

Training Directory



Salford
CVS

Training for the Voluntary and Community Sector Workforce

November 2011 - July 2012
Next issue April 2012

Issue 5

Introduction



Welcome to our 5th edition of the Salford CVS Training Directory.

We have extended the time period that this directory covers to nine months, instead of the previous three, to help you to schedule your training more easily over the coming year. We will issue an updated brochure in April but in the meantime you can find out about any new courses by signing up to our training mailing list.

You will also notice that we have changed the pricing of our courses to five price bands to reduce the cost for groups that have a low income. And we have made booking easier by making this electronic brochure interactive – each page now links directly to the training information on our website.

We are also offering a 10% discount for early bookings.

We have some exciting editions to our programme. Following the success of the first Masterclass that we ran last year, we will be repeating this training and will also be hosting a further two Masterclasses - all through our Quality Counts project. And we have new courses available such as Procurement training.

We hope that the training you find in this brochure will help you to develop as staff, trustees and volunteers over the coming year and to help you to strengthen your organisation during a difficult period for our Sector.

Best wishes

A handwritten signature in blue ink, appearing to read 'G. Lyne', is written on a white rectangular background.



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Business Planning Masterclass QC



Learn how to develop a useful business plan for your organisation

The aim of this course is

To develop the in-depth knowledge and skills needed to create and review business plans within voluntary & community organisations

This course will help you to

- Create or review your organisation's business plan and make it useful
- Practice and develop your skills in strategic thinking and planning for change within your organisation
- Use a range of practical business planning techniques

Feedback from a previous participant

"I thoroughly enjoyed it - timely, useful and packed full of examples of observations that I could relate to. It was great to get the book to back up the handouts"

Who should attend?

Managers, trustees, staff and volunteers who have a role in developing their business plans and need to know how to make their business plan a useful document for everyone in the organisation as well as other external stakeholders

Trainer profile

Author and consultant Alan Lawrie established Mellor Lawrie Management 15 years ago to offer high quality training to not for profit and public sector bodies dealing with a rapidly changing and challenging environment

Assessment and certification

A certificate of attendance will be awarded to each course participant.

Cost

FREE (cancellation fees apply).

Other information

You will take away the following FREE resources:

- *The Complete Guide to Business & Strategic Planning for Voluntary Organisations: 2007*, Alan Lawrie
- Business Plan template

Date, time & venue

Monday 28th November
2011
9.30am-4.30pm



Salford CVS Training Room,
M30 0FN

Child Protection & Safeguarding Awareness NLDC



Develop your awareness of safeguarding vulnerable children from abuse and harm

The aim of this 1 day course is
To provide basic awareness about safeguarding vulnerable children who may be at risk of abuse and harm.

This course will help you to

- Understand definitions of abuse and child protection, as well as signs and symptoms
- Know how to make a child protection referral
- Understand your responsibilities as a voluntary/community group
- Understand the responsibilities of other agencies in Salford
- Look at the Salford Safeguarding Standards and relate them to the activities of your voluntary/community group

Who should attend?

Staff, volunteers and trustees from all voluntary and community groups that work with children and young people in Salford.

Trainer profile

The course is delivered by a member of a VCO Safeguarding Training pool that has local commitment from Barnardo's, the NSPCC, Fairbridge, Salford SMART, Manchester Jewish Federation, Together Trust and Salford Foundation.

Assessment and certification

Each course participant will receive a certificate **verified by Salford's Safeguarding Children Board.**

Cost

FREE (cancellation fees apply)

Other information

Informal, friendly but challenging training for those who want to know more about child protection and safeguarding.

Dates, times & venues

Thursday 5th January 2012
9.30am - 4.30pm
Eccles Gateway
M30 0TU

[REGISTER NOW](#)

Wednesday 7th March 2012
9.30am - 4.30pm
Clifton Youth Centre
M27 8QL

[REGISTER NOW](#)

Saturday 19th May 2012
9.30am - 4.30pm
Walkden Methodist Church
M38 9AN

[REGISTER NOW](#)

Equality & Diversity Masterclass QC



Learn about your duties under the Equality Act and how to actively promote equality

The aim of this course is

To develop in-depth knowledge and skills which can be used to actively promote equalities within voluntary and community organisations

This course will help you to

- Develop an understanding of the diversity in Salford
- Effectively embed equalities into your policies and procedures using tools such as an Equality & Diversity Healthcheck and an Equality Impact Assessment
- Think about how to actively promote, via best practice, equality and diversity within your own organisation
- Understand your legal duties within the Equality Act including an awareness of all equality strands

Who should attend?

