



---

# Training and Learning

---

at the Albany Centre

Preparing you for  
the challenges ahead

**September  
- December 2010**

The logo features a stylized red square with a white 'a' shape inside, followed by the text "the albany" in a bold, sans-serif font. Below this, "Learning and Conference Centre" is written in a smaller, red, sans-serif font.

A Learndirect Scotland branded learning centre



# Training courses

## PROJECT MANAGEMENT

### Introduction to project management

Tuesday 26th October '10

(This course is being run in partnership with SCVO)

Project management is one of the best methods of managing an organisation in today's environment of short term funding regimes. Used properly it maximises the organisation's effectiveness using a complex mix of hard and soft management skills. This course will investigate the best method of planning, organising and controlling your project(s) and equip you with the necessary tools to manage effectively.

Trainer: Steve Brown COSTS: £145 M, £195 NM

### Being an effective partner

Wednesday 24th November '10

You can't always choose your partners, but can you work more effectively with them? This course will explore how to get more out of partnership working. Discover tips and techniques to help realise added value for your organisation.

Trainer: Steve Brown COSTS: £115 M, £165 NM

## PEOPLE MANAGEMENT

### New to managing

Monday 20th September '10

This course will help new managers and supervisors understand their role as first line managers, introduce a number of key functions and tasks of first line managers, explore basic skills required, consider participant's management styles and attitudes to management and allow them to begin planning for their own ongoing development needs.

Trainer: Joette Thomas COSTS: £145 M, £195 NM

### Developing leadership skills

Monday 4th and Tuesday 5th October '10

Are you expected to support your organisation through change? Do you want to build a participative management culture and explore how to lead rather than manage initiatives with other organisations? Then this course is for you! It includes personal exercises and activities which will help to develop leadership skills.

Trainer: Steve Brown COSTS: £250 M, £300 NM

### Managing people (ILM endorsed course)

Tues 19th & Wed 20th October,  
Tues 9th & Wed 10th November  
& Wed 1st December '10

Over five days you will explore almost all aspects of managing people, from the essentials of employment law to key interpersonal skills. Participation on this course is a must for the manager who wants to get the best from their team.

Trainers: Linden Stables and Angela Evans COSTS: £900 M, £1000 NM  
All days 9.00am - 4.30pm

### Handling difficult situations

Thursday 21st October '10

Become more confident in handling the difficult situations that arise when working with people in the workplace; including conflict of ideas, clashes of personalities, aggressive behaviour and co-operative behaviour. An interactive course with time for personal reflection, discussion and analysing case studies.

Trainer: Angela Gribben COSTS: £115 M, £165 NMM

### Supporting and supervising staff

Thursday 28th October '10

This course covers the meaning, purpose and function of supervision, plus models and systems for supervision, drawing up supervision contracts, styles of supervision, problems that may arise and the skills needed by a supervisor.

Trainer: Linden Stables COSTS: £145 M, £195 NM

### Experienced supervision practice

Monday 22nd November '10

This one day course is for those with over 2 years experience of supervising people who now want to learn how to use supervision to manage employees over time and during change. The course can include developing alternative supervisory systems.

Trainer: Duncan Wallace COSTS: £145 M, £195 NM

### Staff appraisal

Thursday 25th November '10

This one day course will assist participants build confidence and skill in key elements of their appraisal activities such as performance review, delivering helpful feedback, encouraging high-performance climates and developing staff. The course will be helpful to those wishing to reflect on their current thinking and appraisal practice and those new to staff appraisal.

Trainer: Linden Stables COSTS: £145 M, £195 NM

### Managing challenging situations

Thursday 2nd December '10

This course has been designed for supervisors, team leaders and managers. It is an interactive course that aims to develop the skills required to manage the challenges of people management. Typically we look at strategies for managing the person who under performs; managing emotions in highly charged situations; giving feedback and direction; managing conflict in teams and asserting the right to manage with confidence.

Trainer: Angela Gribben COSTS: £145 M, £195 NM

Use your *Individual Learning Account* for GCVS courses and qualifications.

