

TRAINING PROGRAMME

to 31st March 2020

Mid Sussex Voluntary Action (MSVA) is pleased to offer a range of subsidised training opportunities for local voluntary and community groups. Courses are offered within the Mid Sussex District and are open to all.

We offer full and half day courses with professional trainers who work in the sector, and e-learning courses.

Prices

We offer competitive rates to commercial organisations and lower rates to members of the West Sussex Voluntary and Community Sector Infrastructure Alliance (this includes MSVA, VAAC, C CVS and Community Works), non-member rates still offer good value for money. Full and half day rates include course materials and light refreshments.

Rates	Alliance Members	Statutory groups/ non-members	Commercial
Full day course	£50	£60	£80
Half day course	£35	£45	£55
E-learning course	£18	£20	£22

Booking

Places on full and half day subsidised training courses are limited to two places per organisation per course. However, we are happy to add anyone else to a waiting list and will offer them an available place after the closing date of each course. There is no restriction on places per organisation on the e-learning courses.

To book your place/s:

- 1) Email enquiries@msva.org.uk to ensure that space/s on the required course are available. If they are, we will send you a booking form.
- 2) Return your booking form and payment either by emailing them to enquiries@msva.org.uk or by post to: Training Administrator, MSVA, Delmon House, 36-38 Church Road, Burgess Hill RH15 9AE

Payment

Payment can be made by cheque payable to Mid Sussex Voluntary Action or by BACS to the following account:

Sort code: 40-52-40

Account number: 00025979

Terms & Conditions

We can only confirm a booking once payment has been received.

MSVA reserves the right to alter any advertised dates, venues and/or trainers. We will endeavour to run all listed courses and will cancel a course only if absolutely necessary. If there are insufficient numbers to make the course viable you will be given as much notice as possible and the offer of a free transfer to another course of the same price (if available). Cancellations received by post or email before the closing date will be refunded. We regret that no refund can be made after that date, for whatever reason, although substitutions will be accepted if notified before the event.

By sending us a completed booking form, you are agreeing to the above Terms & Conditions.

MSVA Training Programme April 2019 – March 2020

Date			Course	Length	Location	Details
2019						
April	Mon	8	Emergency First Aid at Work	Full day	Burgess Hill	Page 3
May	Thu	9	Setting up a Community Group or Project	Half day	East Grinstead	Page 4
	Thu	30	Emergency First Aid at Work	Full day	Burgess Hill	Page 3
June	Tue	25	Role of the Board and Trustee Duties, Responsibilities and Liabilities	Half day	Burgess Hill	Page 4
	Tue	25	Trustee Recruitment, Training and Induction	Half day	Burgess Hill	Page 4
July	Tue	9	Emergency First Aid at Work	Full day	Burgess Hill	Page 3
September	Wed	11	Your Complete Guide to Facebook	Half day	East Grinstead	Page 5
	Tue	24	Emergency First Aid at Work	Full day	Burgess Hill	Page 3
October	Mon	14	Basics of Charity Law	Full day	Burgess Hill	Page 3
November	Tue	19	Effective Volunteer Management	Full day	Burgess Hill	Page 3
	Tue	26	Emergency First Aid at Work	Full day	Burgess Hill	Page 3
2020						
Feb	Wed	5	Basics of Bid Writing	Full day	East Grinstead	Page 3
Mar	Thu	19	Your Complete Guide to Twitter	Half day	East Grinstead	Page 5

E-Learning Courses	Online at your convenience	Equality and Diversity	Page 5
		Fire Marshalling	Page 6
		Food Safety in Catering – Level 2	Page 6

Burgess Hill venue:

MSVA Community Room, 2nd floor, Delmon House, 36-38 Church Road, Burgess Hill RH15 9AE

The venue is within walking distance of Burgess Hill train station. There is a pay and display car park located adjacent to the venue and several other car parks nearby (please note the machines do not give change). Shops selling food are within walking distance.

East Grinstead venue:

Cranston Suite, East Grinstead Town Council, East Court Mansion, College Ln, East Grinstead RH19 3LT

Free parking is available onsite. There are no facilities for purchasing food.

Basics of Bid Writing

Date: 5 February 2020

Time: 9.30am - 2.30pm (full day rate)

Venue: Cranston Suite, East Grinstead Town Council, East Court Mansion, College Ln, East Grinstead RH19 3LT

Closing date for bookings: 6 January 2020

Provider: G-T Associates

Target audience: This course will benefit the bid writer within your organisation, such as the CEO, fundraising manager or person leading the fundraising function.

Overview: This course will cover Sourcing; Short listing; Research and Planning; Pre-application; Application; Post application and Delivery Plan.