All staff, trustees and volunteers who want to gain an in-depth understanding about how to actively promote equalities and fulfil their legal obligations within their organisation

Trainer profile

William Chadwick is a specialist in equality laws, diversity issues and cultural awareness. From 1987 to 2000 he was Head of Training and Personnel for the Equal Opportunities Commission

Assessment and certification

A certificate of attendance will be awarded to each course participant.

Cost

FREE (cancellation fees apply).

Other information

You will take away the following FREE resources:

- ◆ An Equality & Diversity Policy template
- ◆ An Equality Impact Assessment template
- ◆ An Equality & Diversity Healthcheck template
- ◆ A 25 page booklet: The 10 things that go wrong with Equality & Diversity
- ◆ 6 Techniques for challenging unacceptable behaviour
- ◆ The A-Z of Equality & Diversity in the Voluntary Sector

Date, time & venue

Wednesday 2nd November 2011

9.30am - 4.30pm

Salford CVS Training Room,

The Old Town Hall, Eccles M30 0FN

[REGISTER NOW](#)

Introduction to Volunteering NLDC



Develop your Skills to become a successful Volunteer

The aim of this 1 day course is To provide participants with an in-depth knowledge of the volunteering process, including; the benefits of volunteering for you and the wider community and how to get the most out of any volunteering opportunity.

This course will help you to

- Understand the Purpose and Value of Volunteering
- Understand and Overcome any Barriers
- Develop Your Skills for Successful Volunteering
- Find out about Volunteering Opportunities and local Voluntary and Community Groups that you can get involved with

- Identify Your Strengths and your Opportunities for Development

Who should attend?

Anyone thinking about becoming a volunteering or those who have recently taken up a volunteer opportunity.

Trainer profile

This training will be led by members of Salford Volunteer Centre and trainers from Salford CVS.

Assessment and certification

A certificate of attendance will be awarded to each course participant.

Cost
FREE

Dates, times & venues

Monday 12th December 2011
9.30am - 4.00pm
Salford CVS Training Room, M30 0FN



Wednesday 25th January 2012
9.30am - 4.00pm
Pendleton Gateway, Salford M6 5FX



Wednesday 29th February 2012
9.30am - 4.00pm
Broughton Hub Centre, 48-50 Rigby Street,
Higher Broughton, Salford M7 4BQ



Monday 5th March 2012
9.30am - 4.00pm
Walkden Gateway M28 3EZ



Monday 23rd April 2012
9.30am - 4.00pm
Little Hulton Sure Start Children's
Centre M28 0BD



Wednesday 9th May 2012
9.30am - 4.00pm
Salford CVS Training Room, M30 0FN



Wednesday 13th June 2012
9.30am - 4.00pm
Pendleton Gateway, Salford M6 5FX



Intermediate Volunteering



ASDAN Level 2 Certificate in Community Volunteering (QCF)

The aim of this course is

To provide a means to recognise and accredit voluntary and community activities. You will complete most of this qualification in your volunteer organisation.

This course will help you to

Develop your volunteer skills by completing modules in understanding what volunteering is all about and carrying out a volunteering role, together with 6 modules from a choice of 26 including :

- ◆ Volunteering and customer care
- ◆ Listening skills for volunteers
- ◆ Time management and volunteering

Who should attend?

Anyone who actively volunteers for a community or voluntary organisation in Salford.

Trainer profile

This training is provided by Active Synergy.

Assessment and certification

This course is accredited. Each course participant will have the opportunity to achieve an ASDAN Level 2 Certificate in Community Volunteering (QCF).

The qualification must be the applicant's first or second Level 2 qualification and priority will be given to applicants without a full Level 2 qualification.

Cost

This course usually costs £400 but is currently FREE.

Other information

You will need to attend a short **introductory session** and an **initial training session**. The rest of the qualification is carried out in the place that you volunteer.

