

# GAVO



Registered Charity No: 1113558 • Company Limited by Guarantee 5590517

## TRAINING BROCHURE SEPTEMBER ~ DECEMBER 2007



INVESTOR IN PEOPLE



For further information or to book a place on training, please contact:

The Training Unit  
**GAVO**  
Unit 1A • 1st Floor  
Withey Dyffryn Court  
Dyffryn Business Park  
Ystrad Mynach  
Hengoed • CF82 7RJ

**Telephone: 01443 863540**

Fax: 01443 812292

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# GAVO Training Brochure

## September ~ December 07

Date	Times	Venue and Tutor	Training & Cost	Max Places
<b>Monday 10 September</b>	9.00-5.00	Fochriw Community Centre British Red Cross	<b>Emergency First Aid Cost - £15</b>	12
<b>Tuesday 11 September</b>	9.30-3.30	Graig Y Rhacca Resource Centre - Jan Billingham	<b>Protection of Vulnerable Adults Cost - Free</b>	12
<b>Wednesday 12 September</b>	10.00-12.30	Elim Church, Pontllytyn Val Jackson	<b>Minute Taking Cost - Free</b>	12
<b>Tuesday 18 September - Tuesday 4 December</b> (This is a 12 wk course & trainees should attend every week)	6.30-8.30	Rhymney College	<b>Community Development (Level 4)</b> (This course is run by the Community University of the Valleys - phone 01495 722973 to check eligibility & access to course) <b>Cost - On request</b>	14
<b>Wednesday 19 September - Wednesday 28 November</b> (This is a 10 wk course & trainees should attend every week)	9.30-12.00 noon	Markham & District Sports & Community Centre	<b>OCN, Entry level one in "Positive Volunteering" Cost - Free</b>	12
<b>Wednesday 19 September</b>	9.30-4.30	Elim Church, Pontllytyn Margaret Underwood	<b>Getting Money from Companies Cost - Free</b>	14
<b>Friday 21 September - Friday 23 November</b> (This is a 10 wk course & trainees should attend every week)	10.00-12.00 noon	Senghenydd Drop in Centre	<b>Community Work (Level 2 WEA)</b> (This course is run by the WEA - please phone Mike Madden on: 01685 382710 to check eligibility and access to the course) <b>Cost - On request</b>	12
<b>Monday 24 September</b>	9.00-12.00 noon	Fochriw Community Centre	<b>Basic Food Hygiene Cost - Free</b>	12

Date	Times	Venue and Tutor	Training & Cost	Max Places
<b>Tuesday 25 September - Wednesday 26 December</b> (This is a 12 wk course & trainees should attend every week)	9.30-5.00 (Day 1) 9.30-12.30 (Day 2)	Oasis Centre, Blackwood Jan Billinghamurst	<b>Health &amp; Safety Risk Assessment</b> Cost - Free	6
<b>Thursday 27 September</b>	9.00-2.00	Tredomen Business & Technology Centre Ystrad Mynach College	<b>CIEH Principles of Manual Handling</b> Cost - £15	6
<b>Thursday 27 September</b>	6.00-8.00 (15 min slots)	Senghenydd Community Centre Ruth Kehoe	<b>“Drop In Surgery”</b> Book 15 min appointments with qualified Charity Accountant. Please see Course Information attached Cost - Free	8
<b>Thursday 27 September</b>	10.00-12.30 (15 min slots)	Gelligaer Church Hall Val Jackson	<b>Roles &amp; Responsibilities of Trustees</b> Cost - Free	12
<b>Friday 28 September</b>	10.00-3.30	Graig Y Rhacca Val Jackson	<b>Constitutions &amp; AGM Training</b> Cost - Free	12
<b>Tuesday 2 October</b>	6.00-8.30	Abertysswg OAP Hall Val Jackson	<b>Committee Skills</b> Cost - Free	12
<b>Wednesday 3 October &amp; Thursday 4 October</b> (This is a 2 day course & trainees should attend both days)	9.30-4.30	Elim Church, Pontlottyn Eileen Murphy	<b>Monitoring &amp; Evaluation</b> Cost - Free	14
<b>Thursday 4 October</b>	10.00-1.00	Community Furniture Enterprise Rhymney	<b>“What kind of accounts does your charity need to prepare?”</b> Cost - Free	12
<b>Tuesday 9 October</b>	9.00-5.00	Hollybush Community Centre Jan Billinghamurst	<b>Health &amp; Safety (Basic)</b> Cost - Free	15
<b>Thursday 11 October</b>	1.00-3.30	Aber Valley YMCA Val Jackson	<b>Role of Directors of a Co. Ltd. by Guarantee</b> Cost - Free	12
<b>Wednesday 17 October</b>	9.00-5.00	Tirphil Community Centre Tutor from Ystrad Mynach College	<b>Food Hygiene</b> Cost - £15	6
<b>Thursday 18 October</b>	9.30-4.30	Elim Church, Pontlottyn Jan Billinghamurst & Val Jackson	<b>Training to Train</b> Cost - Free	6