If you have an income of less than £22,000 per year or you are on benefits, you can get financial help towards training.

For more information, visit: [www.ilascotland.org.uk](http://www.ilascotland.org.uk)



## FULL COST RECOVERY

**Full cost recovery: concepts and workshop**  
(This course is being run in partnership with SCVO)

### Full cost recovery: concepts

9.30am - 12.30pm Tuesday 23rd November '10

This session will cover the concepts of full cost recovery as applicable to the costing of services and projects within the voluntary sector.

### Full cost recovery: workshop

9.30am - 12.30pm Tuesday 30th November '10

Building on the concepts discussed in session 1, this part of the course takes participants into the practical application of FCR through a series of exercises designed to ensure that they can apply this technique to their own organisation. It will also review practical examples using data supplied by the participants (if provided).

Trainer: David Egdoll

COSTS: £108 M, £165 NM

**This is a 1 day course run over 2 half day sessions.**

## WORK SKILLS AND PERSONAL EFFECTIVENESS

### Effective communication

Thursday  
9th September '10

If you are responsible for staff, volunteers or building relationships in partnership working projects in today's fast paced environment, effective communication skills are essential. This course emphasises specific tools and techniques for improving listening skills, delivering effective messages and bridging different communication styles. This course helps develop the "communications agility" needed to handle interpersonal interactions with a variety of people.

Trainer: Angela Gribben

COSTS: £115 M, £165 NM

### Report writing

Friday 17th September '10

This course helps you to approach report writing as a challenge rather than a chore, and gives you the skills and techniques to produce clear, readable reports. We look at getting clear about what is needed, getting organised and getting going. Explore lots of techniques to help overcome writers block.

Trainer: Angela Gribben

COSTS: £115 M, £165 NM

### Assertiveness and confidence building

Wednesday  
29th September '10

This interactive course is designed to help people handle others in a confident and assertive manner. It is for people who feel they don't always stand up for themselves or their point of view, and for those who feel uncomfortable or "it comes out all wrong" when they speak out in certain situations. In this course delegates learn how to put their views across without being aggressive or offensive and how to respect their rights and those of others.

Trainer: Angela Gribben

COSTS: £115 M, £165 NM

### Handling difficult situations

Thursday  
21st October '10

Become more confident in handling the difficult situations that arise when working with people in the workplace; including conflict of ideas, clashes of personalities, aggressive behaviour and co-operative behaviour. An interactive course with time for personal reflection, discussion and analysing case studies.

Trainer: Angela Gribben

COSTS: £115 M, £165 NM

### Minutes made simple

Friday 5th November '10

This is a practical skills development workshop for anyone who has to take minutes at meetings. This session will help you develop skills that will make the task of taking minutes easier. You will get help in deciding what to include and what to leave out of your minutes and how to deal with jargon in meetings. There will be ideas on how to lay out your minutes and how to write them up.

Trainer: Angela Gribben

COSTS: £115 M, £165 NM

### Positive presentations

Thursday  
11th November '10

A one day course that is essential for anyone who has to make formal presentations as part of their work. On completing the coursework you will be able to understand how to plan and prepare a formal presentation and use the skills and knowledge gained to deliver a formal presentation.

Trainer: Angela Gribben

COSTS: £115 M, £165 NM

### Time management

Thursday 18th November '10

**(This course is being run in partnership with SCVO)**

See what you can achieve through effective time management, with methods for analysing how you use your time and for prioritising your activities and tasks. Participants will also identify their own major "time-stealers" at work and identify actions to overcome them.

Trainer: Angela Gribben

COSTS: £108 M, £165 NM

## MARKETING

### Marketing for voluntary organisations

Friday 17th December '10

For voluntary organisations every penny is vital and the marketing and promotions budget is often less than it should be. So - how do you promote yourself on very limited resources? This course will help you to identify your core messages and impress your core markets, for as little cost as possible. We'll look too at brand-building on limited resources, local media campaigns and other free publicity, using email and internet, hosting events on a shoestring, getting the best value from print materials, and some marketing dos and don'ts.

