



# bulletin

August 2010 - January 2011

## Slough Community Training Partnership

Working together to bring you the best in Voluntary and Community Training

Courses are open to all community and voluntary groups and individuals.  
To book please contact the course provider directly.

*Most courses are free for you, but expensive for the providers.  
No shows/late cancellations will incur a charge.*

### key skills for the workplace

COURSE TITLE	PROVIDER	DATE	TIME	FEE
<b>First Aid Training Certified Course - Reading</b>	<b>British Red Cross</b>	<b>25.09.10 16.10.10 05.12.10</b>	<b>9:30am - 5:00pm 9:00am - 5:00pm 9:00am - 5:00pm</b>	<b>£49 per person incl. VAT</b>
A practical one-day training course instructing you to: respond to major injuries and medical conditions: respond to the needs of the unconscious casualty; perform cardio-pulmonary resuscitation. Please contact: William Henderson – <a href="mailto:Whenderson@redcross.org.uk">Whenderson@redcross.org.uk</a> / 0118 935 8218				
<b>First Aid for your Community Group</b>		<b>As Req.</b>	<b>As Req.</b>	<b>Various</b>
Every year, hundreds of thousands of people are involved in accidents in the course of their everyday lives. This can be frightening, but often, serious injuries can be prevented by first aid knowledge. The Red Cross is expert in the field of first aid training. William Henderson – <a href="mailto:Whenderson@redcross.org.uk">Whenderson@redcross.org.uk</a> / 0118 9 35 82 18.			Length and timings as required, prices are variable.	
<b>MiDAS Driver Training</b>	<b>Slough Community Transport</b>	<b>Weekly by appointment</b>	<b>9:00am - 4:00pm</b>	<b>£89 per person</b>
Nationally recognised, assessment and training scheme for minibus drivers in the voluntary and not-for-profit sectors. MiDAS provides both classroom-based theory training and on-road driving assessments, additional training on passenger assistance and the use of wheelchair accessible vehicles, for drivers who will be transporting passengers with disabilities. To book please phone 01753 536273 or email <a href="mailto:shopmo2001@yahoo.com">shopmo2001@yahoo.com</a>				
<b>Courses for the Homeless and/or Disadvantaged</b>	<b>Springboard Learning Centre</b>	<b>Ongoing</b>	<b>10:00am - 4:00pm</b>	<b>Free</b>
Springboard Learning Centre offers a wide range of short courses including CV writing, basic skills, basic IT and many more. Please contact 01753 553143 to book a place or speak to Janet or Lynnette for course details.				
<b>Introduction to MS - PowerPoint</b>	<b>Chalvey Learning &amp; Advice Centre</b>	<b>20.09.10 to 18.10.10 22.09.10 to 20.10.10</b>	<b>10:00am - 12:00pm 13:00 - 15:00</b>	<b>Free</b>
An introduction to MS-PowerPoint to create professional looking presentations, using text, colours and pictures.				
<b>Free IT (Drop-in) Session</b>	<b>Chalvey Learning &amp; Advice Centre</b>	<b>22.02.10 - 29-03-10 22.09.10 to 01.12.10 23.09.10 to 02.12.10</b>	<b>12:30pm - 2:30pm 10:00 - 13:00 12:30 - 14:30</b>	<b>Free</b>
Use the computers for practising whatever they wish to. There is a tutor at hand to help and guide them whenever they need help or have any queries. For further information please contact Khalil Rehman 07909 875915 or Aditi Bhatt 01753 533331.				
<b>Empowering the Voluntary Sector - Public Law Workshop</b>	<b>Slough CVS</b>	<b>06.10.10</b>	<b>9:15 am - 4:00pm</b>	<b>Free to local voluntary sector *charges apply for all others</b>
This workshop will equip voluntary and community organisations with the skills to negotiate effectively with public bodies on issues such as funding cuts, policy change consultation and local authority decisions concerning the provision of services. To book please visit <a href="http://www.sloughcvs.org.uk/training">www.sloughcvs.org.uk/training</a> or phone 01753 524176.				

