

# SCA TRAINING

**BURSARIES  
AVAILABLE**

**SEPTEMBER '09 – MARCH '10**

**YOU CAN NOW  
BOOK ON-LINE**



**SCA TRAINING**  
provides short  
courses in a wide  
range of personal  
and professional  
skills, in-house  
training services  
and organisational  
development  
services.

# Learning4Counties

This is a programme of short training courses for voluntary organisations and community groups across Berkshire, Hampshire, Surrey and Sussex. It is managed by a partnership of the county-wide CVSs/Rural Community Councils from each county and funded by the Big Lottery. It provides a common programme of skills that organisations and groups need to operate effectively. Links to learner accreditation, toolkits and a certification scheme for organisations will be made available as the project progresses. Learners are welcome to attend Learning4Counties (L4C) courses in any of the counties in the partnership.

Learning4Counties courses are based on a set of competencies and skills identified as key to the effective operation of frontline charities, community groups and infrastructure organisations. These competencies have been mapped to the accredited quality standards most commonly used by these organisations, eg. PQASSO, iip. Attending these courses will help organisations working towards a quality mark or planning to. As the L4C programme progresses organisations will be able to apply for recognition of competency achievement; details will be available in the next programme and information will appear on the Surrey CA website.



LOTTERY FUNDED

## If you find it difficult to read this brochure

Please tell us if you would like to receive the information in this brochure in bigger print or a different format.

# SCA TRAINING

SCA Training provides high value/low cost training and development services to charities, voluntary organisations, businesses, social enterprises and statutory organisations. Our programme provides individuals with the skills to enable them to do their jobs more effectively and provides organisations with the opportunity to strengthen their capacity for effectiveness and delivery.

The programme is designed to meet the skill and personal development needs of staff at all levels in all types of organisation and is also open to volunteers and trustees working in the voluntary sector.

Some courses are particularly suitable for people who are 'Getting Ready For Work' – people who have not worked before or are returning to work after a long period away due to child care, disability or other reasons and want to gain an understanding of the personal and work related skills needed in a working environment.

As part of this brochure we are offering courses for Adult Community Learning (ACL) in East Surrey on behalf of the Workers' Educational Association, Learning4Counties and NOCN accredited courses on behalf of Guildford College.

**PLEASE NOTE THAT SCA TRAINING BURSARIES CAN ONLY BE USED FOR SCA TRAINING AND LEARNING FOR LIFE COURSES AND NOT LEARNING4COUNTRIES OR NOCN COURSES.**

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## Administration details

A sandwich lunch, coffee and tea are supplied for all full-day courses, coffee/tea only for half-days. Unless otherwise shown, course times are normally 9.30am to 4.00pm for full-day courses and 9.30am to 12.30pm or 1.30pm to 4.30pm for half-day courses. Registration is at 9.15am. Please aim to arrive by that time, so that the course can start at 9.30am.

When planning your journey you should allow for the heavy congestion between 7.00am and 10.00am – it always takes longer than you think it will!

### Data protection

The information you provide on your booking form, and any additional information you may provide in the future, will be held by SCA Training for their exclusive use and will only be shared with the Workers' Educational Association, Learning4Counties and approved project auditors and will not be passed to any third party, individual or organisation.

### How to book

Booking is very easy. You can now book on-line at [www.actionforall.org.uk/L4C](http://www.actionforall.org.uk/L4C) by clicking for an on-line booking form. Alternatively you can complete the form enclosed with this brochure (using a separate form for each person) and return it to the address shown by post, or fax it to 01483 440508. To check availability, phone 01483 459292 ext 205/238, or email [anm@surreyca.org.uk](mailto:anm@surreyca.org.uk). Office hours are 9:00am to 5:00pm Monday to Friday. The cancellation conditions below apply to all bookings.

Where an invoice is required please allow time for the payment to be received before the date of the course.

Joining instructions will be sent out by email two weeks before the course. These will include any requests by trainers for participants to bring materials to the course or for other preparation work.

SCA Training reserves the right to cancel courses where there are insufficient attendees. In this event full refunds will be given.

### Cancellation conditions

Cancellations must be made in writing at least 10 working days before the start of the course and apply whether payment has been received or not. No refund is available on cancellations made within 10 working days before the course starts. SCA Training will take the necessary steps to recover any monies not received in the event of cancellation within the 10 day period. Cancellations received more than 10 days before the start of the course will be charged a £15 administration fee.

## Policy standards

All courses operate within Surrey Community Action's Health & Safety and Equal Opportunities Policies. These can be inspected on request.

## Quality standards

All training courses are delivered in accordance with the RARPA (Recognising and Recording Progress and Achievement in Non-Accredited Learning) 5 stage process which is the Learning & Skills Council new national quality standard for nonaccredited learning.

The 5 stage process consists of:

1. Accurately describing the content of the course so that the learner can select the correct course
2. Understanding the learners' objectives in attending the course and meeting these
3. Ensuring the course provides learners with appropriately challenging objectives
4. Mid-course review of learners' progress and achievement
5. End of course reflection and self-assessment of achievement.

## Accredited Awards

SCA Training is a registered provider of Programmes accredited by the Open College Network South East Region. For further information please contact Allison Enenche on 01483 459292 x 228.

## Training Course Fees

Fees for courses are stated under each course description.

## Bursaries

Bursaries are available for staff and volunteers from smaller voluntary organisations working in Surrey to reduce the costs of SCA training courses shown above. The level of bursary and eligibility criteria are shown below:

### Organisations with total income up to £100,000

£30 reduction per person for a half-day course (making the net course cost £20)

£45 reduction per person for a full-day course (net course cost £30)

£70 reduction per person for a two-day course (net course cost £50)

£100 reduction per person for a three-day course (net course cost £75)

### Organisations with total income

#### £100,000 – £250,000

£15 reduction per person for a half-day course (net course cost £35)

£25 reduction per person for a full-day course (net course cost £50)

£40 reduction per person for a two-day course (net course cost £80)

£60 reduction per person for a three-day course (net course cost £115)

Please note:

1. Branches, or similar, of bigger or national organisations with incomes meeting the above criteria may apply for a bursary provided they can show their own separate accounts.
2. Where the published fee is less than under Course Fees, for example courses in East Surrey under Learning for Life where the fee is £45, the level of bursary will be no more than that required to reduce the net cost to the same as the net costs shown above. For example, for a one day course costing £45, the maximum bursary will be £15 reducing the net cost to £30.
3. Bursaries are not available for courses costing £30 per full day or less.

## Restrictions

1. Bursaries are only available to charities, community and voluntary organisations working in Surrey for use towards the cost of SCA Training course fees.
2. There is normally a limit of 6 bursaries per organisation and/or 3 per person.
3. Availability will depend on there being sufficient monies in the SCA Training Bursary Fund at the time. This is financed through fundraising.

If you would like to apply for a bursary, go to our website – [www.surreyca.org.uk](http://www.surreyca.org.uk) – and print off a Bursary Application Form and return it with your course application form.

For further information contact: [anm@surreyca.org.uk](mailto:anm@surreyca.org.uk)

## ***Bespoke Training***

SCA Training offers specialised in-house training tailored to the needs of the organisation. Examples of previous topics are: Community Engagement, Participation Techniques, Volunteer Team Building, Trustee Training, Food Safety Awareness Training, Child Protection Awareness, Vulnerable Adult Awareness.