Basics of Charity Law

Date: 14 October 2019

Time: 9.30am - 3.30pm (full day rate)

Venue: MSVA Community Room, 2nd floor, 38 Church Road, Burgess Hill RH15 9AE

Closing date for bookings: 9 September 2019

Provider: H3 Solicitors

Target audience: Anyone responsible for the running of a charity or working within a charity.

Overview: The course will enable the Trustees or staff to have the basic knowledge of what is a charity, the structure of voluntary organisations, the role of the Charity Commission, matters affecting charitable status, personal liability and trustees' duties, administration and issues such as fundraising, disposal of property and data protection. It will include workshop sessions.

Effective Volunteer Management

Date: 19 November 2019

Time: 9.30am - 4.30pm (full day rate)

Venue: MSVA Community Room, 2nd floor, 38 Church Road, Burgess Hill RH15 9AE

Closing date for bookings: 3 October 2019

Provider: McCrudden Training

Target audience: Anyone with responsibility for recruiting, training, managing or supervising volunteers.

Overview: This course will help delegates understand the voluntary sector and the role of the volunteer manager more fully, including recruitment and selection of volunteers. The day considers strategies for retaining existing volunteers.

Emergency First Aid at Work

- **Date:** 8 April 2019, **closing date for bookings:** 20 March 2019
- **Date:** 30 May 2019, **closing date for bookings:** 29 April 2019
- **Date:** 9 July 2019, **closing date for bookings:** 3 June 2019
- **Date:** 24 September 2019, **closing date for bookings:** 12 August 2019
- **Date:** 26 November 2019, **closing date for bookings:** 28 October 2019

Time: 9.30am - 4.30pm (full day rate)

Venue: MSVA Community Room, 2nd floor, 38 Church Road, Burgess Hill RH15 9AE

Provider: McCrudden Training

Target audience: Anyone responsible for first aid in the workplace and for those wanting to increase their confidence so that they would know what to do in an emergency.

Overview: The course enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. The workshop also gives people the confidence to know that if someone needs help, they will know what to do. The content of the course is equivalent to those provided by well-known national first aid organisations and covers topics relevant to the delegates' workplaces. Delegates completing the course successfully will be awarded the Emergency First Aid at Work Certificate, valid for three years from the date of issue.

Role of the Board and Trustee Duties, Responsibilities and Liabilities

Date: 25 June 2019

Time: 9.30am - 12pm (half day rate/ or if booked in conjunction with the Trustee Recruitment, Training and Induction Course (page 5) £60 for both)

Venue: MSVA Community Room, 2nd floor, 38 Church Road, Burgess Hill RH15 9AE

Closing date for bookings: 28 May 2019

Provider: H3 Solicitors

Target audience: Anyone responsible for the running of a charity and for those wanting to know what their duties and responsibilities are in their post as a Trustee.

Overview: It will clarify the strategic role of the board and the need for the blend of skills, experience, independence and knowledge of its work within the charity. The course will enable the Trustees to be fully aware of their responsibilities and liabilities within this role to protect themselves as well as the charity.

Setting up a Community Group or Project

Date: 9 May 2019

Time: 10am - 1pm (half day rate)

Venue: Cranston Suite, East Grinstead Town Council, East Court Mansion, College Ln, East Grinstead RH19 3LT

Closing date for bookings: 11 April 2019 - extended

Provider: 3VA

Target audience: This course is designed for those individuals and groups who are at the initial stages of setting up a project or a voluntary group and require an overview about how their ideas might grow and come to fruition. It is also aimed at those who are thinking about reviewing or adapting their current governance structure.

Overview: This course is an overview of the steps required to establish and develop successful projects. It will outline what key areas need to be considered at the beginning, from testing the idea, choosing the most suitable legal structure, to building in evaluation systems, developing resilience and future development. Participants will be provided with resources, knowledge and positive choices to achieve their aims.

Trustee Recruitment, Training and Induction

Date: 25 June 2019

Time: 1pm – 3.30pm (half day rate/ or if booked in conjunction with the Role of the Board Course (page 4) £60 for both)

Venue: MSVA Community Room, 2nd floor, 38 Church Road, Burgess Hill RH15 9AE

Closing date for bookings: 28 May 2019

Provider: H3 Solicitors

Target audience: Anyone responsible for the recruitment of trustees within a charity and the training and induction required.

Overview: The course will provide the skills and knowledge required to recruit new trustees; advice on the recruitment process, advertising, diversity (including gender), letter of appointment, induction, ongoing training, period of office and due diligence checks.

Your Complete Guide to Facebook

Date: 11 September 2019

Time: 10am - 1pm (half day rate)

Venue: Cranston Suite, East Grinstead Town Council, East Court Mansion, College Ln, East Grinstead RH19 3LT

Closing date for bookings: 5 August 2019

Provider: DiTZY Media

Target audience: This workshop is an introduction to Facebook and is designed for people that have no previous experience or just a basic knowledge. By the end of the workshop you should have an understanding of how Facebook works, and how to use it effectively to reach your potential audience and improve engagement.