Date	Times	Venue and Tutor	Training & Cost	Max Places
<b>Tuesday 23 October</b>	10-00-3.00	Markham Community House Jan Billinghamurst	<b>Chairing Skills Cost - Free</b>	12
<b>Thursday 25 October</b>	9.30-4.30	Elim Church, Pontllytyn Jan Billinghamurst & Val Jackson	<b>Training to Train Cost - Free</b>	6
<b>Tuesday 30 October Wednesday 31 October</b> (This is a 2 day course & trainees should attend both days)	9.30-5.00 (Day 1) 9.30-1.00 (Day 2)	Graig Y Rhacca Resource Centre	<b>Supervising Staff Safely Cost - Free</b>	10
<b>Wednesday 31 October</b>	9.00-2.00	Tredomen Business & Technology Centre Ystrad Mynach College	<b>CIEH Principles of Manual Handling Cost - £15</b>	6
<b>Thursday 1 November</b>	9.30-3.30	Community Furniture Enterprise, Rhymney Nancy Harris & Val Jackson	A beginners guide: <b>"Managing Your Groups Money"</b> (for Committee Members & Treasurers) <b>Cost - Free</b>	8
<b>Thursday 8 November</b>	9.15-4.30	White Rose Centre New Tredegar or Markham Community House Jan Billinghamurst	<b>Protection of Vulnerable Adults Cost - Free</b>	12
<b>Thursday 8 November</b>	9.30-3.30	Senghenydd Community Centre Val Jackson	<b>Presentation Skills Cost - Free</b>	12
<b>Tuesday 13 November</b>	6.00-8.30	White Rose Resource Centre Val Jackson	<b>AGM Training Cost - Free</b>	14
<b>Tuesday 20 November</b>	6.00-8.30	Mount Zion Church Val Jackson	<b>Role of Director of a Co. Ltd by Guarantee Cost - Free</b>	12
<b>Tuesday 20 November</b>	9.30-4.30	Graig Y Rhacca Resource Centre Peter Thomas	<b>Marketing Training Cost - £15</b>	12
<b>Thursday 22 November</b>	9.00-2.00	Tredomen Business & Technology Centre Ystrad Mynach College	<b>CIEH Principles of Manual Handling Cost - £15</b>	6
<b>Thursday 22 November</b>	9.00-5.00	Gelligaer Church Hall Jan Billinghamurst	<b>Health &amp; Safety (Basic) Cost - Free</b>	12

Date	Times	Venue and Tutor	Training & Cost	Max Places
<b>Tuesday 27 November</b>	10.00-3.00	Hollybush Community Centre Jan Billingham	<b>Chairing Skills Cost - Free</b>	12
<b>Tuesday 4 December</b>	<b>6.15-8.00</b>	<b>Oasis Centre</b>	<b>PRESENTATION EVENING Cost - Free</b>	
<b>Tuesday 11 December</b>	9.00-5.00	White Rose Centre New Tredegar Jan Billingham	<b>Health &amp; Safety (Basic) Cost - Free</b>	12
<b>Wednesday 12 December</b>	10.00-12.30	Graig Y Rhacca Resource Centre Val Jackson	<b>Minute Taking Cost - Free</b>	12



## Course Information

September – December 2007

### ACCOUNTS TRAINING

**(What kind of accounts does your charity need to prepare?)**

This half-day seminar will enable you to be clear about the kind of accounts that your charity is expected to prepare. The practical session will cover both receipts and payments and accruals accounts. We will also explain the regulations that govern accounts in the charity sector. An opportunity will be given at the end of the session to ask course questions.