Trainer: John Robertson

COSTS: £115 M, £165 NM

## FUNDING ISSUES

### Funding: securing and delivering on it

Thursday  
30th September '10

This course will equip you with the knowledge and skills to make effective and successful funding applications - from fundamental requirements through to articulating your proposals and delivering successful projects.

Trainer: Alan Bigham

COSTS: £115 M, £165 NM

### Helpful hints and tips for writing funding applications

Monday 1st November '10

Ever thought you could do with a helping hand when it comes to writing funding applications? Well this workshop could be for you! Our resident expert will give advice about what to think about when developing and writing funding applications and some of the common pitfalls to avoid. You'll leave this workshop with lots of practical tips to put into practice for yourself!

Trainer: GCVS trainer

COSTS: £25 M, £50 NM

Half-day course 10.00am - 12.00pm

## BUDGETING / ACCOUNTING

### Introduction to Sage Line 50

Friday 1st October '10

This is for those who are new to using Sage Line 50 or are considering purchasing it. The course is a basic introduction and covers topics such as setting program defaults, setting up customer and supplier accounts, inputting opening balances, customising the nominal ledger, producing the trial balance, processing credit and cash transactions, producing various reports etc. The course will also take a brief look at financial and management information that can be produced by Sage and discuss more advanced features that future courses may cover.

Trainer: David Egdoll

COSTS: £120 M, £170 NM

### Basic bookkeeping

Thursday 4th November '10

One of the most important parts of an organisation is to be accountable for the organisation's resources. This practical workshop will explore methods of keeping records of transactions in a straightforward, easily understood manner.

Trainer: David Egdoll

COSTS: £115 M, £165 NM

### Effective budgeting

Wednesday  
17th November '10

This course aims to introduce participants to good practice models in key areas of administering and reporting finances, with an opportunity to practice selected models. It aims to broaden participant understanding of managing budgets by introducing ideas that are currently unfamiliar.

Trainer: David Egdoll

COSTS: £115 M, £165 NM

### Intermediate Sage Line 50

Thursday 9th December '10

Building on the Introduction to Sage course delegates will learn how to use VAT principles to generate VAT returns, produce bank reconciliations and produce a variety of reports such as budget reports and profit and loss accounts to aid management reporting.

Trainer: David Egdoll

COSTS: £120 M, £170 NM

## PROTECTION

### Child protection awareness raising session

Thursday  
7th October '10

This half day information session will raise awareness of child protection issues. It will ensure that participants can identify concerns about the welfare of children and know what action to take regarding these concerns.

Trainer: Frieda Park

COSTS: £65 M, £105 NM

Half-day course 9.30am – 12.30pm

### Protection of Vulnerable Groups (changes to the Disclosure Scotland system)

Wednesday 27th October 10

In 2010 there will be changes to the Disclosure system for those working with anyone who is considered to be a vulnerable adult and for those working with children. This session will equip you with all you need to know about the new legislation, what your responsibilities are as an employer, what your responsibilities are as an individual and what you should do to ensure that your organisation and your employees comply with the new regulations.

Trainer: Iona Macaulay

COSTS: £25 M, £30 NM

Half-day course 10.00am – 12.00pm

## INFORMATION TECHNOLOGY

### Intermediate Microsoft Excel

Tuesday 14th September '10

(This course is being run in partnership with SCVO)

For people who have some knowledge of Microsoft Excel and who want to develop more skills. Through a series of exercises, participants will learn how to format cells, manage worksheets, use formulas and functions, create charts and much more.

Trainer: Kate McGarrigle

COSTS: £120 M, £170 NM

### Photoshop basics

Tuesday 21st September '10

Aimed at people with little or no experience of Adobe Photoshop, we will explore the basic principles behind image manipulation and work practically with your images to put those principles to work.