If you are interested please contact Allison Enenche on 01483 459292 x 228 or e-mail [allisone@surreyca.org.uk](mailto:allisone@surreyca.org.uk). The cost for this specialised service is on application.

## ***Team Building/Goal Setting for Organisations and Teams***

These are for whole organisations, teams within larger organisations or crossorganisation project teams. We provide an experienced facilitator to help you review and agree the way ahead on particular issues, for example team building, marketing strategies, future objectives and policies, funding.

The event is preceded by a planning meeting between the lead person from the organisation, the facilitator and SCA Training to identify what the organisation wants to achieve from the event and to plan a detailed programme. Programmes can also be integrated partly or wholly with outdoor activities – either water or land based.

## ***Action Learning Sets for Individuals***

Action Learning Sets provide the opportunity to join a small group that works in a structured way with the help of a facilitator where each person is helped to move forward on workplace issues. These can be open topic or focused on one topic area such as business planning, HR, leadership, funding. They are especially helpful to people who are in a new job or are new to management and a very valuable tool for personal development.

## ***Coaching/Mentoring for Individuals***

We can provide experienced mentors/coaches for individuals who are seeking one-to-one support to help them work through work-based issues and bring about the changes they want and need to achieve. These can include, for example, personal development, performance improvement, business, organisational or HR issues.

One-to-one mentoring/coaching is particularly helpful for chief executives and other staff who work in 'lonely' positions and do not have a natural peer group for mutual support and for those seeking to create a personal development plan.

## ***Training Needs Analysis***

We can carry out in-depth analysis for whole organisations or teams to identify organisational and individual training needs.

To find out more about how these services can meet your needs and the costs involved please contact Allison Enenche on 01483 459292 x 228 [allisone@surreyca.org.uk](mailto:allisone@surreyca.org.uk)

# LEARNING4COUNTIES

This is a programme of short training courses for voluntary organisations and community groups across Berkshire, Hampshire, Surrey and Sussex funded by the Big Lottery. It provides a common programme of skills that organisations and groups need to operate effectively. Learners are welcome to attend Learning4Counties courses in any of the four counties.

## All You Need to Know About Charity Law

**DURATION** 1 day

**DATE** 23 September 2009

**VENUE** Queen Elizabeth's Foundation, Leatherhead

**TRAINER** Helen Harvie, Barlow Robins LLP

**FEE** SCA MEMBERS £25  
OTHER VOL SECTOR £30  
OTHER SECTORS £175

SEE PAGE 13 FOR ALTERNATIVE DATE

This comprehensive overview will give you a clear understanding of the key principles and procedures of charity law and related legislation that could and does affect your organisation. The course is aimed at all those involved in the administration, management and direction of organisations including trustees/directors.

- Charitable status
- Charities by charter and registration
- Forms of governance and incorporation
- Trustee liability
- Charitable purpose and effect on activities
- Trading companies
- Trust deeds, articles of memoranda
- The role of the secretary of the Board
- Meeting requirements and minutes
- Reporting
- Property law and leases
- Fundraising including the relevant aspects of the Charities Act

## All You Need to Know About Community Development Work NEW

**DURATION** 1 day

**DATE** 18 September 2009

**VENUE** Astolat, Coniers Way, Guildford

**TRAINER** Paul Naphine

**FEE** SCA MEMBERS £25  
OTHER VOL SECTOR £30  
OTHER SECTORS £175

This course will give you the opportunity to explore Community Development practices and how to use the skills in engaging and running projects.

- Explore and understand Community Development practice and principles
- Explore what makes a community
- Understand partnership working (making links and networking)
- Explore participation and involvement

You can now book on-line at [www.actionforall.org.uk/L4C](http://www.actionforall.org.uk/L4C)

## The Art of Presentation

**DURATION** 1 day

**DATE** 3 March 2010

**VENUE** Astolat, Coniers Way,  
Guildford

**TRAINER** Nicola Gregory, Brand  
Values

**FEE** SCA MEMBERS £25  
OTHER VOL SECTOR £30  
OTHER SECTORS £175

Learn how to make presentations that are credible, understandable and 'heard'. The course covers planning the content and techniques for delivery and will help anyone who has to make a formal or informal presentation to colleagues or externally. Participants will be able to practise in a friendly environment.

- Audience research
- Preparing and structuring the content
- Techniques for delivery
- Nerves and confidence
- Using visual aids
- Dealing with difficult people

## Conflict Management & Resolution

**DURATION** 1 day

**DATE** 16 September 2009

OR

4 February 2010

**VENUE** Astolat, Coniers Way,  
Guildford

**TRAINER** Paul Gapper, Paul Gapper  
Associates

**FEE** SCA MEMBERS £25  
OTHER VOL SECTOR £30  
OTHER SECTORS £175

This course will enable participants to learn skills to improve conflict management in the workplace.

- Define what is meant by conflict
- Identify the skills you already use in handling conflict and your next steps
- Learn techniques for establishing rapport
- Learn how to use an *interest-based relational* approach to conflict at work
- Think about how to prevent escalation and deal with unacceptable verbal or non-verbal aggression
- Discuss your organisational and local policy on handling conflict

All courses are from 9.30am to 4.00pm, unless shown otherwise



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## Fundraising Workshop – Sustainable Fundraising Strategies

**DURATION** 1 day (10:00am–4:00pm)

**DATE** 10 September 2009

**VENUE** Astolat, Coniers Way, Guildford

**TRAINER** Bill Bruty, Fundraising Training Ltd

**FEE** SCA MEMBERS £25  
OTHER VOL SECTOR £30  
OTHER SECTORS £175

SEE PAGE 15 FOR ALTERNATIVE DATE

This new type of workshop is designed to give hands-on assistance with fundraising strategies. There are two parts to this workshop. During the morning session all participants and our expert in funding will review and critique your fundraising strategies.

The afternoon session will focus on making specific improvements to the strategies using a combination of the tutor's expertise, recognised tools, and the participants' opinions. This shared approach is very useful and enables you to learn from those with different experiences from yourself. It will be necessary for participants to bring along their fundraising strategies and ideas for development.

This workshop will be small and focused. It would be most beneficial if two people from each organisation could attend. Participants need to be open to sharing information with other participants during the sessions. We will require that all participants agree to treat the confidential material appropriately.

At the end of the session individuals will be encouraged to continue working with the other participants on the course in order to benefit from and impart their knowledge, ideas and problem solving techniques.

## How to Write Press Releases NEW

**DURATION** Half day (9:30am – 1:00pm)

**DATE** 9 December 2009

**VENUE** Woodhatch Centre, Reigate

**TRAINER** Lauren Margrave & Natalie Ashton, Surrey Advertiser

**FEE** SCA MEMBERS £25  
OTHER VOL SECTOR £30  
OTHER SECTORS £175

This course will provide training on how to write an effective press release that will attract attention from the local media. The practical half-day training course will enable participants to understand exactly who and what the Surrey Advertiser do and more importantly what the editorial team expects from a submitted news story. Hints and tips will be provided on how to secure maximum coverage for your event/topic, for example the importance of imagery.

- Learn how to write for your target audience
- Understand how a combination of advertising and editorial can maximise coverage
- Learn how to write eye-catching headlines and the importance of pictures
- Understand marketing opportunities through sponsorship and marketing

You can now book on-line at [www.actionforall.org.uk/L4C](http://www.actionforall.org.uk/L4C)

## Improving Performance Through Coaching

**DURATION** 1 day

**DATE** 16 November 2009

**VENUE** Astolat, Coniers Way, Guildford

**TRAINER** Reg Friddle

**FEE** SCA MEMBERS £25  
OTHER VOL SECTOR £30  
OTHER SECTORS £175

This workshop is aimed at individuals who are responsible for the line management and performance of others.