Dates, times & venue

Introductory session

Thursday 24th November 2011
5.00pm - 7.00pm
Salford CVS Training Room
The Old Town Hall, Eccles M30 0FN

Initial training session

Wednesday 7th December 2011
5.00pm - 7.00pm
Salford CVS Training Room
The Old Town Hall, Eccles M30 0FN



Monitoring & Evaluation Masterclass QC



Learn how to monitor and evaluate your activities effectively

The aim of this course is

To increase your understanding of the purpose, range, benefits and practical application of relevant monitoring and evaluation tools. This is an intermediate course.

This course will help you to

- Define what monitoring & evaluation is and why you should do it
- Understand the benefits including the service quality model
- Think about the purpose and value of participatory approaches
- Learn a range of practical techniques for participatory approaches including surveys, focus groups, events, feedback forms, interviews, case studies, visual art projects, mystery shoppers
- Design techniques for specific activities using an outcomes approach

Who should attend?

All staff, trustees and volunteers who want to gain an in-depth understanding about how to monitor and evaluate their organisation's activities effectively.

Trainer profile

Morag Rose has thirteen years experience as a community development worker and has supported a wide range of organisations to achieve their aims. She has PTTLS Level 4, is a Prince2 Practitioner, Social Enterprise Mentor and Collaboration Champion.

Assessment and certification

A certificate of attendance will be awarded to each course participant.

Cost

FREE (cancellation fees apply).

Other information

You will take away the following FREE resources:

- Monitoring & Evaluation templates
- Capturing Outcomes templates

Why do we need to monitor and evaluate?

- Help to achieve your planned outputs and outcomes
- Improve your ability to demonstrate what you have achieved to service users and funders
- Learn from what you are doing

Date, time & venue

Friday 9th December 2011
10.00am-4.00pm
Salford CVS Training Room,
M30 0FN

[REGISTER NOW](#)

Procurement in Salford



Increase your chances of submitting a successful bid

The aim of this course is

To ensure that service providers in Salford have the necessary information to make compliant bids and increase their chances of success.

This course will help you to

- ◆ Understand why we have procurement rules
- ◆ Where to Find Opportunities
- ◆ Understand the Procurement Process for Open and Restricted Bids
- ◆ Understand what Salford officers are looking for around Added Value
- ◆ Demonstrate the Value in Your Service
- ◆ Improve Your Chances of Success
- ◆ Avoid Common Mistakes that Prevent Success

Who should attend?

Anyone from Voluntary or Community Organisations who is responsible for preparing and submitting tenders

Trainer profile

Members of the CVS Management and Development Team who have procurement experience and have successfully tendered for partnership bids.

Cost

FREE (cancellation fees apply).

The training will be interactive and will allow you to consider the process from the viewpoint of the service provider and the commissioners

Dates, times & venue

Friday 18th November 2011

9.30am - 1.00pm



Tuesday 6th December 2011

1.00pm - 4.30pm



Salford CVS Training Room,
The Old Town Hall, Eccles M30 0FN

Quality Assurance for Development Workers



Learn how to advise and signpost the Voluntary & Community Sector on Quality

The aim of this course is
To improve the knowledge and skills
needed to support voluntary and
community groups with relevant quality
assurance systems

This course will help you to

- Understand the meaning of Quality Assurance for the voluntary & community sector
- Explore the range and relevance of quality assurance systems (including costs) for the sector
- Discuss the benefits of implementing a quality assurance system in a voluntary & community organisation
- Know the difference between self-assessment and external accreditation

Who should attend?

Development Workers and Community Development Workers from the Council, NHS and other infrastructure organisations who support or signpost voluntary and community groups who are interested in learning more about quality assurance.

Trainer profile

Donna Cottrell is a licensed PQASSO Mentor with experience of supporting groups to implement PQASSO, currently the most popular quality assurance system in the voluntary sector, within their organisation.

Assessment and certification

A certificate of attendance will be awarded to each course participant.

How to book

Contact Donna on 0161 787 7795 or email donna.cottrell@salfordcvs.co.uk

Other information

Why invest in quality?

- ◆ Demonstrate quality of service to funders
- ◆ Improve satisfaction of users, staff and volunteers
- ◆ Improve effectiveness and efficiency within your organisation

Dates, times & venues

Flexible: This 1.5 hour workshop can be delivered at your team meetings or to interested parties at a time and venue convenient to you.

Cost
FREE

Trustee Roles and Responsibilities

An Introduction NLDC



Ensure your role as trustee is effective and enjoyable

The aim of this 2 hour course is to give you information and to build up your confidence to ensure that your role as a trustee is effective and enjoyable.