© This bulletin was designed and produced by SCVS July 2010  
Slough Council for Voluntary Service, 27 Church Street,  
Slough, Berks, SL1 1PL  
Charity Registration No. 1069086

Tel: 01753 524176 Fax: 01753 578243  
[enquiries@sloughcvs.org.uk](mailto:enquiries@sloughcvs.org.uk)

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

Working with community and voluntary groups enabling them to achieve their objectives

## key skills for the workplace

COURSE TITLE	PROVIDER	DATE	TIME	FEE
<b>Introduction to Desktop Publishing</b>	<b>Chalvey Learning &amp; Advice Centre</b>	<b>21.09.10 to 19.10.10 23.09.10 to 21.10.10</b>	<b>10:00am - 12:00pm</b>	<b>Free</b>
An introduction to MS-Desktop Publisher for designing your own greeting cards, letterheads, business cards, etc. For further information please contact Khalil Rehman 07909 875915 or Aditi Bhatt 01753 533331.				
<b>Introduction to Creating a Basic Website</b>	<b>Chalvey Learning &amp; Advice Centre</b>	<b>21.09.10 to 05.10.10</b>	<b>12:30pm - 2:30pm</b>	<b>Free</b>
An introduction to MS-Front Page to create basic website using a simple design tool. For further information please contact Khalil Rehman 07909 875915 or Aditi Bhatt 01753 533331.				
<b>Introduction to MS-Excel Spreadsheets</b>	<b>Chalvey Learning &amp; Advice Centre</b>	<b>01.11.10 to 29.11.10 04.11.10 to 02.12.10</b>	<b>10:00am - 12:00pm</b>	<b>Free</b>
An introduction to MS-Excel to create a basic spreadsheet (entering text / numbers and using simple formula/ functions). For further information please contact Khalil Rehman 07909 875915 or Aditi Bhatt 01753 533331.				
<b>Introduction to MS-Word</b>	<b>Chalvey Learning &amp; Advice Centre</b>	<b>22.09.10 to 20.10.10 02.11.10 to 30.11.10</b>	<b>10:00am - 12:00pm</b>	<b>Free</b>
An introduction to MS-Word to create documents - format, edit, spell-check, save, print preview & print. For further information please contact Khalil Rehman 07909 875915 or Aditi Bhatt 01753 533331.				
<b>Computer Security &amp; File Management</b>	<b>Chalvey Learning &amp; Advice Centre</b>	<b>02.11.10 to 16.11.10</b>	<b>12:30pm – 2:30pm</b>	<b>Free</b>
Keep your computer secure and learn basic computer File Management techniques – Hard Drives, Files & Folders. For further information please contact Khalil Rehman 07909 875915 or Aditi Bhatt 01753 533331.				
<b>Learn to Use the Internet &amp; Email</b>	<b>Chalvey Learning &amp; Advice Centre</b>	<b>02.11.10 to 30.11.10</b>	<b>10:00am – 12:00pm</b>	<b>Free</b>
A beginners course to introduce learners to the Internet & E-mail. For further information please contact Khalil Rehman 07909 875915 or Aditi Bhatt 01753 533331.				
<b>Introduction to PowerPoint - (Follow-up)</b>	<b>Chalvey Learning &amp; Advice Centre</b>	<b>03.11.10 to 01.12.10</b>	<b>10:00am – 12:00pm</b>	<b>Free</b>
Learn to create professional looking presentations, using text, colours and pictures. For further information please contact Khalil Rehman 07909 875915 or Aditi Bhatt 01753 533331.				
<b>Introduction to Word-Processing - (Follow-up)</b>	<b>Chalvey Learning &amp; Advice Centre</b>	<b>03.11.10 to 01.12.10</b>	<b>1:00am – 3:00pm</b>	<b>Free</b>
More of the basics of Word Processing skills. For further information please contact Khalil Rehman 07909 875915 or Aditi Bhatt 01753 533331.				

## developing your group

<b>Recruiting Volunteers - Accredited Qualification*</b>	<b>Volunteer Centre Slough</b>	<b>15.09.10</b>	<b>TBC</b>	<b>Free</b>
Construct Role Profiles, look at different methods and strategies for recruiting volunteers, advertise and sell your organisation to volunteers, design and implement a robust recruitment process and understand the legal issues in recruiting volunteers. To book please contact Dawn on 01753 528632 or e-mail dawn@volunteerslough.org.uk				
<b>Motivating and Retaining Volunteers - Accredited Qualification*</b>	<b>Volunteer Centre Slough</b>	<b>TBC</b>	<b>TBC</b>	<b>Free</b>
How to effectively support, supervise, motivate and ultimately retain your volunteers. To book please contact Dawn on 01753 528632 or e-mail dawn@volunteerslough.org.uk				
<b>Involving volunteers for the first time: What you need to know - Accredited Qualification*</b>	<b>Volunteer Centre Slough</b>	<b>27.10.10</b>	<b>TBC</b>	<b>Free</b>
Legal issues and volunteering, Risk Management, deciding what roles to offer, policies and procedures you need and what support and financial structures you need before involving volunteers. To book please contact Dawn on 01753 528632 or e-mail dawn@volunteerslough.org.uk				
<b>Breaking down barriers to volunteering - Accredited qualification*</b>	<b>Volunteer Centre Slough</b>	<b>TBC</b>	<b>TBC</b>	<b>Free</b>
Ensuring that your volunteer roles are accessible to the young, those with disabilities or traditional barriers to volunteering. How to recruit and support volunteers with various support needs and open up your potential pool of applicants. To book please contact Dawn on 01753 528632 or e-mail dawn@volunteerslough.org.uk				