Trainer: Rachel Jury

COSTS: £120 M, £170 NM

### Introduction to Microsoft Access

Tuesday 5th October '10

(This course is being run in partnership with SCVO)

This course is offered to people who may have little or no knowledge of Microsoft Access (Database). Through a series of exercises, participants will learn about designing databases, queries and reports.

Trainer: Kate McGarrigle

COSTS: £120 M, £170 NM

### InDesign basics

Wednesday 3rd November '10

This course is aimed at people with little or no experience of Adobe InDesign and participants will explore the basic principles behind desktop publishing and work practically with projects from newsletters, to posters to reports.

Trainer: Rachel Jury

COSTS: £120 M, £170 NM

### Microsoft Publisher

Tuesday 9th November '10

For people who may have little or no knowledge of Microsoft Publisher. Through a series of exercises, participants will learn how to create professional looking publications and marketing material.

Trainer: Kate McGarrigle

COSTS: £120 M, £170 NM

### Intermediate Microsoft Access

Tuesday 7th December '10

(This course is being run in partnership with SCVO)

This course is offered to people who have some knowledge of Microsoft Access and want to develop more skills. Through a series of exercises, participants will learn how to edit data, run advanced queries, forms, reports and much more.

Trainer: Kate McGarrigle

COSTS: £120 M, £170 NM

## THE TRAINING ACCORD GROUP

The Training Accord Group



### The Training Accord Group

The Training Accord Group (TAG) is a Supporting Voluntary Action project, funded until 2012. TAG works with and for the CVS and Volunteer Centre networks to provide low cost, accredited training and to train and support Interface staff to develop and deliver their own training.



### Recruiting and supporting Trustees

**Tuesday**  
7th September '10

This course is suitable for anyone who has a role in the recruitment and support of Trustees to their Management Committee/Board and will provide participants with knowledge and understanding of the requirements of effective recruitment strategies, the knowledge needs of Trustees when joining a Management Committee/Board and the ongoing support structures that should be in place for Trustees.

Trainer: TAG trainer **COSTS: £115 M, £165 NM**

### Scottish Charity Accounting Requirements

**Monday**  
15th November '10

This half day course is suitable for anyone who has a responsibility for the finances of a Scottish charity including Trustees, staff and auditors / independent examiners. The course will cover:

- The Charities Accounts (Scotland) 2006 Regulations
- The requirements for preparing accounts on a receipts and payments basis
- An exercise in preparing receipts and payments accounts
- External scrutiny of accounts

Trainer: TAG trainer **COSTS: £65 M, £105 NM**  
Half-day course 9.30am – 12.30pm

### Duties of Trustees under OSCR

**Friday**  
3rd December '10

This course is suitable for anyone who has responsibility for the management or control of a charitable organisation particularly Trustees, Management Committee members and Directors and will provide participants with the knowledge and understanding of -

- The Charity & Trustee Investment (Scotland) Act 2005
- The responsibilities that the Act places on Charity Trustees

Trainer: TAG trainer **COSTS: £65 M, £105 NM**  
Half-day course 9.30am – 12.30pm

## HEALTH AND SAFETY

### NaRS (National Rescue Standards) First Aid for Appointed Persons

**Wednesday**  
8th September '10

At the end of this course candidates will be able to act as an appointed person and take charge of first aid arrangements in the event of an emergency until the arrival of a fully qualified First Aider. A NaRS certificate will be awarded after successful completion of practical requirements and an end of course worksheet.

Trainer: Jacqui Tough **COSTS: £80 M, £105 NM**  
Half-day course 9.00am – 1.00pm

### Risk Assessment

**Wednesday 6th October '10**

An essential course aimed at people who have to consider risks not only to themselves but others as part of their work role. At the end of the course you will be able to identify, minimise and record risks in the workplace.

Trainer: Jacqui Tough **COSTS: £65 M, £105 NM**  
Half-day course 9.30am – 1.30pm

### REHIS Elementary Certificate in Health & Safety

**Monday 25th October '10**

This course is certified by the Royal Environmental Health Institute of Scotland providing basic Health & Safety awareness for all levels of staff. This nationally recognised certificate requires successful completion of a short multiple-choice examination at the end of the course. Individual participants are welcome as are block-bookings from organisations who wish to utilise the course as part of an induction programme.