This course will help you to

- Understand your role as a trustee
- Understand your responsibilities to your organisation
- Learn about tools you can use to make your role easier. Anticipate challenges that may arise
- Understand what to expect and also what should be expected of you

Who should attend?

Anyone who is new to being a trustee or is considering becoming a trustee.

Anyone who has been a trustee for some time but would like a refresher.

Trainer profile

Experienced trainers from the Salford CVS Development Team and Senior Management Team will deliver this course.

Assessment and certification

A certificate of attendance will be awarded to each course participant.

Course fees

Prices starting at £10 per person. Please see page 21 for more details.

Other information

As a trustee you will have the opportunity to make a positive difference and serve your local community, while exercising existing skills and developing new ones.

Dates, times & venue

Thursday 17th November 2011

[REGISTER NOW](#)

Thursday 19th January 2012

[REGISTER NOW](#)

Thursday 16th February 2012

[REGISTER NOW](#)

All courses from 6pm - 8pm at Salford CVS, The Old Town Hall, Eccles M30 0FN.

Trustee Training Advanced



Take advantage of this free and flexible elearning course

The aim of this elearning course is

To develop your skills in your role as a trustee.

The course modules are

- Elearning Induction
- All About Trusteeship
- All About Charities
- Leadership
- Roles and Responsibilities
- Complying with the Law
- Building an Effective Board
- Good Governance
- Business Planning
- Effective Trustee Meetings
- Financial Management
- Managing People
- Evaluation and Quality

Who should attend?

Anyone who is currently a trustee or who works with trustees in a voluntary or community organisation.

Trainer profile

This is a series of 12 online modules that you can access through any internet connection at a time and pace to suit you. They are easy to navigate and understand.

Assessment and certification

There is the opportunity to test yourself at the end of each module and a certificate of completion will be awarded to each course participant who passes.

Course fees

This is a free course that can only be accessed after attending the introductory course

Other information

This is a online course that can only be accessed after attending the introductory course.

Dates, times & venues

'Trustee Roles and Responsibilities' on page 10.
The course will be learner paced and the arrangements will be confirmed during the introductory course.

Understand the law and good practice as it effects volunteering

The aim of this course is

To cover key aspects of volunteering law. It will be delivered in an informative and interactive way.

This course will help you to

- Understand how the law applies to your volunteers
- Develop Safety and Security knowledge
- Understand Data Protection and the Human Rights Act
- Identify Discrimination and Harassment
- Learn about Benefits and Tax

Who should attend?

Staff, trustees and volunteers who have the responsibility of managing volunteers for voluntary and community sector organisations that are active in Salford.

Trainer profile

Neil Irving is a consultant and trainer who has worked with voluntary and community organisations for over 15 years.

Assessment and certification

A certificate of attendance will be awarded to each course participant.

Course fees

Prices start at £30 per person. Please see page 21 for more details.

Other Information

“The quality of the trainers knowledge was excellent”

“Tutor is incredibly knowledgeable on aspects of the law. Able to clear up queries and myths regarding volunteering.”

Dates, times & venues

Tuesday 24th January 2012
9.30am - 4.30pm



Wednesday 20th June 2012
9.30am - 4.30pm



Salford CVS Training Room
M30 0FN

An introduction to Volunteer Management for Faith & BME Groups

The aim of the course is
To help you to understand Best
Practice in Volunteer Management.
We will look at the 5 stages needed to
create a successful Volunteer
Programme:- Planning; Recruiting;
Supporting, Developing & Evaluating

This course will help you to

- ◆ Create a high quality Volunteer Programme
- ◆ Develop your volunteering opportunities
- ◆ Explore tried and tested methods to attract and retain a diverse group of volunteers
- ◆ Keep your volunteers motivated
- ◆ Evaluate your success

Who should attend?
Anyone from a Community or Voluntary group new to Volunteer Management or those wanting to refresh their knowledge and practice.

Trainer profile
This training will be led by members of Salford Volunteer Centre and trainers from Salford CVS.

Assessment and certification
A certificate of attendance will be awarded to each course participant.

Course fees
Prices start at £30 per person. Please see page 21 for more details.