By the end of this workshop, delegates will have:

- A clear understanding of what coaching is and how it works
- An awareness of the impact of coaching on staff performance
- Experience of using coaching to improve individual performance
- Confidence to start using coaching back in the workplace

## Introduction to Mentoring

**DURATION** 1 day

**DATE** 8 December 2009

**VENUE** Astolat, Coniers Way, Guildford

**TRAINER** Sarah Morland, Change Options

**FEE** SCA MEMBERS £25  
OTHER VOL SECTOR £30  
OTHER SECTORS £80

This one-day course is for you if you are responsible for the development of staff and volunteers.

- Understand the principles of mentoring and its use as a development tool
- Learn the process and skills for effective mentoring

Mentoring aims to help people develop and reach their full potential. It tends to have a work focus and is one of a range of tools available for the development of staff and volunteers. Mentoring enables people to identify the changes they want to bring about, and to plan and implement a process of improvement that will work for them.

The mentoring relationship encourages exploration, reflection, learning and problem solving, through questioning, challenge, feedback and support. Mentoring, in its truest sense, is a non-reporting relationship; however, the skills you learn as a mentor can be applied in many situations to facilitate someone's learning, as a manager, colleague, or friend.

The course will be highly participative, and you will be encouraged to learn from each other by sharing ideas and experiences. You will be working in small groups and pairs to develop your skills, and tutor input will be followed by activities to put theories into practice.

All courses are from 9.30am to 4.00pm, unless shown otherwise



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## Leading, Inspiring & Managing Volunteers

**DURATION** 1 day

**DATE** 22 March 2010

**VENUE** Redhill Methodist Centre, Redhill

**TRAINER** Harish Davda, HDA Consulting

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**FEE** SCA MEMBERS £25  
OTHER VOL SECTOR £30  
OTHER SECTORS £175

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The role of volunteers is becoming increasingly important in voluntary organisations in the UK. By managing volunteers effectively, they can be enabled to make a greater contribution for the benefit of the organisation, the service users and volunteers themselves. This one-day intensive workshop will enable volunteer managers to:

- Define volunteering, identify differences between volunteers and paid staff, and develop volunteer policy
- Develop volunteer roles
- Motivate volunteers
- Explore ways of managing volunteers effectively by developing appropriate management styles and building and leading a volunteer team
- Adopt good practices including induction & training and equality & diversity
- Prepare an action plan for effective management of volunteers

## Legal Workshops – Constitutional Updates

**DURATION** Half day (9:30am – 1:00pm)

**DATE** 3 November 2009

**VENUE** Redhill Methodist Centre, Redhill

**TRAINER** Helen Harvie, Barlow Robbins LLP

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**FEE** SCA MEMBERS £25  
OTHER VOL SECTOR £30  
OTHER SECTORS £175

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This workshop will provide you with an overview of the latest changes in legislation that could affect the constitution of your charity or voluntary organisation. There will also be the opportunity to work on a practical case, or indeed your own constitution. The course is aimed at trustees, directors and officers responsible for constitutional updates.

- Overview of key changes in Charities Act 2006
- Overview of key changes in Companies Act 2006
- Timetable of implementation
- Suggested amendments
- Workshop session on how and when to incorporate changes into a working scenario

You can now book on-line at [www.actionforall.org.uk/L4C](http://www.actionforall.org.uk/L4C)

## Legal Workshops – Focus on Structures

**DURATION** Half day (1.30pm – 5pm)

**DATE** 3 November 2009

**VENUE** Redhill Methodist Centre, Redhill

**TRAINER** Helen Harvie, Barlow Robbins LLP

**FEE** SCA MEMBERS £25  
OTHER VOL SECTOR £30  
OTHER SECTORS £175

This training session will provide you with an introduction to the various constitutional structures that are available to voluntary organisations. It will include the opportunity to work on case scenarios. The course is aimed at anyone considering setting up a new voluntary organisation. It is also aimed at trustees, directors and officers of existing organisations who are contemplating changing their constitution for any reason, including incorporation and the setting up of a separate trading company or social enterprise.

- Overview of available structures for voluntary organisations
- Summary of advantages and disadvantages of each structure
- Outline of process necessary to change from one structure to another
- Workshop session on working case scenarios

## Project Management

**DURATION** 2 days

**DATE** 2 & 16 November 2009

**VENUE** Redhill Methodist Centre, Redhill

**TRAINER** Harish Davda, HDA Consulting

**FEE** SCA MEMBERS £55  
OTHER VOL SECTOR £60  
OTHER SECTORS £175

### Day 1: How to Plan a Project

The success of a project depends on the project manager's ability to plan the project effectively by using modern techniques. Day 1 of this intensive training course will enable staff members and managers to plan projects based on clearly defined aims and objectives.

- Defining projects and project management
- Project aims and objectives
- Identifying work breakdown structure
- Managing risks
- Identifying dependencies, elapsed time and resources
- Gantt charts and critical path analysis
- Monitoring and evaluating projects
- Action planning

### Day 2: How to Run a Project

Once a project has been planned, it is important to run it effectively so that maximum impact can be generated from the resources which are utilised in the project. Day 2 will enable participants to cost and run projects effectively. Topics will include:

- Overview of project planning: using Gantt charts and critical path analysis
- Costing projects
- Preparing budgets and cash flow forecast
- Project time management
- Role of a project manager
- Managing a project team
- Overview of *Microsoft Project*
- Presenting a project
- Action planning

All courses are from 9.30am to 4.00pm, unless shown otherwise



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# LEARNING FOR LIFE

These courses are part of the Adult Community Learning programme in East Surrey and are provided on behalf of the Workers' Educational Association. The courses may be attended by people living outside the East Surrey area.

Course fees are in line with other Adult Community Learning Courses, however SCA Training bursaries can be used for them. For details of bursaries, please see page 5. In all other respects these courses are the same as other SCA Training Courses.

## All You Need to Know About Charity Law

**DURATION** 1 day

**DATE** 10 March 2010

**VENUE** Redhill Methodist Centre,  
Redhill

**TRAINER** Helen Harvie, Barlow  
Robins LLP

**FEE** SCA MEMBERS £40  
OTHER VOL SECTOR £45  
OTHER SECTORS £175

SEE PAGE 7 FOR ALTERNATIVE DATE

This comprehensive overview will give you a clear understanding of the key principles and procedures of charity law and related legislation that could and does affect your organisation. The course is aimed at all those involved in the administration, management and direction of organisations including trustees/directors.

- Charitable status
- Charities by charter and registration
- Forms of governance and incorporation
- Trustee liability
- Charitable purpose and effect on activities
- Trading companies
- Trust deeds, articles of memoranda
- The role of the secretary of the Board
- Meeting requirements and minutes
- Reporting
- Property law and leases
- Fundraising including the relevant aspects of the Charities Act

## The Art of Supervision

**DURATION** 1 day

**DATE** 9 February 2010

**VENUE** Queen Elizabeth's  
Foundation, Leatherhead

**TRAINER** Nicola Gregory, Brand  
Values

**FEE** SCA MEMBERS £40  
OTHER VOL SECTOR £45  
OTHER SECTORS £175

This programme is designed to provide a set of fundamental skills required by all team leaders and managers. This course will benefit you if you are a newly appointed supervisor or if you would like a refresher on management techniques and skills.

