



Mid Sussex Voluntary Action Training Programme to 31st March 2019

Mid Sussex Voluntary Action (MSVA) are pleased to offer a range of subsidised training opportunities for local voluntary and community groups.

We offer e-learning courses; bite-sized-workshops; volunteer management forums; full day and half day courses with professional trainers who work in the sector. Courses are offered within the Mid Sussex District areas and are open to all.

Prices are offered at competitive rates and lower rates are offered to member groups of MSVA. Prices for non-members still offer good value for money. Prices include all course materials and light refreshments. Please note that lunch is not provided for the full day courses or bite-sized workshops.

Prices	MSVA member rate	Statutory groups/ non-member rate	Commercial rate
Full day course	£45	£55	£80
Half day course	£35	£45	£55
E-learning course	£18	£20	£22
Bite-sized workshop	£10	£15	£18

Places are limited on the full day and half day subsidised training, **organisations are restricted to two places per course** however, we are happy to add anyone else to a waiting list and will offer them any available places after the closing date of each course. There is no restriction on places per organisation on the e-learning courses or bite-sized workshop.

How to book - Firstly email us to ensure there is space on the course required. Then return booking form and payment to Sue Rabbett at MSVA, 2nd Floor, 38 Church Road, Burgess Hill, RH15 9AE or by email to enquiries@msva.org.uk

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.

Mid Sussex Voluntary Action reserve 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 your booking form, you are agreeing to these Terms and Conditions.

Date	Course Information	Time of Course	Locality
23rd April 2018	Lone Working	Half Day Course	Burgess Hill
9 th May 2018	Emergency First Aid at Work	Full Day	East Grinstead
5 th June 2018	Good Governance Trustees Roles and Responsibilities	Half Day Evening Course	Burgess Hill
10 th July 2018	Safeguarding Adults	Half Day Course	East Grinstead
24 th September 2018	Social Media and Publicity	Bite-sized workshop	Burgess Hill
17 th October 2018	Effective Volunteer Management	Full Day	East Grinstead
8 th November 2018	Governance Health Check	Full Day	Burgess Hill
17 th January 2019	Emergency First Aid at Work	Full Day	Burgess Hill
13 th February 2019	Develop Your Fundraising Strategy	Full Day	East Grinstead
7th March 2019	<ul style="list-style-type: none"> · Demonstrating Your Impact. · Community & Events Fundraising. · Developing Corporate Relationships. 	Full Day (Split into three workshops)	Burgess Hill
20 th March 2019	Risk Management	Half Day	East Grinstead
E-learning	Food Safety in Catering – Level 2	At your convenience	Online
E-learning	Fire Marshalling	At your convenience	Online
E-learning	Equality and Diversity	At your convenience	Online

Lone Working

Date: 23rd April 2018
Time: 9:30am – 12.30pm (half day rate)
Venue: Second Floor, 38 Church Road, Burgess Hill, RH15 9AE

There are several Mid Sussex District Council pay and display car parks in Burgess Hill, please note the machines do not give change. There is a pay and display car park located adjacent to the venue.

Training provided by McCrudden Training

Target Audience: The lone worker training course is aimed at both lone workers themselves and those who employ or contract with lone working staff, volunteers or contractors.

Overview: This course will ensure that you are equipped to understand the specific risks and possible control measures. No previous knowledge of health and safety or lone working is required.

This course is also a suitable refresher course and covers:

- The legal responsibilities of both employer and lone working employee
- Assessing risks of lone working
- Steps to control risks
- Systems and technology.

Closing date for bookings: **9th April 2018**

Emergency First Aid at Work

Date: 9th May 2018
Time: 9.30am - 4.30pm (full day rate)
Venue: Cranston Suite, East Grinstead Town Council, East Court Mansion, College Lane, East Grinstead RH19 3LT

Free parking is available on site.

You are responsible for providing your lunch. Tea/coffee and biscuits will be provided by MSVA throughout the day.

Training provided by 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.

Closing date for bookings: **25th April 2018**

Good Governance: Trustee Roles and Responsibilities

Date: 5th June 2018
Time: 6pm - 9pm (half day)
Venue: Second Floor, 38 Church Road, Burgess Hill, RH15 9AE

There are several Mid Sussex District Council pay and display car parks in Burgess Hill, please note the machines do not give change. There is a pay and display car park located adjacent to the venue.

Training provided by FSI

Target audience: New and aspiring trustees and existing trustees who would like a refresher of their role and responsibilities.

Overview: This course is designed to give new and existing trustees an introduction to the requirements of their trustee role. It will cover the essential duties and responsibilities and participants will be supported to move beyond being a good trustee to being a GREAT trustee!

Closing date for bookings: **22nd May 2018**

Safeguarding Vulnerable Adults

Date: 10th July 2018
Time: 10:00am – 1.00pm (half day rate)
Venue: Cranston Suite, East Grinstead Town Council, East Court Mansion, College Lane, East Grinstead RH19 3LT

Free parking is available on site.

Training provided by McCrudden Training.

Target audience: Personnel at all levels who come into contact with vulnerable adults.

Overview: The course covers:

- What the law says about safeguarding
- The different types of abuse
- Who is at risk
- Recognising elder abuse and what to do if you suspect abuse of vulnerable adults
- Policies and procedures including responding to disclosures of abuse.

Closing date for bookings: **26th June 2018**

Bite sized Workshop – Social Media and Publicity

Date: 24th September 2018
Time: 10:00 am – 12.00 noon (Bite sized Workshop rate)
Venue: Second Floor, 38 Church Road, Burgess Hill, RH15 9AE

There are several Mid Sussex District Council pay and display car parks in Burgess Hill, please note the machines do not give change. There is a pay and display car park located adjacent to the venue.