# developing your group

COURSE TITLE	PROVIDER	DATE	TIME	FEE
<b>Creating &amp; Hosting a website for Free - using wordpress.com</b>	Slough CVS	23 / 24.09.10	9:30am - 4:00pm	Free to local voluntary sector *charges apply for all others
This two-day course will help you build and host a website at no cost. The course also includes the types of contents and how to use them appropriately and managing your website effectively. To book please visit <a href="http://www.sloughcvs.org.uk/training">www.sloughcvs.org.uk/training</a> or phone 01753 524176				
<b>BIG's How to prove the need for your project &amp; define Outcomes in your funding</b>	Slough CVS	14.10.10	10:00am - 3:30pm	Free to local voluntary sector *charges apply for all others
This session will give you an overview of Big Lottery Fund's approach to identifying and explaining the need for your project and the difference your project will make to the community. As part of this session the participants will have the opportunity to review/improve the outcomes in their funding applications for BIG as well as other funders. To book please visit <a href="http://www.sloughcvs.org.uk/training">www.sloughcvs.org.uk/training</a> or phone 01753 524176				
<b>Valuing Diversity</b>	Slough CVS	20.10.10	9:30am - 4:30pm	Free to local voluntary sector *charges apply for all others
This course will help participants understand what is meant by the term 'Valuing Diversity'; raise their awareness of cross-cultural differences and how to respond to these and how to promote diversity when working with others. To book please visit <a href="http://www.sloughcvs.org.uk/training">www.sloughcvs.org.uk/training</a> or phone 01753 524176				
<b>Effective Recruitment and Selection</b>	Slough CVS	18.11.10	9:30am - 4:30pm	Free to local voluntary sector *charges apply for all others
This course will provide participants with the tools and techniques to recruit and select the right staff to meet the need of the organisation and the role. To book please visit <a href="http://www.sloughcvs.org.uk/training">www.sloughcvs.org.uk/training</a> or phone 01753 524176				
<b>Safeguarding Children - Putting Policy into Practice</b>	Slough CVS	25.11.10	9:30am - 4:30pm	£20.00 per person to local voluntary Sector only
This session will help you understand the regulatory requirements of any organisation working with children and demonstrate the need to have a Child Protection Policy, National guidance, local procedures and practices in information sharing and accurate recording within the context of safeguarding and promoting welfare of children. To book please visit <a href="http://www.sloughcvs.org.uk/training">www.sloughcvs.org.uk/training</a> or phone 01753 524176				
<b>Project Management</b>	Slough CVS	09.12.10	9:30am - 4:00pm	£20.00 per person to local voluntary Sector only
This One-day course will help you learn the key skills required to manage a project smoothly from concept to completion, managing priorities, communicating effectively and meeting deadlines. To book please visit <a href="http://www.sloughcvs.org.uk/training">www.sloughcvs.org.uk/training</a> or phone 01753 524176				
<b>Assertive Professional</b>	Slough CVS	20.01.11	9:30am - 4:00pm	Free to local voluntary sector *charges apply for all others
This Course will enable you to harness your own strengths and styles. You will learn the art of making and refusing requests, handling aggressive and difficult behaviour and asserting yourself at meetings. To book please visit <a href="http://www.sloughcvs.org.uk/training">www.sloughcvs.org.uk/training</a> or phone 01753 524176				
<b>Find out about Funding Workshop</b>	Berks East Funding Project	09.09.10 16.11.10	7:00pm - 9:00pm 10:00am - 12:30pm	Free to local voluntary sector *charges apply for all others
A three hour workshop providing information on local and national funders, trusts and foundations plus guidance on tendering for contracts. To book contact Ray Emmans on 01753 524176 or 0750 336 2455.				
<b>Emergency First Aid at Work</b> Emergency 1st Aider at work certificate valid for three years	Slough CVS	tbc		£20.00 per person to local voluntary Sector only
This accredited course will cover the resuscitation techniques and how to manage an incident, you will also learn how to treat minor injuries, burns and how to record an accident in the workplace. To book please visit <a href="http://www.sloughcvs.org.uk/training">www.sloughcvs.org.uk/training</a> or phone 01753 524176				

## East Berkshire Funding Fair 2010

A one day conference for voluntary and community groups to access up to date funding sources and information.  
Download a booking form from [www.sloughcvs.org.uk](http://www.sloughcvs.org.uk) or telephone 01753 524176.