- Clear and straightforward methods for setting expectations and goals for individuals and for teams
- What your preferred style of leadership is and how this impacts on others
- How to measure and feedback on performance
- Useful skills in questioning and listening
- Why motivation is key to success for everyone

You can now book on-line at [www.actionforall.org.uk/L4C](http://www.actionforall.org.uk/L4C)

Training for Staff and Volunteers of Voluntary and Community Organisations delivered by Surrey Community Action as part of East Surrey Community Learning.

**Bursaries are available for these courses.**

## Child Protection Awareness Training

**DURATION** 1 day

**DATE** 25 February 2010

**VENUE** Redhill Methodist Centre,  
Redhill

**TRAINER** Carla Thomas

**FEE** SCA MEMBERS £40  
OTHER VOL SECTOR £45  
OTHER SECTORS £175

This course will provide awareness training in child protection. It will be structured to meet the needs of staff and volunteers who work with children in voluntary and community organisations in Surrey.

- Ensure that voluntary organisations are aware of their responsibilities regarding recognising and referring concerns about the welfare of children to the SSD
- Provide awareness of the need to ensure that staff and volunteers are safe from allegations of abuse and that children are kept safe
- Enable voluntary organisations to produce their own in-house child protection policy
- Provide voluntary organisations with information and training materials to enable them to train staff and volunteers in their organisation

## Day to Day People Management

**DURATION** 2 days

**DATES** 21 & 22 October 2009

**VENUE** Queen Elizabeth's  
Foundation, Leatherhead

**TRAINER** Nicola Gregory, Brand  
Values

**FEE** SCA MEMBERS £85  
OTHER VOL SECTOR £90  
OTHER SECTORS £175

This course is for anyone who has recently become a people manager, would like a refresher in basic management skills or perhaps someone who has returned to work and find themselves out of touch with modern management techniques and expectations. The course covers the fundamental principles of the key areas of management.

- What makes a good manager
- Setting objectives and delegating
- Observation and appraisals
- Delivering feedback
- Managing performance
- Motivating your team

All courses are from 9.30am to 4.00pm, unless shown otherwise

## **Fundraising Workshop – Sustainable Fundraising Strategies**

**DURATION** 1 day (10:00am–4:00pm)

**DATE** 18 January 2010

**VENUE** Redhill Methodist Centre, Redhill

**TRAINER** Bill Bruty, Fundraising Training Ltd

**FEE** SCA MEMBERS £40  
OTHER VOL SECTOR £45  
OTHER SECTORS £175

**SEE PAGE 9 FOR ALTERNATIVE DATE**

This new type of workshop is designed to give hands-on assistance with fundraising strategies. There are two parts to this workshop. During the morning session all participants and our expert in funding will review and critique your fundraising strategies.

The afternoon session will focus on making specific improvements to the strategies using a combination of the tutor's expertise, recognised tools, and the participants' opinions. This shared approach is very useful and enables you to learn from those with different experiences from yourself. It will be necessary for participants to bring along their fundraising strategies and ideas for development.

This workshop will be small and focused. It would be most beneficial if two people from each organisation could attend. Participants need to be open to sharing information with other participants during the sessions. We will require that all participants agree to treat the confidential material appropriately.

At the end of the session individuals will be encouraged to continue working with the other participants on the course in order to benefit from and impart their knowledge, ideas and problem solving techniques.

## **Introduction to Human Resources in the Voluntary Sector NEW**

**DURATION** 1 day

**DATE** 5 November 2009

**VENUE** Queen Elizabeth's Foundation, Leatherhead

**TRAINER** Sharon Humphries

**FEE** SCA MEMBERS £40  
OTHER VOL SECTOR £45  
OTHER SECTORS £175

This training will provide a comprehensive overview of the key principles and procedures involved in employing and managing paid staff in voluntary sector organisations. The course is aimed at managers or trustees who have little or no knowledge of HR and would like to ensure that they meet the requirements of current employment legislation and maximise the potential of the people they employ. The course covers the following:

- HR – the legal context: the contract of employment
- Recruitment and selection: systematic approach; selection methods; discrimination
- HR policies and procedures
- Managing performance : appraisals, training and development
- Managing under-performance: discipline; capability and absence
- Termination of employment: dismissal; varying contracts; redundancy
- Grievances and appeals

*You can now book on-line at [www.actionforall.org.uk/L4C](http://www.actionforall.org.uk/L4C)*

## Keeping Children Safe – A Guide to Safer Recruitment

**DURATION** 1 day

**DATE** 25 January 2010

**VENUE** Redhill Methodist Centre,  
Redhill

**TRAINER** Carla Thomas

**FEE** SCA MEMBERS £40  
OTHER VOL SECTOR £45  
OTHER SECTORS £175

This workshop offers all organisations involved in the recruitment of staff and volunteers the opportunity to review and where appropriate change their practices and procedures in ways that will strengthen safeguards for children by helping to deter and prevent abuse. It is vital that all agencies adopt recruitment procedures that help to deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them.

Participants will be provided with a certificate of attendance and additionally will have the opportunity, on a voluntary basis, to complete an assessment at the end of the workshop which would award them an additional certificate from the National College for School Leadership.

This workshop is already compulsory for all education staff and governors involved in recruiting people who work in schools, FE colleges, and local authority educational services, as well as for organisations that contract to provide services that involve their employees in working with them ('Safeguarding Children and Safer Recruitment in Education' HMG2007). The workshop will cover:

- How safer recruitment fits within the wider context of safeguarding and promoting the welfare of children and the *Every Child Matters* agenda: the scale of the abuse; the characteristics of abusers; how child sex abusers typically operate within organisations
- Planning a recruitment exercise; sending the right messages to potential applicants; following a consistent and thorough process to obtain relevant information about each applicant; shortlisting candidates for interview
- Making the right decision and using structured interviews to do that
- Pre-employment checks on the candidate selected for appointment
- The need for ongoing awareness and vigilance and how organisations can develop and maintain an environment that deters and prevents abuse and challenges inappropriate behaviours

*All courses are from 9.30am to 4.00pm, unless shown otherwise*

## ***The Principles of Good Trusteeship: Governance – Trustee Roles & Responsibilities***

**DURATION** 1 day

**DATE** 18 November 2009

**VENUE** Redhill Methodist Centre, Redhill

**TRAINER** Marika Dalgliesh, Dalgliesh Associates

**FEE** SCA MEMBERS £40  
OTHER VOL SECTOR £45  
OTHER SECTORS £175

This programme provides a very thorough and complete overview of aspects of trusteeship and governance that trustees of voluntary organisations and charities should be aware of. It is intended for trustees or directors of organisations rather than those involved in day-to-day management. One of the aims of the programme is that participants will feed back what they learn to their fellow trustees, and the trainer is prepared to help with this process.