Evaluations from previous Volunteer Management Training

“I found the course perfect for the job I am currently undertaking. It focused on all the things that I need to think about in my role”

“One of the best courses I have been on”

Dates, times & venues

Wednesday 28th March 2012

9.30am - 4.00pm

Salford CVS Training Room, The Old Town Hall, Eccles M30 0FN

[REGISTER NOW](#)

An introduction to Volunteer Management for Community Sport Groups

The aim of the course is
To help you to understand Best
Practice in Volunteer Management.
We will look at the 5 stages needed to
create a successful Volunteer
Programme:- Planning; Recruiting;
Supporting, Developing & Evaluating

This course will help you to

- ◆ Create a high quality Volunteer Programme
- ◆ Develop your volunteering opportunities
- ◆ Explore tried and tested methods to attract and retain a diverse group of volunteers
- ◆ Keep your volunteers motivated
- ◆ Evaluate your success

Who should attend?

Anyone from a Community or Voluntary group new to Volunteer Management or those wanting to refresh their knowledge and practice.

Trainer profile

This training will be led by members of Salford Volunteer Centre and trainers from Salford CVS.

Assessment and certification

A certificate of attendance will be awarded to each course participant.

Course fee

Prices start at £30 per person. Please see page 21 for more details.

Evaluations from previous Volunteer Management Training

“Handouts were great and sharing info was really helpful”

“Feel more confident now and I will use the knowledge in my work”

Dates, times & venues

Wednesday 23rd November 2011

9.30am - 4.00pm

Salford CVS Training Room, The Old Town Hall, Eccles M30 0FN

[REGISTER NOW](#)

An introduction to Volunteer Management for Community Groups

The aim of the course is
To help you to understand Best
Practice in Volunteer Management.
We will look at the 5 stages needed to
create a successful Volunteer
Programme:- Planning; Recruiting;
Supporting, Developing & Evaluating

This course will help you to

- ◆ Create a high quality Volunteer Programme
- ◆ Develop your volunteering opportunities
- ◆ Explore tried and tested methods to attract and retain a diverse group of volunteers
- ◆ Keep your volunteers motivated
- ◆ Evaluate your success

Who should attend?

Anyone from a Community or Voluntary group new to Volunteer Management or those wanting to refresh their knowledge and practice.

Trainer profile

This training will be led by members of Salford Volunteer Centre and trainers from Salford CVS.

Assessment and certification

A certificate of attendance will be awarded to each course participant.

Course fee

Prices starting at £32 per person. Please see page 21 for more Details—please note that prices increase from 1st April 2012.

Evaluations from previous Volunteer Management Training

“Course was very good, informative and I would recommend it to my colleagues”

“Very good training. Thanks “

“Really insightful”

Dates, times & venues

Wednesday 27th June 2012

9.30am - 4.00pm

Salford CVS Training Room
The Old Town Hall, Eccles, M30 0FN

[REGISTER NOW](#)

Salford CVS Training Calendar



Course	Date	Time	Course fee
November 2011			
Equality and Diversity	2nd November 2011	9.00am - 5.00pm	Free
Trustee Training	17th November 2011	6.00pm - 8.00pm	Half day fee
Volunteer Essentials	23rd November 2011	9.00am - 5.00pm	Free
Business Planning	28th November 2011	9.00am - 5.00pm	Free
December 2011			
Monitoring & Evaluation	9th December 2011	9.00am - 5.00pm	Free
Introduction to Volunteering	12th December 2011	9.30am - 4.00pm	Free

Please see page 21 for course fees and cancellation policy*

Salford CVS Training Calendar



Course	Date	Time	Course fee
January 2012			
Child Protection and Safeguarding Awareness	5th January 2012	9.30am - 4.30pm	Free
Trustee Training	19th January 2012	6.00pm - 8.00pm	Half day fee
Volunteers and the Law	24th January 2012	9.30am - 4.30pm	Full day fee
Introduction to Volunteering	25th January 2012	9.30am - 4.00pm	Free
February 2012			
Trustee Training	16th February 2012	6.00pm - 8.00pm	Half day fee
Introduction to Volunteering	29th February 2012	9.30am - 4.00pm	Free