The seminar will be led by Ruth Kehoe of The Workhouse, a chartered accountancy firm specialising in charities.

### PREPARING FOR YOUR ANNUAL GENERAL MEETING

This training outlines:

- The purpose of an Annual General Meeting
- The information required in the notice of an Annual General Meeting
- The number of people who need to attend
- The specific business which must be considered
- General points in planning an Annual General Meeting
- Some tips in running an Annual General Meeting

### BASIC FIRST AID

The course covers the management of the unconscious casualty, resuscitation procedures for adults, control of bleeding, treating burns, caring for someone affected by shock and a little about broken bones. Duration of the course is 7 hours. (This course is delivered by the British Red Cross and successful completion of this training day results in achievement of the Basic First Aid certificate.)

As this course involves practical work it is important that participants wear suitable clothing, i.e. flat shoes and trousers.

Other courses are available depending on the needs

of the organisation - please contact the Training Team to discuss options.

### CHAIRING SKILLS

This is an in-depth session to explore the role of the chairperson in meetings to increase the participant's ability to be a successful leader at meetings.

The session will:

- Define the role of the chairperson
- Identify the key responsibilities of a chairperson
- Explore the effectiveness of listening skills
- Highlight good practice in leading a successful meeting

### COMMITTEE SKILLS

This is an information session for community groups to increase awareness of the role of a constituted committee.

The session will include

- A clear definition of a committee
- The purpose of a constitution
- An outline of the role of the committee officers
- Highlights of good practice in arranging and conducting meetings

### A BEGINNER'S GUIDE: MANAGING YOUR GROUP'S MONEY

This is a day course to help you manage your committee's budget in a clear and effective way.

The course is suitable for partnership board or community group treasurers and any staff or volunteers with financial responsibilities.

It will be especially useful to people who have limited experience of managing accounts.

### FOOD HYGIENE

The course is aimed at those working in a situation where food is prepared, cooked and served. Of particular relevance to hotels, guest houses, pubs, restaurants, contract catering, fast food outlets, schools and hospitals.

It serves as an important foundation for all aspects of food hygiene.

The course content/topics are:

- Introduction to food safety and food hygiene
- Legislation including food handlers, powers of enforcement officers and HACCP
- Food safety hazards including physical, chemical and microbial contamination, food poisoning, multiplication of bacteria and high risk foods.
- Taking temperatures including checking and recording.
- Refrigeration, chilling and cold holding of foods.
- Cooking, hot holding and reheating of foods.
- Food handlers including hand washing and personal hygiene.
- Principles of safe food storage including preservation and date marking.
- Cleaning including waste disposal, facilities, schedules and disinfection.
- Food premises and equipment including construction, pest control and design.

This is a one-day course consisting of 6 guided learning hours and a 60-minute assessment.

**HEALTH AND SAFETY**

**BSC Awards - Basic Certificate in Health and Safety at Work**

The course is designed for those interested in preventing work-related accidents, injuries and illnesses, and will give first tier workers an appreciation of the fundamentals of good health and safety practice.

The course serves as an introduction to health and safety in the work place and provides a basis for further studies in Health and Safety.

The course content/topics are:

- The Legal Position
- The Working Environment
- Reducing Workplace Injuries
- Workplace Accidents
- Risk Management
- Personal Protective Equipment
- Fire Safety
- Electrical Safety
- Hazardous Substances
- Safety Signs and Signals

- Manual Handling
- Work Related Ill-Health
- Workstations
- Workforce Consultations

This is a one-day course with a multi-choice test at the end of the training session.

The completion of this course should enable candidates to identify and prevent potential health and safety risks in the work place.