- Understand the legal meaning and implications of modern governance
- Understand the roles and responsibilities of trustees
- Recognise the skills required to be an effective trustee
- Identify your own and your organisation's skill development needs

## ***Volunteer Induction – What It's All About***

**DURATION** 1 day

**DATE** 20 October 2009

**VENUE** Redhill Methodist Centre, Redhill

**TRAINER** Matthew Plumridge

**FEE** SCA MEMBERS £40  
OTHER VOL SECTOR £45  
OTHER SECTORS £175

This one-day course looks at the basic principles of how to run a good volunteer induction programme and is tailored towards those with specific responsibility for inducting volunteers into their organisation. The course will help you to:

- Understand why the induction process is good for you, your organisation and the volunteer
- Establish key elements and good practice
- Identify what volunteers require from you
- Develop your own induction programme specific to your organisation
- Understand the disciplinary/grievance process relating to volunteers

## ***Vulnerable Adult Awareness Training***

**DURATION** 1 day

**DATE** 2 March 2010

**VENUE** Redhill Methodist Centre, Redhill

**TRAINER** Sue Skrobanski

**FEE** SCA MEMBERS £40  
OTHER VOL SECTOR £45  
OTHER SECTORS £175

This course will provide awareness training in dealing with vulnerable adults. It will be structured to meet the needs of staff and volunteers who work with vulnerable adults in voluntary and community organisations in Surrey.

- Ensure that voluntary organisations are aware of their responsibilities regarding recognising and referring concerns about the welfare of vulnerable adults
- Provide awareness of the need to ensure that staff and volunteers are safe from allegations of abuse and that vulnerable adults are kept safe
- Enable voluntary organisations to produce their own in-house vulnerable adult protection policy
- Provide voluntary organisations with information and training materials to enable them to train staff and volunteers in their organisation

*You can now book on-line at [www.actionforall.org.uk/L4C](http://www.actionforall.org.uk/L4C)*

# NATIONAL OPEN COLLEGE NETWORK (NOCN) ACCREDITED COURSES

Funded by Guildford College through the Learning & Skills Council and the European Social Fund, the courses in this section of the brochure have been accredited through the National Open College Network at either level 2 or 3.

National Open College Network (NOCN) is the leading credit-based Awarding Body in the UK, credit-based qualifications and is accredited by the Regulatory Authorities in England, Wales, Scotland and Northern Ireland.

Course fees are payable for these courses, but once learners have completed two units within the programme and completed course portfolios, fees will be refunded. Bursaries are NOT available for these courses.

## Developing & Leading Effective Teams

**DURATION** 2 days

**DATE** 9 & 30 November 2009

**VENUE** Astolat, Coniers Way, Guildford

**TRAINER** Paul Gapper, Paul Gapper Associates

**FEE** SCA MEMBERS £85  
OTHER VOL SECTOR £90  
OTHER SECTORS £175

If learners complete this NOCN unit they will be entitled to have their course fees refunded.

This course will provide you with the skills you need to create, lead and motivate teams of staff and/or volunteers. Welding a group of people together to work as a team is an essential skill for managers and those leading project teams, delivering services or running events. The difference between teams that click and those that don't is the making or breaking of a project or service. The course is suitable both for those new to team working and for those seeking to gain new ideas and update their skills. This will be a very participative course with practical exercises and group discussions. By the end of this course you will have:

- Looked at the difference between high and low performing teams
- Identified the key roles of your team and the sort of people you need to fill them
- Examined the states of development a team goes through
- Discussed simple techniques to motivate your team members
- Looked at different leadership styles and when to use them
- Understood goal setting and the allocation of tasks
- Thought about allocating tasks and delegation
- Learnt how to handle conflict within the team
- Learnt how to give positive and negative feedback

**This course is linked to the Open College Network Unit – Understanding Team Motivation & Developing Leadership Skills – Level 2.**

*All courses are from 9.30am to 4.00pm, unless shown otherwise*

You can now book on-line at [www.actionforall.org.uk/L4C](http://www.actionforall.org.uk/L4C)

## Developing Your Interpersonal Skills **NEW**

**DURATION** 2 days

**DATE** 23 & 25 February 2010

**VENUE** Astolat, Coniers Way, Guildford

**TRAINER** Nicola Gregory, Brand Values

**FEE** SCA MEMBERS £85  
OTHER VOL SECTOR £90  
OTHER SECTORS £175

If learners complete this NOCN unit they will be entitled to have their course fees refunded.

Developing into the person we want to be on a personal and professional level does not happen by accident. Learning the skills, acquiring the knowledge and developing the confidence to be who we want to be is a positive choice. This two day course is designed to support participants in the process of making this growth an achievable reality.

Time will be spent identifying current levels of skills, knowledge and ability in order to establish a realistic level of self-awareness. A set of achievable goals will be set in order to create motivation for change. Constructive learning tasks will facilitate the development which each participant has identified they wish to make.

### Self-Awareness

- Describe your own strengths and areas for development
- Identify your transferable skills
- Assess your current level of self esteem
- Consider the impact this has on your confidence
- How well do you manage the different areas of your life currently?

### Catalyst for Change

- Use your time more effectively
- Develop strategies for managing life stress
- Recognise the positive aspects of feedback
- Learn how to use body language to improve outcomes
- Recognise different behavioural styles in yourself and others
- Practice making objective and considered choices

### The Future

- Establish and commit to a programme of personal development with agreed and achievable goals

**This course is linked to the Open College Network Unit – Developing Personal Development Skills & Developing Your Own Interpersonal Skills – Level 2.**

All courses are from 9.30am to 4.00pm, unless shown otherwise

## Learn To Be An Effective Trainer

**DURATION** 3 days

**DATES** 16, 17 & 24 February  
2010

**VENUE** Astolat, Coniers Way,  
Guildford

**TRAINER** Sue Skrobanski

**FEE** SCA MEMBERS £85  
OTHER VOL SECTORS £90  
OTHER SECTORS £175

If learners complete this NOCN unit plus one other from this section, they will be entitled to have their course fees refunded.

This comprehensive programme will give you the skills to train and engage adult learners, as opposed to just making a presentation. The programme consists of a two-day course followed a month later by one day of practical training sessions and then a portfolio tutorial. The aim of the course is to develop high standards and consistency of training delivery, and participants are strongly encouraged to complete the portfolio for the OCNSER accredited unit Development Effective Skills for Adult Trainers. The course is suitable for new trainers and existing trainers wanting to develop their skills.

- Learn core training skills and the behaviour required when working as a trainer
- Develop awareness of a range of training methods and tools and their practical application
- Recognise personal differences in training delivery styles and establish your minimum skill levels and personal development goals
- Understand and appreciate that individuals have different learning styles and how these affect people being trained
- How to set clear objectives to meet learning needs
- Learn to design fruitful training sessions that engage learners
- Understand the importance of evaluations and follow-ups and how to use them
- Take away personal action plans to practise your new training techniques

**This course is linked to an Open College Network Unit – Developing Effective Skills for Adult Trainers – Level 3.**

*All courses are from 9.30am to 4.00pm, unless shown otherwise*

## Presentation Skills **NEW**

**DURATION** 2 days

**DATE** 11 & 14 September 2009

**VENUE** Astolat, Coniers Way,  
Guildford

**TRAINER** Sue Skrobanski

**FEE** SCA MEMBERS £85  
OTHER VOL SECTOR £90  
OTHER SECTORS £175

If learners complete this NOCN unit plus one other from this section, they will be entitled to have their course fees refunded.