Trainer: Jacqui Tough **COSTS: £80 M, £100 NM**  
Full-day course 9.00am - 5.00pm

### Introduction to managing Health & Safety in the voluntary sector

**Tuesday**  
16th November '10

A one-day course for those new to managing Health & Safety covering

- principles behind Health & Safety
- legal rights and responsibilities
- issues for the voluntary sector
- '5 steps' to risk assessment
- requirements of a Health & Safety policy and statement
- fostering a positive Health & Safety culture.

Trainer: Jacqui Tough **COSTS: £145 M, £195 NM**



## COURSE TIMES

All courses run over a full day (9.30am – 4.30pm), unless otherwise stated.

## COST KEY

**M** GCVS Member organisation  
**NM** Non-member organisation

## EVALUATING YOUR WORTH

# Social Return On Investment

Developing your evaluation methods

## SROI gives you the tools to tell your organisation's story

Social Return On Investment (or SROI) is a new and very specific way of evaluating the impact and worth of organisations. It uses monetary values to measure change in ways that are relevant to the people who benefit or contribute to it. The GCVS SROI programme is designed to lead participating organisations through a series of training workshops (along with homework and coaching) so that participants can learn to apply SROI techniques to improve their own organisation. The pace and coaching in the programme is designed to be flexible to the needs of individual organisations.

**Understand** SROI evaluation and how it works. **Be able** to apply SROI principles and practices. **Learn** how to use SROI processes. **Improve** your organisation's evaluation processes. **Identify** ways to use SROI to measure key indicators. **Share** strategies for capturing the story of change. **Apply** monetary value in evaluation.

**To get the best from this programme, organisations are encouraged to send two participants at management / development worker level who can work together in implementing the learning.**

<b>Day 1</b>	Wednesday 22nd September '10
<b>Day 2</b>	Wednesday 6th October '10
<b>Surgeries</b>	Tuesday 26th October '10
<b>Day 3</b>	Wednesday 10th November '10
<b>Surgeries</b>	Tuesday 23rd November '10
<b>Day 4</b>	Wednesday 8th December '10
<b>Day 5</b>	Wednesday 10th January '11

**Costs:** The costs for this programme are being supported by Glasgow Community Planning Partnership, creating a generous bursary scheme. Some of the bursary is being allocated to the entire programme, which means that no organisation will pay more than £1000 for their two places. Further discounts of between £250 to £750 will be allocated towards the cost of the programme, using a simple formula that takes into account your organisation's turnover, staffing levels etc. For further information, email organiser:

[simonmalzer@phonecoop.coop](mailto:simonmalzer@phonecoop.coop)

**Times:** 9.30am - 4.40pm (surgery times to be advised)

**Trainers:** Duncan Wallace and Simon Malzer



## GOVERNANCE / CHARITY / LAW

### Making Governance meaningful Friday 29th October '10

This session aims to bridge the gap between governance theory and day-to-day board responsibilities and activity. Building on the responsibilities under company and charity law it will provide your board members with practical suggestions to ensure robust and effective governance.

**Trainer:** Alan Bigham

**COSTS:** £115 M, £165 NM

### How to become a charity Monday 29th November '10

Are you thinking of becoming a Charity? This participative workshop will demystify the world of OSCR and Charity Regulation whilst practically working through the relevant paperwork to help you make a successful application first time! It will also outline some of the pros and cons of opting for Charitable Status. Please bring along your current governing document with you to the session.

