

Minimum class sizes will apply. The organisers will endeavour to put on extra courses if over subscribed. BPRCVS reserve the right to change courses, dates & venues if necessary. Participants will be notified in advance. The organisers will endeavour to fulfil any training needs identified which are not listed. Participants from outside the Burnley, Pendle & Rossendale area may be subject to a fee.

SAM: Self Assessment Management ~ Volunteer Management for organisations and managers working with volunteers. Four sessions delivered on a 1-1 basis with our SAM Practitioner. Please ask for details and to book.

BPRCVS have a trained **PQASSO** mentor. 'Practical Quality Assurance System for Small Organisations' is a quality system widely recognised by funding providers. Introduction to PQASSO sessions, and mentoring to implementation, is available upon request. Speak to Christine on: 01282 433740

Visit: www.bprcv.co.uk to browse our CVS projects and activity

ELVSRC: East Lancs Voluntary Sector Resource Centre,
Rachel Kay-Shuttleworth Building, 62/64 Yorkshire St, Burnley. BB11 3BT

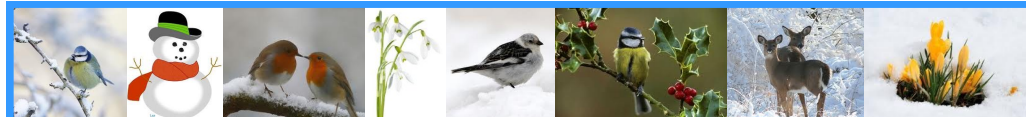
OUR CANCELLATION POLICY

We are delighted to offer much of our training for free, thanks to our funding providers and partnership organisations. However, due to the high number of no-shows and late cancellations in the past, BPRCVS has introduced this cancellation policy. If you decide after registering your booking with us, that you do not wish to attend the course, you must tell us no later than 10 days before the training date. **If you cancel less than 10 days in advance you, or your organisation, will be asked to pay a fee.** This compensates BPRCVS for our administrative costs and time spent liaising with you and setting up the course. A cancellation fee of £15.00 will be administered for a cancellation made less than 10 days before the course.

Replacement Delegate: If you are not able to attend, but you are able to find someone suitable who can take your place you will not be billed as long as you let us know their name and contact details 24 hours prior to the session.

Photographs: Photographs and video may be taken during the training sessions for evidence purposes and may be used for display items in the future. If you do not want your photograph taken, please let the trainer know.

ELVSRC Parking: There is limited disabled parking in the courtyard at the back of the Resource Centre. We no longer have an arrangement with St Mary's RC Church. They are in the process of making theirs a pay car park. Until they have everything in place, their car park is for permit holders only. Please be aware of this when visiting the Resource Centre.



Burnley, Pendle & Rossendale Council for Voluntary Service

ELVSRC 62 - 64 Yorkshire Street, Burnley, Lancashire. BB11 3BT

Company Limited by Guarantee No: 3328219 Registered Charity No: 1062446

Tel: 01282 416146 or 433740



Training Programme

February 2012 ~ March 2012

FREE Basic Introductory Awareness Training Available to Individuals and Members of Voluntary, Community & Faith Organisations.
Subject to criteria.

Accredited training opportunities also available. Some charges apply.
The free training in this programme has a value of up to £40.00

Courses provided by:

Burnley, Pendle & Rossendale Council for Voluntary Service

In partnership with:

East Lancashire Voluntary Sector Resource Centre (ELVSRC)

Burnley, Pendle & Rossendale CVS Volunteer Centre

Burnley Community Network

Lancashire Adult Learning

The National Lottery Big Lottery Fund



Lancashire Adult Learning



Supported by
The National Lottery
through the Big Lottery Fund



Training Programme Published January 2012

Date	Venue	Course Title & Details
Friday 24th February 2012 9:30am - 12:30pm	ELVSRC	Introduction to Health & Safety The basics of Health & Safety in the Workplace
Thursday evening 1st March 2012 6:00pm - 9:00pm	ELVSRC	E-Participation & How Your Councils Work Understanding the roles of various councils, and how to get in touch
Friday 9th March 2012 9:30 am - 4:30 pm	ELVSRC	*CIEH Certificate in Food Hygiene Level 2 accredited, one day training Includes multiple choice exam £25.00 per person non-refundable
Friday 16th March 2012 9:30 am - 4:00 pm	ELVSRC	*HSE Certificate Emergency First Aid at Work One day training £25.00 per person non-refundable
Friday 23rd March 2012 9:30 am - 12:30 pm	ELVSRC	Funding & Budgeting for your Organisation A starting point for organising your books and finances

The First Aid and Food Hygiene training is available to individuals and members of Voluntary, Community & Faith organisations across Burnley, Pendle & Rossendale at a cost of £25.00 per person. This training is heavily subsidised and payment is non-refundable. Reservations for places will not be held indefinitely. If you require an invoice please ask when you reserve your place. Place bookings will only be confirmed when payment has been received. If payment is not received within two weeks of reservation, places may be offered to other delegates. A waiting list will operate. Places per organisation will be limited. Payment is non-refundable. If you are unable to attend for any reason, you are welcome to send a replacement delegate. Please let us know the name of the person we should expect to arrive. This First Aid & Food Hygiene training is not for employees of profit making organisations, where it is the employers responsibility to provide the training in order for their employees to do their job.

This training is provided by the CVS Training Programme which is funded by The National Lottery Big Lottery Fund. Place bookings will be confirmed on receipt of booking form details. A waiting list will operate. Places per organisation are limited. If you are unable to attend for any reason, you are welcome to send a suitable replacement delegate. Please let us know the name of the person we should expect to arrive. BPRCVS have a cancellation policy. Ask for details or visit www.bprcvs.co.uk

CVS TRAINING PROGRAMME - BOOKING FORM	
One form per person attending. Places will be confirmed upon receipt of booking form. Please print clearly & return by post to the address on the front, or Email to: heather.starkie@bprcvs.co.uk	
Print Name:	
Address:	
Post Code:	
Telephone:	Email:
Organisation:	
Position in Organisation:	
Do you have any additional learner support needs? Eg. Hearing loop, dyslexia etc. - Please state: We will be in contact to establish your requirements.	
Course(s) you wish to attend	
Course Title:	Course Date:
Signed:	Date:
Please arrive early for registration to enable a prompt start. Light refreshments included. Our training sessions have been created for individuals, and members of Voluntary, Community & Faith Organisations, to give basic introductory awareness, & information on the course subject. A certificate of attendance will be issued at the end of each session.	
BPRCVS reserve the right to charge a £15.00 non attendance fee. You are advised to read our cancellation policy.	