This two day programme will give you the skills to be able to deliver well constructed, interesting and professional presentations. The programme consists of two days, the first day will be the theory behind presentations, what makes a good presentation, what are the best visual aids to use, how to engage your audience and how to be mindful of the audience needs. It will also look and reflect at your past experiences of delivering presentations. During the first day of the course, time will be available to briefly explore MS PowerPoint and both its advantages and disadvantages of using it when delivering presentations. Day two of the course consists of delivering presentations to the group, this will include giving feedback to others within the group and also evaluating your own performance. By the end of the session delegates will be able to:

- List the different types of presentation available
- Identify key issues in preparation and delivery of a presentation
- Prepare visual aids for use in a simple presentation
- Deliver a short presentation Evaluation own performance

**This course is linked to an Open College Network Unit – Developing Presentation Skills – Level 3.**

## Stress & Stress Management **NEW**

**DURATION** 1 day

**DATE** 5 October 2009

**VENUE** Astolat, Coniers Way,  
Guildford

**TRAINER** Marika Dalgliesh,  
Dalgliesh Associates

**FEE** SCA MEMBERS £40  
OTHER VOL SECTOR £45  
OTHER SECTORS £175

If learners complete this NOCN unit plus one other from this section, they will be entitled to have their course fees refunded.

This course is targeted to staff or volunteers who may well have substantial experience in their roles, but find stress and stress management a problem. This programme will offer an opportunity to identify what is stress and look at the different types of stress. It will also look at signs and symptoms of stress and techniques on how to manage it, strategies for self-help and for improved effectiveness in the future.

- Identify the causes and effects of stress and the early warning signs
- List the signs and symptoms of stress and how it may affect an individual
- Identify appropriate techniques for individualised preventative action against stress
- Develop the skills required to prevent pressure from becoming stress, and to manage unavoidable stress.

**This course is linked to an Open College Network Unit – Understanding Stress and Stress Management Techniques – Level 2.**

All courses are from 9.30am to 4.00pm, unless shown otherwise

# SURREY COMMUNITY ACTION COURSES

The courses on pages 22 to 26 are run by Surrey Community Action as a continuation of the successful programme that has been run for many years. The courses are not sponsored and are run on a not-for-profit basis. Bursaries are available for these courses – please see page 5 for details.

## *The Art of Assertiveness*

**DURATION** 1 day

**DATE** 2 March 2010

**VENUE** Astolat, Coniers Way,  
Guildford

**TRAINER** Nicola Gregory, Brand  
Values

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**FEE** SCA MEMBERS £70  
OTHER VOL SECTOR £75  
OTHER SECTORS £175

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This course will enable participants to harness their own strengths and styles, rather than prescribe one model of assertive behaviour. It will build self-confidence and belief and overcome self-doubt. Assertiveness is a way of being.

- Rights in assertiveness
- Behavioural styles
- How to make and refuse requests
- Handling aggressive and difficult behaviour
- Asserting yourself at meetings
- Asserting yourself as a chairperson

## *Effective Administration Skills*

**DURATION** 1 day

**DATE** 27 January 2010

**VENUE** Astolat, Coniers Way,  
Guildford

**TRAINER** GBC Learning

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**FEE** SCA MEMBERS £70  
OTHER VOL SECTORS £75  
OTHER SECTORS £175

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A very practical course for staff and volunteers involved in all those administration jobs that are so vital to their organisations and who want to develop super efficiency.

- Setting priorities – how to say no
- Organising meetings and agendas
- Producing effective minutes and action summaries
- The importance of making a good first impression, communicating and putting customers first
- How to improve your own effectiveness – diarying, time management, filing

*All courses are from 9.30am to 4.00pm, unless shown otherwise*

You can now book on-line at [www.ba4all.org.uk/L4C](http://www.ba4all.org.uk/L4C)

## First Aid – The Basics

<b>DURATION</b>	1 day (9:00am – 5:00pm)
<b>DATE</b>	19 January 2010
<b>VENUE</b>	Astolat, Coniers Way, Guildford
<b>TRAINER</b>	Mary Shiels, Red Cross
<b>FEE</b>	<b>SCA MEMBERS £70</b> <b>OTHER VOL SECTORS £75</b> <b>OTHER SECTORS £175</b>

This course is suitable for anyone who wishes to learn First Aid to cover the more common emergencies. This is a practical course covering life threatening situations. On request and time permitting the trainer is happy to deliver other topics not covered in the course. On successful completion of the course the candidates will be awarded with a Red Cross Basic First Aid Certificate. This course does not qualify for First Aid at Work or Appointed Person Certificates. The course covers how to assess the situation and treat

- An unconscious breathing casualty
- An unconscious casualty who is not breathing (CPR)
- A casualty who is choking
- Bleeding and shock
- Burns and scalds
- Broken bones and muscular injuries

## Gypsy & Traveller Cultural Awareness Training

<b>DURATION</b>	Half day (12:00noon – 4:00pm)
<b>DATE</b>	9 September 2009 or 4 November 2009 or 1 December 2009
<b>VENUE</b>	Astolat, Coniers Way, Guildford
<b>TRAINER</b>	Ann Wilson, Surrey Community Action
<b>FEE</b>	<b>SCA MEMBERS £15</b> <b>OTHER VOL SECTOR £15</b> <b>OTHER SECTORS £15</b>

Are your services accessible to diverse communities? Surrey has the fourth largest gypsy and traveller population in England but despite this, recent research showed very few voluntary and community organisations are delivering services and supporting community development with the gypsy and traveller community. The research showed that many organisations wanted to work with the community but did not know how to start to do this. This course will:

- increase your knowledge and understanding of gypsy and traveller culture
- help you to explore ways to further increase the accessibility and appropriateness of your services
- help you to begin to build relationships with the gypsy and traveller community in Surrey

## Health and Safety at Work

<b>DURATION</b>	1 day (9:00am – 5:00pm)
<b>DATE</b>	17 September 2009
<b>VENUE</b>	Astolat, Coniers Way, Guildford  OR 8 October 2009
<b>VENUE</b>	Peacock Management Suite, Woking
<b>TRAINER</b>	Maureen Wisdom, Access Safety Training
<b>FEE</b>	<b>SCA MEMBERS £70</b> <b>OTHER VOL SECTORS £75</b> <b>OTHER SECTORS £175</b>

This course will enable you to achieve the new CIEH Level 2 awards (assessed through a multiple choice test of 30 questions) in Health and Safety in the Workplace. It is suitable for all employees. QCA Accredited.

- Legislation
- Health, safety and welfare
- The workplace and workplace equipment
- Risk assessment
- Manual handling
- Hazardous substances
- Ergonomics and workstation design
- Transport and vehicles

All courses are from 9.30am to 4.00pm, unless shown otherwise

Bursaries available for these courses – see page 5

## Independent Safeguarding Authority Awareness

**DURATION** 2 hours (pm)

**DATE** 1 October 2009

**VENUE** Redhill Methodist Centre,  
Redhill

**TRAINER** Carla Thomas

**FEE** SCA MEMBERS £15  
OTHER VOL SECTOR £15  
OTHER SECTORS £15

The Independent Safeguarding Authority (ISA) has been created to help prevent unsuitable people from working with children and vulnerable adults. The ISA vetting service treats paid and unpaid work in the same way. The important distinction is between 'regulated activity' and 'controlled activity'. It will be a criminal offence to take on someone for a regulated activity without checking their status under the vetting service and/or allow a barred individual to work in such an activity.

It will be mandatory to check the status of someone before they work or volunteer in a controlled activity. However, provided safeguards are put in place, a barred person can be permitted to work or volunteer in a controlled activity.