**HEALTH AND SAFETY**

**BSC Awards - Certificate in Supervising Staff Safely**

This Course is aimed at Supervisors and Line Managers with general responsibility for health and safety of others. Participants attending this course will have the option to carry out three workplace based tasks, following the event, that will lead to a Health and Safety Accredited Level 2 Certificate in Supervising Staff Safely.

**HEALTH AND SAFETY**

**BSC Awards – Health and Safety Certificate in Risk Assessment**

This course is aimed at individuals who have responsibility under the Health and Safety at Work Act 1974.

The end of the course delegates should:

1. Understand the reasons for conducting risk assessments
2. Be able to apply a range of techniques to collect evidence for a risk assessment.
3. Be able to identify a range of health and safety hazards.
4. Be able to identify who might be harmed and how.
5. Appreciate the factors affecting the likelihood and severity of harm being caused.
6. Be able to identify and evaluate existing control measures.
7. Be able to calculate risk ratings.
8. Be able to apply a hierarchical approach when proposing additional control measures to reduce risks to an acceptable level.

9. Be able to record the findings of a risk assessment.
10. Be able to review and revise a risk assessment when necessary.
11. Be able to make recommendations based on findings of the risk assessment.

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**THE PRINCIPLES OF MANUAL HANDLING**

The course is designed for persons who are required to undertake manual handling tasks in the workplace.

This course focuses on promoting an insight to the risks associated with manual handling and provides a practical knowledge of how to transport/lift loads in a safe and correct manner through a series of practical exercises relevant to the workplace.

The course contents/topics are:

- Duties of employees under the Manual Handling Regulations (1992)
- Hazards associated with manual handling
- Assessment of loads/tasks
- Safe lifting techniques and methods
- Course review

This is a one-day course and concludes with a multi-choice question test.

The completion of this course will give candidates -

- The knowledge of employee’s duties under the Manual Handling Regulations (1992)
- The ability to identify the risks and injuries that could occur when undertaking manual handling operations
- The understanding of the principles of correct manual handling techniques and how to apply those same techniques, to specific operations within the workplace
- An awareness of mechanical aids and solutions that will assist in the safe handling of equipment in the workplace

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**MINUTE TAKING**

To enable participants to produce clear, concise and accurate minutes.

This course is suitable for anyone with the responsibility for taking minutes of formal and

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informal meetings. It is suitable for the absolute beginners or those with some experience seeking to “brush up their skills”. The course covers areas such as: what are minutes - what are they for? Types of minutes, legal status, summarising skills and vocabulary, grammar, use of jargon tips and hints, etc.

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**PROTECTION OF VULNERABLE ADULTS**

**Aims:**

To increase understanding of the abuse of vulnerable adults and the action needed to prevent and report it.

**Objectives:**

At the end of the course participants will:

- Know what constitutes abuse
  - Recognise factors, which may contribute to abuse
  - Have a basic understanding of the joint policy framework
  - Know the roles and responsibilities of staff
  - Know the process of reporting and recording abuse
- .....

**PRESENTATION SKILLS**

Have you ever dreaded having to make a presentation? Come along to this training session to learn more about:

- Planning and preparing for a presentation
  - Delivering your presentation
  - Increasing your confidence
- .....

**ROLES AND RESPONSIBILITIES OF TRUSTEES**

This course is a basic introduction to outline the responsibilities of a charity trustee.

It includes:

- Legal requirements to becoming a trustee
- Importance of the governing document
- Checklist of trustee’s personal role
- Legal requirements and liability

**ROLE OF DIRECTORS OF A COMPANY LIMITED BY GUARANTEE**

This course is a basic introduction to outline the responsibilities of directors of a Charitable Company Limited by Guarantee.

It includes:

- Legal requirements to becoming a director
- Importance of the memorandum and articles of association
- Checklist of director’s personal role
- Legal requirements and liability

**SUPERVISING STAFF SAFELY**

The objectives for this course are:

- Main elements of a management system
- Health and safety policy
- Role of the supervisor
- Maintaining records
- Conducting safety briefings
- Emergency evacuation
- Preparing for new starters
- Reducing risks
- Improving health and safety culture

**TRAINING TO TRAIN**

**Course Aims**

- 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 role of the trainer
- To identify a variety of methods and techniques for delivering training
- 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 verbal feedback

**“DROP IN SURGERIES”**

An opportunity to bring your accounts problems & queries and discuss them with Ruth Kehoe of The

Workhouse, a chartered accountancy firm specialising in charities. Please ring the GAVO Training Unit on: 01443 863540 for further details or to make an appointment.