Overview: This course will cover What is social media and why it is important for the voluntary and community sector; Getting started on Facebook; Creating your Facebook account and account basics (Your Profile, Account settings, Starting a 'Business or Fan' Page, Page settings and admin tools, Getting statistics from Facebook, Advertising, Instagram and Facebook - joint functions, creating, joining and sharing into groups); Creating and scheduling content; Time for questions.

Your Complete Guide to Twitter

Date: 19 March 2019

Time: 10am - 1pm (half day rate)

Venue: Cranston Suite, East Grinstead Town Council, East Court Mansion, College Ln, East Grinstead RH19 3LT

Closing date for bookings: 10 February 2020

Provider: DiTZY Media

Target audience: This course will help delegates understand how to set up and use a Twitter account.

Overview: This course will cover What is social media and why it is important for the voluntary and community sector; Getting started on Twitter; Creating your Twitter account and account basics (Your Profile, Account settings, Hashtagging and tagging, Etiquette, The perfect Tweet, Lists); Creating and scheduling content for Twitter; Time for questions.

E-Learning Courses

If you're looking for a cost-effective way to access the mandatory training that your group needs, then look no further. MSVA has teamed with McCrudden Training to offer you these discounted, live, instructor led, online courses which are easy to follow and enable you to print an approved certificate as soon as you successfully complete the course.

Online e-learning courses can be taken at your convenience.

NEW Equality & Diversity

Target audience: This online course helps all staff understand the requirements of the Equality Act. It will be useful for supervisors or leaders to help promote a culture that values diversity. Essential for growing, developing organisations that want to encourage talent.

Overview: This course covers What is equality and diversity; Equality and diversity legislation; What do you mean by discrimination; Promoting diversity; Links between values, attitudes and beliefs; Stereotypes, prejudices and discrimination; Valuing other and resistance to feedback.

Fire Marshalling

Target audience: Fire marshals (sometimes known as fire wardens) are civilians trained to assist in emergency fire evacuation procedures at businesses and other organisations. It is a legal obligation that workplaces must have a sufficient number of fire marshals to deal with fire emergencies. This course provides extensive knowledge of fire prevention, evacuation protocol and using fire extinguishers.

Overview: The course consists of 16 Modules which cover: Chemistry of fire; Common causes of fire; Basic safety features in buildings; Introduction to fire extinguishers; What to do in cases of fire; Fire statistics; current fire safety legislation; fire risk assessment; preventative measures; safety features within buildings; Role of the fire marshal; Action on fire discovery; Fire drills and evacuation; Fire extinguishers; Pre-engagement action; Using a fire extinguisher.

Food & Safety in Catering – Level 2

Target audience: This course is for anyone whose role brings them into contact with food (including pre-packaged foods), particularly, if you have never completed food safety training or your training was completed more than three years ago.

This food hygiene course is not suitable for kitchen/food supervisors or those in charge of food environments. Supervisors should complete the Level 3 Food Safety Supervision in Catering course.

Overview: The Level 2 course covers: The legal responsibilities of food handlers and organisations, Food safety risk assessments, Food safety procedures and behaviours, Effective cleaning and hygiene, Reducing the risk of contamination, Temperature controls and stock controls.

Training Course Booking Form

Please contact us to check that spaces are available prior to submitting this form. Ring 01444 258102 or email enquiries@msva.org.uk.

Please complete a separate form for each delegate.

Course title	
Date of course	
Delegate's name	
Organisation's name	
Address	
Telephone number	
Email	
Please provide details of any special requirements	

Please tick the type of organisation and cost:

	Alliance Members*		Statutory groups/ non-members		Commercial	
Full day course	£50		£60		£80	
Half day course	£35		£45		£55	
E-learning course	£18		£20		£22	

* Please indicate which Alliance branch is your organisation a member of:

MSVA		VAAC		CCVS		Community Works	
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Payment (please delete as appropriate):

- a) I enclose a cheque for £ made payable to Mid Sussex Voluntary Action
- b) I have paid £..... by BACS to the following account on (date of payment)

Sort code: 40-52-40
Account number: 00025979

Note: Only a limited number of places are available and these will be offered on a strictly first come, first served basis. A place will only be confirmed once payment is made. All attendees will be required to complete an evaluation form which will be sent to them a couple of months after the training has taken place. Feedback about our training enables us to prove to funders that we are meeting the needs of organisations. We may take photographs at our events to use for publicity purposes, our website and annual reports. **If you do not wish to have your photograph taken please tick this box**

Please return this form to the Training Administrator, MSVA, Delmon House, 36-38 Church Road, Burgess Hill RH15 9AE or email it to enquiries@msva.org.uk.