## Risk Assessment

**DURATION** 1 day

**DATE** 7 October 2009

**VENUE** Queen Elizabeth's  
Foundation, Leatherhead

or

**DATE** 10 February 2010

**VENUE** Astolat, Coniers Way,  
Guildford

**TRAINER** Maureen Wisdom, Access  
Safety Training

**FEE** SCA MEMBERS £70  
OTHER VOL SECTOR £75  
OTHER SECTORS £175

The CIEH Level 2 Award in Principles of Risk Assessment is a new CIEH qualification designed to help improve the workplace culture for occupational health and safety. Its main purpose is to enable learners to understand the basic principles of risk assessment. This qualification will therefore give all employees the ability to contribute to the process and act always to protect their own health and safety and that of others.

- Main causes of accidents and ill health, and their implications for people in the workplace
- Legal requirements for risk assessment
- Principles of risk assessment including:
  - hazards, risks and control measures
  - the five steps of risk assessment
  - the hierarchy of control
  - risk assessment review and record keeping.

## Taking Effective Minutes

**DURATION** 1 day

**DATE** 3 February 2010

**VENUE** Astolat, Coniers Way,  
Guildford

**TRAINER** GBC Learning

**FEE** SCA MEMBERS £70  
OTHER VOL SECTORS £75  
OTHER SECTORS £175

Learn how to write minutes that capture the main points of a meeting, especially actions and accountabilities. Minutes are almost more important than the meeting – they are the official, in some cases legal, record and the key to effective action. This course focuses entirely on minute-taking; the course Effective Administration also includes an element of this.

- the structure of minutes
- the key to successful minute-taking
- practical exercises
- creating order from disorder

## Using MS Excel – Introduction to Creating & Using Spreadsheets

**DURATION** 1 day (10am – 3.45pm)

**DATE** 17 November 2009

**VENUE** Astolat, Coniers Way, Guildford

**TRAINER** David Kent, Projectwon

**FEE** SCA MEMBERS £70  
OTHER VOL SECTOR £75  
OTHER SECTORS £175

Learn how to create and use spreadsheets so that you can prepare simple accounts and budgets, cost out an event or project and keep a whole range of financial records easily and quickly. Learn how to change your figures at a touch of a button and prepare impressive reports and charts for your colleagues.

- Data entry and editing
- Dealing with columns and rows
- Creating a simple spreadsheet
- Constructing formulae
- Formatting – shading, lines and cell contents
- Simple functions, orders of precedence and absolute cell references
- Charts and graphs
- Preview and page setup

## Using MS Excel – Further Information on Using Spreadsheets

**DURATION** 1 day (10am – 3.45pm)

**DATE** 2 February 2010

**VENUE** Astolat, Coniers Way, Guildford

**TRAINER** David Kent, Projectwon

**FEE** SCA MEMBERS £70  
OTHER VOL SECTOR £75  
OTHER SECTORS £175

For those who have a basic knowledge of working with spreadsheets and want to improve their skills, making use of more advanced features and applications. This course is only available to delegates who have attended the SCA Training course, Using MS Excel – Introduction to Spreadsheets and have hands on experience of using spreadsheets.

- Working with large spreadsheets
- More formatting techniques
- Custom lists
- Conditional formatting
- Simple 'if' statements
- Using absolute cell references
- Exporting spreadsheets into MS Word
- Charts

## Using MS PowerPoint – A Guide to Creating Professional Presentations

**DURATION** 1 day (10am – 3.45pm)

**DATE** 4 March 2010

**VENUE** Astolat, Coniers Way, Guildford

**TRAINER** David Kent, ProjectWon

**FEE** SCA MEMBERS £70  
OTHER VOL SECTOR £75  
OTHER SECTORS £175

Learn how to use *MS PowerPoint* to make effective presentations that are easy to edit and look much more professional than overheads. No prior knowledge is needed.

- Basic drawing techniques
- Creating slides
- Using templates
- Slide presentations
- Special effects

## Using MS Publisher – A Guide to Creating Effective Publicity Material

**DURATION** 1 day (10am – 3.45pm)

**DATE** 15 October 2009

**VENUE** Queen Elizabeth's  
Foundation, Leatherhead

**TRAINER** David Kent, ProjectWon

**FEE** SCA MEMBERS £70  
OTHER VOL SECTOR £75  
OTHER SECTORS £175

Learn how to create your own effective publicity material that looks professional and attractive.

- Understanding the *Publisher* window
- How to use templates
- How to design a flier, 3-fold brochure and a newsletter
- Formatting techniques

## Using MS Word – Increase your Knowledge of Word Processing Techniques

**DURATION** 1 day (10am – 3.45pm)

**DATE** 29 September 2009

**VENUE** Astolat, Coniers Way,  
Guildford

**TRAINER** David Kent, ProjectWon

**FEE** SCA MEMBERS £70  
OTHER VOL SECTOR £75  
OTHER SECTORS £175

Learn how to increase your word processing skills to enable you to create better looking documents. To attend this course you should have a basic understanding of word processing and be able to create, print and save a word processing document.

- Paragraph formatting
- Tables
- Tabulation
- Mail merge
- Bullets and numbers
- Dealing with large documents
- Folders and file management
- Templates

## Volunteer Car Driver Training

**DURATION** Half-day (11am – 3pm)

**DATE** 14 October 2000

**VENUE** Astolat, Coniers Way,  
Guildford

**TRAINER** Vicki Turton, Surrey  
Community Action

**FEE** SCA MEMBERS £45  
OTHER VOL SECTOR £50  
OTHER SECTORS £80

A beneficial, driver orientated session for all volunteer drivers giving them essential information and extra confidence.

- Legal responsibilities – looking at duty of care and health and safety, etc.
- Defensive driver awareness – using crash scenarios to make drivers more aware of what is going on around them
- Assisting passengers – professional etiquette and how to help anyone with a disability
- Individual driver checks – checks all schemes and drivers should be making
- Observed drive (optional) – a 15 minute drive with an observer followed by another drive after constructive comments

All courses are from 9.30am to 4.00pm, unless shown otherwise

# AWARENESS TRAINING

The training on this page provides awareness sessions a topic which concerns many organisations. The course is free to voluntary & community sector groups.

## ***Keeping Children Safe – SMART Enough? NEW***

**DURATION** *Half-day (10am – 2pm)*

**DATE** 9 September 2009

**VENUE** *Astolat, Coniers Way,  
Guildford*

**TRAINER** *Chris Plummell, Lucy  
Faithfull Foundation*

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**FEE** **FREE**

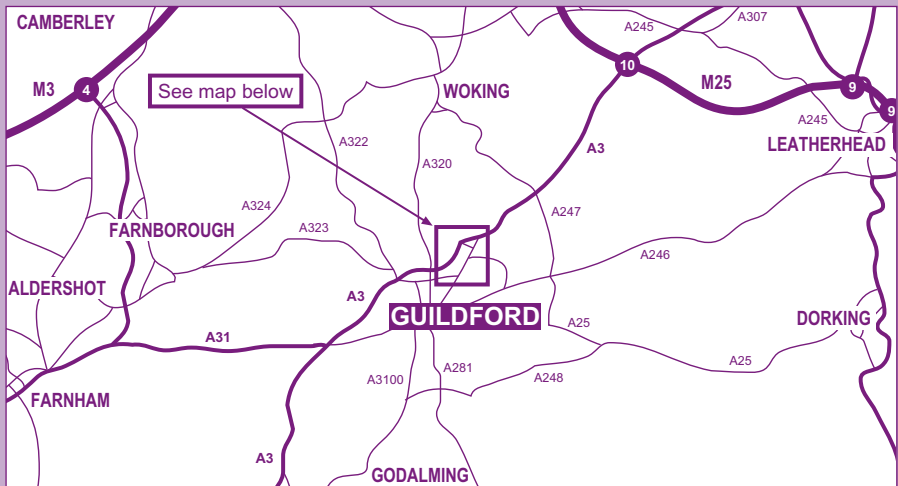
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The SMART Enough? programme is aimed at helping parents and carers better protect their children from child sex offenders. The number one aim is to prevent children and young people from being harmed by sex offenders.