Please see page 21 for course fees and cancellation policy*

Salford CVS Training Calendar



Course	Date	Time	Course fee
March 2012			
Introduction to Volunteering	5th March 2012	9.30am - 4.00pm	Free
Child Protection and Safeguarding Awareness	7th March 2012	9.00am - 5.00pm	Free
Volunteer Essentials	28th March 2012	9.00am – 5.00pm	Full day fee
April 2012 *Price increases apply*			
Introduction to Volunteering	23rd April 2012	9.30am - 4.00pm	Free
May 2012			
Introduction to Volunteering	9th May 2012	9.30am - 4.00pm	Free
Child Protection and Safeguarding Awareness	19th May 2012	9.30am - 4.30pm	Free
June 2012			
Introduction to Volunteering	13th June 2012	9.30am - 4.00pm	Free
Volunteers & the Law	20th June 2012	9.30am - 4.30pm	Full day fee
Volunteer Essentials Community Organisations	27th June 2012	9.00am - 5.00pm	Full day fee

Please see page 21 for course fees and cancellation policy*

How to book



Book Online

The fastest way to book your place is by visiting the training sector of our website www.salfordcvs.co.uk/training and clicking on the '**Register Now**' button that appears at the bottom of the each course page.

If you are reading this training directory on your computer screen then you can simply click on Register Now box at the bottom of each page to be taken straight to the relevant page on the website. **You don't need to pay online** – we will post an invoice out to you once the training has taken place.

Once you have registered, you will immediately receive an email to confirm your registration and a second email confirming your booking will be sent one week prior to the training date. Please read the course details carefully and ensure that all learners are informed of these.

Help with Booking

We're here to help. If you have any queries or need some additional help with booking please contact us on 0161 787 7795.

Book by Post or Email

You can complete and send a copy of the booking form, to our Admin Team by post to the address on the back of this directory or by email to training@salfordcvs.co.uk

A booking form is printed on page 20 but if you are reading this on your computer, you can [click here](#) to download an electronic copy.

Once you have registered, you will receive an email to confirm your registration and a second email confirming your place will be sent one week prior to the training date.

Please read the course details carefully and ensure that all learners are informed of these.

Book Early – and receive a 10% discount

All bookings that are received more than 21 days in advance will receive a 10% discount.

Please note that the prices for our training will rise in April 2012. Details can be found on our website at www.salfordcvs.co.uk/booking

Salford CVS Training Course Booking Form



Course Name			
Course Date			
Delegate Name(s)			
Organisation			
Organisation Address			
Telephone		Email	
Charging Tariff (Please ignore this box if the course is free.)	<input type="checkbox"/> Band A – Salford CVS Member organisation with income up to £10k per annum <input type="checkbox"/> Band B – Salford CVS Member organisation with income up to £100k per annum <input type="checkbox"/> Band C – Salford CVS Member organisation with income up to £1 million per annum <input type="checkbox"/> Band D – Salford CVS Member organisation with over £1 million per annum <input type="checkbox"/> Band E – Any third sector non-CVS Member and Statutory/Public Sector		
Please advise of any support needs (e.g. wheelchair access, hearing loop.)			
Any other relevant information			
How did you hear about this training course?	<input type="checkbox"/> Website <input type="checkbox"/> Paper brochure <input type="checkbox"/> Mailing <input type="checkbox"/> CVS Development Worker <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other.....		
Please tick this box <input type="checkbox"/> if you would like to join our training mailing list			

Charges and Cancellations



Charging Tariff

Band	Band details	Up to ½ day course	Full day course
A	Salford CVS Member organisation with income up to £10k per annum	£10.00	£30.00
B	Salford CVS Member organisation with income up to £100k per annum	£20.00	£60.00
C	Salford CVS Member Organisation with income up to £1million per annum	£30.00	£90.00
D	Salford CVS Member Organisation with over £1million per annum	£40.00	£120.00
E	Any third sector non-CVS Member and Statutory/Public Sector	£50.00	£150.00

Important note: Prices are subject to change after April 2012.

An early booking discount of 10% applies when you book 3 weeks in advance (on the basis of the receipt of booking).

Please note that lunch will not be included for any of the training courses, unless otherwise stated.

For courses which are especially in demand, organisations will be offered a maximum of 2 places per course.

Cancellation

If you are unable to attend you may delegate a colleague to attend in your place and you will not be charged a cancellation fee.

Bookings that are cancelled with more than 4 weeks notice will not be charged.

Bookings that are cancelled with more than 3 weeks notice will be invoiced for 25% of the course fee.

Bookings that are cancelled with more than 2 weeks notice will be invoiced for 50% of the course fee.

Bookings that are cancelled with more than 1 weeks notice will be invoiced for 75% of the course fee.