**Trainer:** GCVS trainer

**COSTS:** £25 M, £50 NM

**Half-day course 10.00am – 12.00pm**

### What's New in Employment Law? Tuesday 2nd November '10

Keeping up to date with employee rights and employers' responsibilities is important, but can be difficult due to the breadth and frequency of changes. This session, aimed at managers and Board members, will cover recent and forthcoming changes to employment law coming through legislation and case law decisions, and will focus on the areas which will have the most impact on employers in the sector on a day to day basis including: • The new Equality Act 2010 • Protection of Vulnerable Groups (Scotland) Act • The right to request time off for study or training • Changes to family-related leave • Holidays and sick pay.

**Trainer:** Linden Stables

**COSTS:** £65 M, £105 NM

**Half-day course 10.00am – 1.00pm**

### How to become a Company Limited by Guarantee Tuesday 14th December '10

This 2 hour workshop will give you tips and hints for getting the complex world of Incorporation right the first time. It will guide you through notifications with OSCR, the transferring of assets process, TUPE as well as making sure that your governing documents allow all of this to happen!

**Trainer:** GCVS trainer

**COSTS:** £25 M, £50 NM

**Half-day course 10.00am – 12.00pm**

## FACILITATION / TRAINING SKILLS

### Facilitation skills Monday 13th and Wednesday 15th December '10

**(This course is being run in partnership with SCVO)**

Do you have to facilitate group processes at work? This two-day course offers a unique opportunity to experiment, explore and sharpen your group dynamic and facilitation skills. You will learn about different facilitation techniques and models applicable to a variety of work in management situations.

**Trainer:** Joette Thomas

**COSTS:** £220 M, £270 NM

### Training for Trainers Monday 13th and Thursday 16th September '10

On this course participants will learn how to put together training courses and workshops by examining the role of the trainer and looking particularly at the knowledge, skills and qualities of a trainer. Participants will also look at planning and preparing training sessions / courses. This course is ideal for those new to the training role, or those who are interested in training and can provide underpinning knowledge for the Learning and Development SVQ Level 3. This course can also be a taster for the PDA: Diploma in Training and Development.

**Trainer:** Ruth Farquharson

**COSTS:** £250 M, £300 NM

**Full-day course 10.00am – 4.00pm**

# Scottish Vocational Qualifications (SVQs)



## Accredited SVQ training from GCVS at reasonable costs

Scottish Vocational Qualifications, or SVQs, are nationally recognised, work-based certificates of vocational education. They are based on standards of competence that describe a candidate's ability to work in *real* conditions. So having an SVQ is confirmation that a person is competent to the standards on which the SVQ is based.

### The benefits of completing an SVQ with GCVS:

- No minimum entry or age limits
- Candidates' needs addressed individually
- Workshops provided for induction and support
- Candidates supported by their assessor all through their SVQ
- Online learning through our website-based Learning Assistant

#### Online Learning with GCVS

Many of the GCVS SVQ and other qualifications are now available as an e-learning option. Contact [ruth.farquharson@gcvs.org.uk](mailto:ruth.farquharson@gcvs.org.uk) for details.

## All of our SVQ staff are Enhanced Disclosure checked.

“ The GCVS SVQ Centre is excellent. Over the years the Elpis Staff in both our Services have become qualified to meet the criteria for Scottish Social Services Council registration. The wide range of SVQ courses available would meet the needs of any Provider in the social care field. The training is well organised and delivered to meet the needs of all the Candidates.

**Joyce Campbell, Services Manager, Elpis Trust**

“ The strength of this team comes from their experience with the range of awards offered by the centre, their attention to detail in assessment and the high quality of training and support to candidates.

**SQA External Verifier report 2010**

### Expert advice to help you decide

Is SVQ the right qualification for your organisation? Our expert staff will be happy to advise you on the best course of action, as well as any funding support that you may be entitled to.

Contact **Ruth Farquharson** on **0141 332 2444** for an informal chat, or email Ruth at:

**[ruth.farquharson@gcvs.org.uk](mailto:ruth.farquharson@gcvs.org.uk)**

### Funding opportunities

If you earn less than £22,000 per year you can apply for an Individual Learning Account to help towards the cost of your SVQ. Payment plans are also available.

90% of courses are available through the e-portfolio system of Learning Assistant which has been endorsed by SQA.