The programme aims to dispel common myths surrounding child sex offenders while at the same time arming parents and carers with sound information that will help them keep their youngsters safe from harm. It will also offer a better understanding of how convicted sex offenders are looked after on release into communities by the police, probation and other statutory bodies alongside charities and the voluntary sector.

# H O W T O F I N D U S

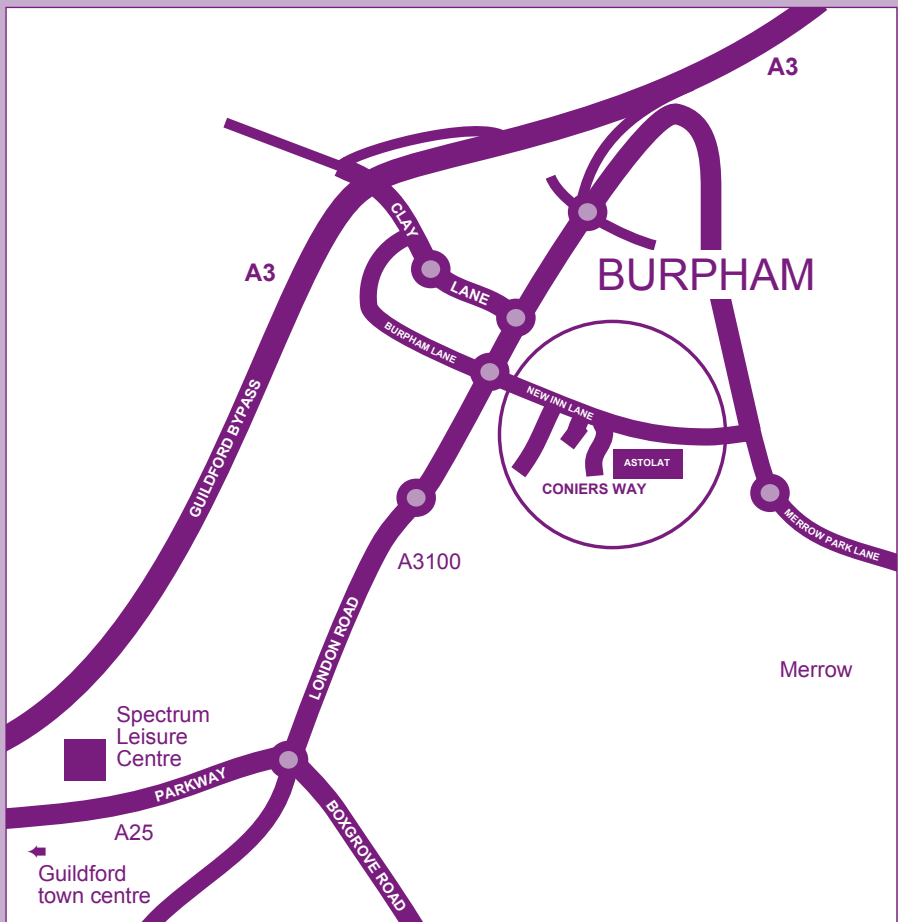
Surrey Community Action is located at "Astolat", Coniers Way, Burpham, Guildford GU4 7HL. Burpham is northwest of Guildford, the easiest access being from the A3.



**From the A3 travelling south**, take the Burpham exit and proceed straight over the first two roundabouts. At the third roundabout, turn left into New Inn Lane and Coniers Way is the third turning on the right.

**From the A3 travelling north**, take the exit marked Dorking A25 and Guildford A322 (about quarter mile after the exit for the University and hospital). Follow signs for Dorking A25, across 2 major junctions with

traffic lights, passing out of town stores on the left and the fire station on the right. Pass Parkway Hotel and the Spectrum Leisure Centre on the left and Stoke Park on the right. Filter left at the next roundabout following signs to London, Leatherhead and the A3. Follow signs to the A3, going straight over the first roundabout. At the second roundabout take the third exit (between a BP garage and MJA Car Sales) into New Inn Lane, then the third right into Coniers Way which leads into Astolat.





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website or call 01635 523861**

**or email  
[actionforall@ccberks.org.uk](mailto:actionforall@ccberks.org.uk)**

## Surrey Community Action

# Payroll Service For Voluntary and Community Groups

Surrey Community Action's payroll service is confidential and can be tailored to suit your own personal requirements. If you employ a small number of staff it may be easier to let our professional and friendly finance team to deal with all your payroll needs.



**We will calculate monthly salaries, tax and national insurance  
and produce payslips for you.**

**We will also provide reports on a monthly and annual basis to  
enable you to complete your financial accounts.**

**For an informal initial discussion please contact our Finance Manager**

**Tel: 01483 459292 x232 Fax: 01483 440508**

**E-mail: [info@surreyca.org.uk](mailto:info@surreyca.org.uk)**

**Fees are available on request**

# South East Region ESF Community Grants Programme 2008–10

**£1,250,000 will be available in Round 3  
across the South East Region  
– closing date 21 September 2009**

**An additional £280,000 will be available in  
Round 4 across the South East Region  
– closing date 3 February 2010**

1. The aim of the ESF Community Grants is to fund small organisations and priority will be given to those who have been in receipt of less than a total of £300,000 income over their last three financial years. It is the parent/umbrella group Statement of Financial Activity (SOFA) figure that must be used in assessing group income/turnover and there will be a limit of £2,000,000 imposed on all applications over this three year period.
2. You must be based and provide your services in South East England.
3. Grants of up to £12,000 are available to third sector organisations in the South East who support the most disadvantaged individuals to access further learning opportunities or progress to employment. People benefitting from these grants will be experiencing barriers to access services and will not be in paid work or be economically inactive.

Priority will be given to lone parents, women, people with health/disability issues, older people (50 yrs plus) people from ethnic minorities and diverse communities. The minimum age is 16 years.

Application forms, the funding criteria and guidelines are available on the Surrey Community Action website: [www.surreyca.org.uk](http://www.surreyca.org.uk) or can be obtained by contacting:  
Graham Phillips  
South East Region Community Grants Manager  
Tel: 01483 459292 ext 237  
Email: [communitygrants@surreyca.org.uk](mailto:communitygrants@surreyca.org.uk)

## **Date for your Diary**

**Surrey Community Action and  
Surrey County Association of  
Parish and Town Councils**

## **Joint AGM and Workshops**

**Tuesday, 6 October 2009**

**10:00am – 3:15pm**

**East Horsley Village Hall, Kingston Avenue,  
KT24 6QT**

**Two key speakers**

**Choice of two workshops in the morning**

**Choice of two workshops in the afternoon**

**Lunch provided**

**More details to follow. Please contact Anne Barry  
on Tel: 01483 459292 ext 216  
or email [anneb@surreyca.org.uk](mailto:anneb@surreyca.org.uk)**

For further information  
about SCA TRAINING go to  
[www.surreyca.org.uk](http://www.surreyca.org.uk)

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