Bookings that are cancelled with less than 1 weeks notice will be invoiced for the full course fee.

A charge of £30.00 will be made for learners who have booked a free place which is then cancelled with less than 7 days' notice.

Salford CVS Membership

Membership is free of charge and will enable you to receive subsidised training and learning opportunities.

For a full list of membership benefits, current services and a Membership Application Form please contact our Admin Team on 0161 787 7795 or email office@salfordcvs.co.uk

Training Mailing List

Funding



Subscribe to our training mailing list and the information about Salford CVS courses will be sent directly to you!

You will be kept up to date about training and you will also receive updates and special offers from Salford CVS.

This free service is easy to join, simply send an email to training@salfordcvs.co.uk asking for your email address to be added to the mailing list. Alternatively, you can subscribe online at through our website by clicking [here](#)

We are able to offer some of the training in this directory is free of charge or at reduced rates thanks to the support of the NLDC (Neighbourhood Learning in Deprived Communities) fund and through our Quality Counts (QC) project.

NLDC Funding

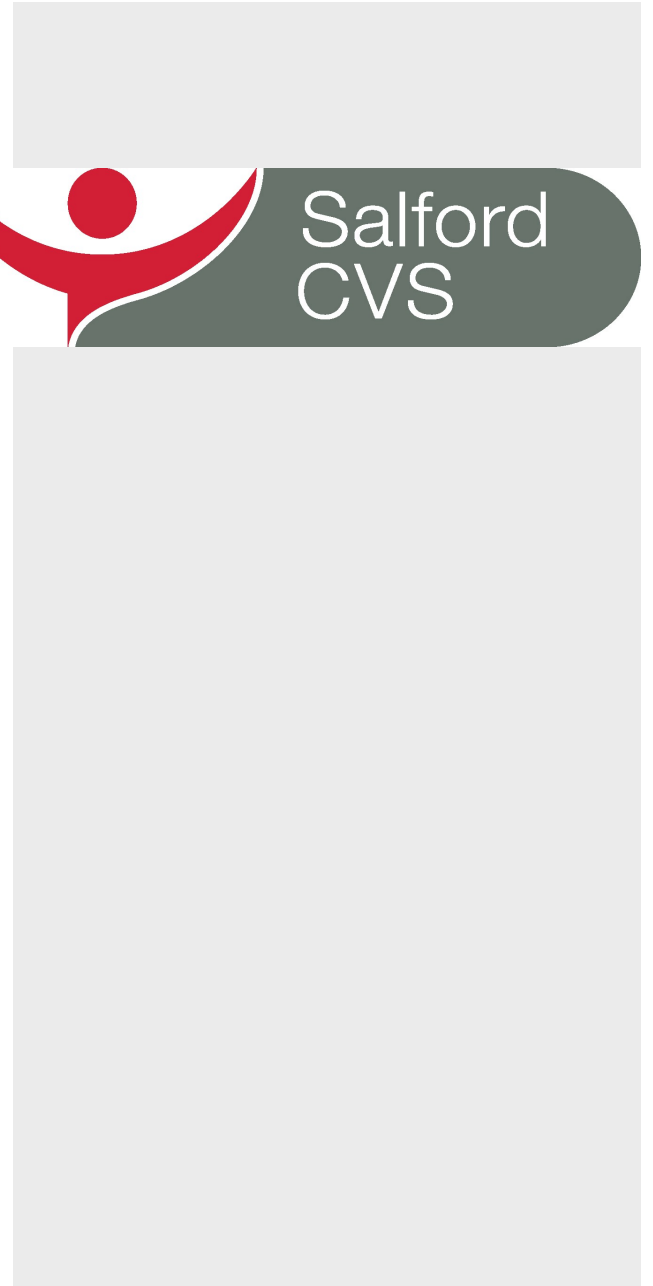
Please note that in order to access the funding for NLDC training we need to ask all learners to show the tutor some form of identification at the beginning of the training day.

This information is not copied or stored in any way and there is a wide range of evidence of identity that can be used. Details will be sent in your booking confirmation email. If you have any questions about this please contact us.

If you do not bring your identification with you on the day of the course you will be given 7 days to provide this or a £30.00 cancellation fee will be charged.



Salford
CVS





Salford
CVS

Salford CVS
The Old Town Hall
5 Irwell Place
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