Tea and coffee provided.

Workshop delivered by MSVA.

Target audience: Anyone with an interest in raising awareness of communications.

Overview: This interactive workshop will cover the basics of promoting your organisation and will include:

- Free and low cost tools for community support
- Storytelling
- Mailchimp

Closing date for bookings: **10th September 2018**

Effective Volunteer Management

Date: 17th October 2018
Time: 9.30am - 4.30pm (full day rate)
Venue: Cranston Suite, East Grinstead Town Council, East Court Mansion, College Lane, East Grinstead RH19 3LT

Free parking is available on site.

Training provided by 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.

Closing date for bookings: **3rd October 2018**

Governance Health Check

Date: 8th November 2018
Time: 10:00am – 4.00pm (Full day rate)
Venue: Second Floor, 38 Church Road, Burgess Hill, RH15 9AE

There are several Mid Sussex District Council pay and display car parks in Burgess Hill, please note the machines do not give change. There is a pay and display car park located adjacent to the venue.

Training provided by H3 Solicitors.

Target audience: Anyone dealing with governance on behalf of their organisation.

Overview: Topics covered on the governance training course will include the following:

- Constitution – current status/updating
- Updating objects
- Changing structure – incorporations/conversions
- Trading entities
- Board of trustees – appointment/vetting/induction/terms of office/min & max/disqualification
- Procedural/record-keeping
- Decision-making/powers
- Membership issues
- Delegation – staff/sub-committees
- Key policies.

Closing date for bookings: **26th October 2018**

Emergency First Aid at Work

Date: 17th January 2019
Time: 9.30am - 4.30pm (full day rate)
Venue: Second Floor, 38 Church Road, Burgess Hill, RH15 9AE

There are several Mid Sussex District Council pay and display car parks in Burgess Hill, please note the machines do not give change. There is a pay and display car park located adjacent to the venue.

You are responsible for providing your lunch. Tea/coffee and biscuits will be provided by MSVA throughout the day.

Training provided by 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.

Closing date for bookings: **3rd January 2019**

Develop your Fundraising Strategy

Date: 13th February 2019

Time: 10am - 4.30pm (one day)

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

Free parking is available on site.

Training provided by FSI

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

Overview: A comprehensive and effective fundraising strategy is at the core of sustainability for any small charity. Taking a strategic approach to fundraising will help ensure that your charity has a mixed income approach which focuses energy and resources to those fundraising areas that will bring maximum return, both in the short-term and long-term. It will also help you to ensure that your fundraising efforts support your charity to fulfil its mission, vision and objectives rather than detract from the valuable work that you do.

This course looks at how to develop your fundraising strategy. It will provide a structured road map and relevant tools to enable you to link together fundraising sources and the areas you need to fundraise against.

Closing date for bookings: **30th January 2019**

FSI Fundraising Workshops

Date: 7th March 2019
Venue: Second Floor, 38 Church Road, Burgess Hill, RH15 9AE

Time: 10am - 3.30pm split into three workshops as follows:
10:00am -11:30am - **Demonstrating Your Impact**
11:45am -1:15pm - **Community and Events Fundraising**
2:00pm -3:30pm - **Developing Corporate Relationships**
You can attend one or all three workshops.

Pay and display parking adjacent to site.

Training provided by FSI

Target audience: This course will benefit the fundraiser within your organisation.

Overview: Three workshops focusing on fundraising techniques delivered by experienced and knowledgeable trainers, to give small charities, voluntary and community groups the skills they need to be sustainable. You can attend one, two or all three workshops on the day.

Bookings are being taken by the FSI via their website at
<https://www.thefsi.org/services/face-to-face-workshops/horsham-burgess-hill-march-2019-7th/>

Risk Management

Date: 20th March 2019
Time: 10am - 1pm (half day)
Venue: Cranston Suite, East Grinstead Town Council, East Court Mansion, College Lane, East Grinstead RH19 3LT

Free parking is available on site.

Training provided by FSI

Target audience: Aimed at charity managers, CEOs, trustees and anyone responsible for managing risk.

Overview: The short workshop covers what is meant by risk, why it is important and how to manage risk, including the board's statutory/legal role in managing risk.

Closing date for bookings: **6th March 2019**

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 is easy to follow and enables you to print an approved certificate as soon as you successfully complete the course.

NEW Equality and Diversity

Target audience: The Equality and Diversity 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 the following topics;

- 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

Please apply for a user licence on the booking form.

The online course can be taken at your convenience.

Food and Safety in Catering – Level 2

Target audience: The Level 2 Food Safety in Catering 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.

Please apply for a user licence on the booking form.

The online course can be taken at your convenience.

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: 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.

Please apply for a user licence on the booking form.

The online course can be taken at your convenience.

Booking Form – Please email to ensure space available prior to submitting

Please complete a form for each delegate.

Course name.....

Date of course.....

Name of delegate.....

Name of Organisation

Address

.....

Tel

Email

Do you have any special requirements? Please provide details

.....

Type of organisation and cost:

Prices	MSVA Member rate	Statutory groups/ non-member rate	Commercial Sector
One day course	£45	£55	£80
Half day course	£35	£45	£55
E-learning course	£18	£20	£22
Mini-workshop	£10	£15	£18

Payment (please delete as appropriate)

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

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

Note: a limited number of places are available and places will be offered on a strictly first come, first served basis. A place will only be confirmed once payment is made and 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.

Please return to Sue Rabbett at MSVA, 2nd Floor, House, 38 Church Road, Burgess Hill RH15 9AE or by email to enquiries@msva.org.uk

Mid Sussex Voluntary Action
Registered Charity Number 1158780 www.msva.org.uk