Wednesday 29th September

9.15am - 3.30pm

Windsor Racecourse  
Maidenhead Road  
Windsor, SL4 5JJ

# personal development

COURSE TITLE	PROVIDER	DATE	TIME	FEE
Introduction to using Computers	Slough and Eton School	23.09.10 - 21.10.10 (Crèche places may be available)	12:45pm - 2:45pm	Free
		22.09.10 - 20.10.10	6:00pm - 8:00pm	Free
Basic Internet and Email	Slough and Eton School	04.11.10 - 02.12.10 (Crèche places may be available)	12:45pm - 2.45pm	£15
		04.11.10 - 02.12.10	6:00pm - 8:00pm	£15
5 week courses for complete beginners. For further information please contact 01753 486047.				
Adult Learning Centre Slough & Eton School	Slough & Eton School	Sept - Dec Jan - Apr	Daytime and evening classes	*
Offer a variety of short courses including literacy classes, Arabic, Clothes Making, Cooking, Cake Decoration and Yoga. Please contact the centre on 01753 486047 for enrolment dates. * Fees vary depending on course.				
UK Online Centre Adult Learning Centre Slough and Eton School	Slough and Eton School	By appointment	9:30am - 2:30pm or 5:30 - 7:30pm	Free
One-to-one support with getting started with using the internet and email. To make an appointment please ring 01753 486047				
Courses include ESOL, Confidence building, Basic Computers, ECDL, CLAIT and other services like Information, Advice and Guidance, NARIC and many more	Migration Works-Slough Borough Council	On going	On going	Free
If you have lived in this country for less than five years and have come from a country like India, Pakistan, Bangladesh, Somalia or any other third country then we can provide you with the <b>FREE</b> courses to help you finding a career path into training or employment. For further information call Meliza on 01753 476614 / 476609 or come and see us at Migration Works, Thomas Gray Centre, Queens Road, Slough, SL1 3QW.				
Employability Skills	e2e (entry to employment)	TBC	10:00am - 1:00pm	Free
This nationally accredited programme will increase your chances of finding regular and long term employment, will improve your interview techniques and CV writing skills. To reserve a place email <a href="mailto:askbenson@hotmail.com">askbenson@hotmail.com</a> Tel: 0845 198 1000				
Sector Skills Support	Scout Enterprises	Mondays to Fridays	9:30am - 4:30pm	Free
A 13 week part time programme (15 hours pw) designed to assist unemployed people back into employment, CV writing, Interview Skills, Work Placements & Vocationally related training activities and Basic IT Skills. Telephone 01753 572547 for information or to arrange an interview.				

## Personal Best - A Level 1 qualification in Event Volunteering

The Personal Best programme is a pre-employment programme aimed at helping people who are unemployed and who need encouragement to take steps towards employment. The programme has direct links to the 2012 Olympic Paralympic Games and offers an opportunity for participants of the programme to become a Games Time Volunteer. Everyone who completes the programme will be guaranteed an interview to become a volunteer at the games. The 2012 Games will require 70,000 volunteers to help with the success of the events!

The course will be delivered over an 8 week period (2 days a week of learning plus an additional 30 hours of volunteering). The two days a week will be classroom based with hands on experience gained from a volunteering placement. Participants have to be aged 19 years or above, below Level 2 and unemployed / economically inactive.

Contact Sam Baker on [sambaker@scout-enterprises.co.uk](mailto:sambaker@scout-enterprises.co.uk) for further information.

Slough Community Training Partnership (SCTP) is a coalition of local agencies that work collectively to help support the work of local communities and voluntary groups in Slough. The partners are:

British Red Cross  
Chalvey Learning & Advice Centre  
Employment and Enterprise Projects  
Scout Enterprises (Western)  
Slough Council for Voluntary Service

01189 514800  
07909 875915  
01753 476614  
01753 572547  
01753 524176

Slough & Eton ACL Centre  
Slough Community Transport and Shopmobility  
Slough Equalities Commission  
Slough Homeless Our Concern (SHOC)

01753 486047  
01753 691131  
01753 691266  
01753 536745