**GETTING MONEY FROM COMPANIES**

**Learning Methods**

These will be a mixture of brainstorming ideas, presentations and practical exercises. Full handouts will be available at each stage and can be developed into information leaflets with due acknowledgement of the author. Participants will be encouraged to share information and experiences. They will be expected to work as a team, in groups and individually.

**Aims for the Day**

By the end of the day participants should:

- Understand the expectations of corporate givers
- Know the types of support available
- Know where to look for information on companies
- Understand the importance of good donor relationships
- Be able to develop a corporate fundraising strategy
- Be able to produce concise and clear requests
- Understand what influences companies

**MONITORING & EVALUATION**

This 2 day participative course explores the main concepts in monitoring and evaluation and will help you develop an evaluation framework for your project or organisation. The course will give you skills and knowledge to help you plan and deliver your services more effectively, as well as collecting monitoring information for funders.

**Learning Objectives:**

By the end of the course participants will:

- Understand key evaluation concepts and terminology
- Be able to identify and clarify their projects aims and objectives
- Be able to set indicators and targets against which to measure performance
- Be able to develop their own evaluation frameworks

**MARKETING**

A course designed to help the promotion and marketing of your group or organisation.

The course will include:

- Examining perceptions
- Building a positive public image
- Identifying objectives
- Developing a marketing strategy

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**CONSTITUTIONS**

**Aims:**

To explore the structure of a standard constitution.

**Course Outline:**

- Define the term governing document
  - Type of governing document commonly used by community groups
  - Exploring the legal structure of community groups
  - Definition of a constitution
  - Choosing a constitution relevant to the needs of the group
  - Example of partnership boards constitution
  - New descriptions of charitable purposes: The Charities Act 2006
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**COMMUNITY DEVELOPMENT (LEVEL 4)  
(at Rhymney College)**

**Topics to be covered include:**

- Funding Issues
  - Working with community groups
  - Event management
  - Identifying good & bad practice in community development work
  - Introduction to ethical practice
  - Community profiling and information gathering
  - Event evaluation
  - Facilitating & supporting the activities of community groups
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For further information or to book a place on training, please contact:

The Training Unit

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## COMMUNITY WORK - CORE SKILLS (at Senghenydd Drop In Centre)

### Level 2, Credit Value 3

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<i>The learner should be able to:</i>	<i>The learner has achieved this outcome because he/she can:</i>
1. Describe what is meant by community work and its underpinning values.	1.1 Explain the main points of what community work means for the group. 1.2 Explain the main points of the beliefs and values on which community work is based 1.3 Explain the main points of what community work tries to achieve.
2. Identify and discuss some key components of community work.	2.1 Describe the key contexts of community work. 2.2 Recognise and discuss the main points of the relationship between the process of community work and empowerment. 2.3 Identify and examine in detail the main resources for community work. 2.4 Develop, within the group or as an individual, methods of using the above resources.
3. Recognise self awareness in self and others.	3.1 Identify, in self and others, several characteristics of self awareness, including personal strengths and weaknesses.
4. Recognise own range of personal experience.	4.1 Fully identify training needs through recognition of the range of personal experiences.
5. Reflect on their role in society.	5.1 Identify and discuss feelings and behaviour from personal experience of power and powerlessness. Recognise and discuss the participant's role in society.
6. Identify and describe the techniques used in the group and explain how they can be applied to community work.	6.1 Identify the participative training methods used and select and describe those most appropriate to community work situations. Identify and explain key factors which might need to be taken into account when setting up a new group or seeking to involve new people. 6.2 Fully explain the process of collective decision making and how it can work for the good of everyone in the group.



**communities** *first* **cymunedau yn gyntaf**



**GWENT  
ASSOCIATION OF  
VOLUNTARY  
ORGANISATIONS**

**GAVO**

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