# GCVS is approved to offer SVQs in:



## Business and Administration

### Levels 2, 3 & 4

Administration SVQs are based on standards developed by the Council for Administration.  
Costs: L2 £1000, L3 £1200, L4 £1400

## Customer Service

### Levels 2 & 3

Suitable for anyone working in an organisation with the emphasis on enhancing customer relations.  
Costs: L2 £800, L3 £1000

## Leadership & Management for Care Services

This award is suitable for managers in a strategic role and who are responsible for the development of organisational policy and practice. This award replaces the Registered Managers Award, which was removed from the Care awards in April 2008.  
Cost: £2000

## Learning and Development

### Levels 3 & 4

Suitable for people within a training role or organisational development either as additional responsibility or main role. Completion of award entitles individuals to membership of Chartered Institute of Personnel and Development.  
Costs: L3 £1500, L4 £1800

## Professional Development Awards

Training and Development PDA from £500

## Advice and Guidance

### Levels 2, 3 & 4

These courses provide qualifications for front-line support workers, career advisers, personal advisers and recruitment advisers.  
Costs: L2 £1000, L3 £1200, L4 £1400

## Health & Social Care

### Levels 2, 3 & 4

**Level 2** is aimed at support assistants and care workers with no management responsibilities. **Level 3** is aimed at senior or key support and careworkers who may have staff responsibilities and are also involved in care planning and reviews. **Level 4** is aimed at Senior Managers, Deputies and Managers who have line management responsibilities within their organisation.  
Costs: L2 £1200, L3 £1500, L4 £1800

## Management

### Levels 3 & 4

Suitable for all individuals within a management role ranging from project management to team leading.  
Costs: L3 £1500, L4 £1800

## Assessor and Verifier Awards

### A1/V1

The Assessor and Verifier Awards are nationally recognised and widely used competence-based qualifications.  
Costs: £500 per unit

## Individual Core Skill modules also available

Our SVQ team is also happy to deliver individual Core Skills modules (in, for example, numeracy, Information Technology or communications) at SCQF levels 4 and 5.  
Costs from £100 per unit.



## Training from Glasgow Council for the Voluntary Sector

# Whatever your learning needs, we're here to help

All our training and qualifications are delivered by experienced GCVS staff or consultants who work with, and know the needs of, the voluntary sector.

### Support for Managers and Organisations

#### Helping to develop your capacity

GCVS has decades of experience in helping voluntary and community organisations to develop and grow. We will be very happy to talk to you about the sort of advice, information, and assessments that we can offer to your organisation.

#### The Healthy Organisations service

The Healthy Organisations service was formed in 2003 to support the development needs of small to medium voluntary sector organisations in Glasgow that have a particular focus on health and regeneration.

#### Community learning and development and literacies

Working in the voluntary sector to develop skills and learning in Community Learning and Development and literacies.

#### Employers' Advice Service

Helping voluntary sector employers to be good employers. The GCVS Employers' Advice service offers expert advice and support on employment law and good practice. And a one-year subscription costs about the equivalent of one hour of a lawyer's time!



### Training tailored to your needs

The set courses in this calendar represents just some of the types of training and learning that GCVS can deliver.

We can tailor training content so that it fits with your needs and you get the most out of the day. We work with a wide range of trainers and consultants to deliver courses, so even if you don't see the topic you need listed ask us and we'll try to find someone who can do the training for you. Costs will vary according to the nature of the course and the amount of work required in tailoring it, but start at £550 plus vat per day for members.

## Find out how our new website can help *YOU*

Over the past year, GCVS has worked to update and upgrade our website, to make it a more powerful resource for our members. We are proud to announce that the new site is now online. Visit us today to find out how our new, interactive tools, like the **Noticeboard**, the **Community Toolkit**, the **Funding Pot**, the **Newsfeed** or the **GCVS Blog**, can help your organisations to grow.



[www.gcvvs.org.uk](http://www.gcvvs.org.uk)