VOLUNTARY**  
**ORGANISATIONS**

Charity Reg No. 1113558

Company Limited By Guarantee 5590517

(Est. 1927)

**Training & Development**

## GAVO Training & Development Booking Form

<b>Your Organisation:</b>	
<b>CF Partnership: (Where Applicable)</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Tel Num:</b>	
<b>E-mail address:</b>	

**Please reserve my place on the course below:**

<b>Course Title:</b>	
<b>Course Ref No:</b>	GLD/
<b>Venue:</b>	
<b>Area:</b>	
<b>Tutor:</b>	
<b>Any Specific Dietary Requirements:</b>	
<b>Any access requirements:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes please state:</b>	

**Please return completed form to:**

<b>Name:</b>	Jan Billingham / Daryl Harries
<b>Address:</b>	Gwent Association of Voluntary Organisations
	Ty Derwen, Church Road,
	Newport
<b>Postcode:</b>	NP19 7EJ
<b>Tel Num:</b>	Direct Dial - Jan 01633 241571 / Daryl 01633 241575
<b>E-mail:</b>	<a href="mailto:daryl.harries@gavowales.org.uk">daryl.harries@gavowales.org.uk</a> or <a href="mailto:janet.billinghurst@gavowales.org.uk">janet.billinghurst@gavowales.org.uk</a>

## Training & Development Project

### Terms & Conditions

1. Booking for training, we must receive all booking forms at least two weeks before the training event.
2. Payment for training must be paid for in advance at least two weeks before training is due.
3. All money paid into GAVO for training is non refundable, should any training be cancelled extra alternative training will be offered. (Exchange date for training missed).
4. All information provided by clients will remain in a secure environment not available to other organisations.
5. All venues will be subjected to Health & Safety of Clients, Staff and Tutors will be Risk Assessed.
6. GAVO Training & Development Project will endeavour to provide a high quality provision for all courses offered and delivered.
7. Permission to take photographs for marketing and promotional materials
8. Complaints procedure: All complaints must be submitted in writing to the Senior Officer at the GAVO Office and returned within 7 days. This will be acted upon with the utmost urgency and a meeting called with all parties to resolve any issues at a pre set date'
9. Bespoke courses are available to meet your organisations specific needs by prior arrangement. Contact the trainer for more information.
10. Courses are offered subject to a minimum delegate number of 6 persons per course.

Please sign to agree to the terms and conditions of the above policy.

Print Name: \_\_\_\_\_

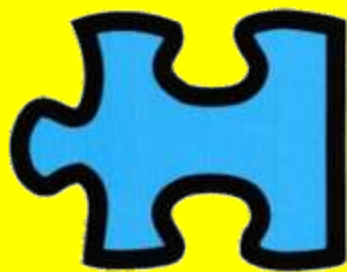
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Date: \_\_\_\_\_

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***Training & Development***