

## **Training Bulletin: September 2015 – October 2015**

Dear Colleagues

I have an important update for you as I will be leaving my post as Training Coordinator for involve Wokingham Borough, my final day being 8 October 2015. I am taking up a role with the Earley Crescent Resource Centre so hopefully I will still see some of you around or if nothing else be in communication with you. I have greatly enjoyed my time as Training Coordinator both with involve and previously with Wokingham Borough Voluntary Sector Forum, but feel the time is right for me to move on. involve is in the process of recruiting to fill my position. If you want to express an interest in this post then please contact Philip Cook, General Manager of involve on 01344 304404. In the interim period please forward any enquiries, requests for information, booking forms, training updates you may have to Philip Cook, who is caretaking the training post until a suitable replacement is recruited [Philip.cook@involve.community](mailto:Philip.cook@involve.community).

As mentioned in my recent update we will be running another Level Two Award in Health and Safety in the Workplace (Please see below). We last ran this training early in 2014 and it was very well received. Because of that I would suggest you book your place early to avoid disappointment. **For further information or to book a place on this course please contact me, Ali Coe, Training Coordinator via [Ali.coe@involve.community](mailto:Ali.coe@involve.community) (until the 8 October) or contact Phillip Cook on 01344 304404 or via email [Philip.cook@involve.community](mailto:Philip.cook@involve.community).**

Thank you for all your support.

### **involve Wokingham Borough Level Two Award in Health and Safety in the Workplace Chartered Institute of Environmental Health (CIEH)**

Tuesday, 10 November 2015 - 9:30 am – 5pm

The Oakwood Centre, Headley Road, Woodley, Reading, RG5 4JZ

£38.00 (includes course administration £20 and £18 certificate fee)

Or £43.00 for groups outside Wokingham Borough

(includes course administration fee of £25 and £18 certificate fee)

This is an accredited level 2 qualification designed to equip the candidate with an improved understanding of Health and Safety within the workplace. The course will give the candidate an over-view of the requirements under the legislation and how their work compliments these items. The candidate may require further training in specific aspects depending on their work activity and this can be discussed during the course.

Successful completion of the training course and assessment will enable candidates to understand:

- Understand the importance of Health & Safety in the workplace

- Understand the legislation relating to employers, employees & the self-employed and the requirements of the current regulations and relevant documentation
- State the types of occupational health hazards in the work-place and how these can be controlled – including manual handling and hazardous substances (COSHH)
- Understand how safety is important to prevent accidents in the work-place - when using work equipment, electricity, factors involving slips trips and falls, and fire prevention
- State the welfare requirements for a work-place
- State the importance of being aware of ergonomics, working at height, transport, noise and vibration control
- Understand the need for risk assessments

**The full course syllabus can be seen by visiting [www.cieh.org/training](http://www.cieh.org/training)**

### **Training provided by Wokingham Volunteer Centre**

#### **Volunteer Management Workshop**

Wednesday 25th November 2015 - 9.30am – 2.30pm

Wokingham Volunteer Centre, 10, Denton Road, Wokingham RG40 2DX

£20, including light lunch and course materials; £25 for groups outside Wokingham Borough

Groups that depend on volunteers can maximise their effectiveness by paying attention to every aspect of volunteer management. Join this workshop to learn more about good practice in recruitment, induction, development of roles and policies, valuing volunteers and dealing with problems – all designed to help your group find and keep good volunteers for longer. Course materials will include specimen documents and templates that can be used to generate your own.

Please register direct with Christine or Helena at the Volunteer Centre

Tel. 0118 977 0749 or email [volunteer@wok-vol.org.uk](mailto:volunteer@wok-vol.org.uk).

#### **Training provided by Wokingham Children's Autism Partnership**

The Partnership are pleased to offer the following workshops for parents/carers who live with, and practitioners who work and play with children and young people with autism.

For information about any of the following workshops, or to book a place, please contact:

Pam Breslin, LDD Service 01189 746882, [pamela.breslin@wokingham.gov.uk](mailto:pamela.breslin@wokingham.gov.uk)

Wokingham Borough Council, Children's Services, Highwood Annexe, Woodley RG5 3RU

The workshops appear in date order up until December 2015 – they will be repeated January to June 2016 including new pilot workshops

Cost of all workshops:

Parent/carer £5.00 Subsidised by Wokingham Borough Council Children's Learning

Others £30.00 Difficulties and Disabilities service

#### **For parents/carers and practitioners/leisure providers:**

##### **Understanding the impact of sensory needs – level 2**

Wednesday 7th October 2015 9.30 registration for 9.45 start – 1.15pm

The large Hall, Woodley Air Field youth centre, Hurricane Way, Woodley RG5 4UX  
(free parking)

An opportunity to gain an understanding of how we process information via the senses, how this differs for some people, the difficulties it can present and the strategies and interventions that can be used to support

**For parents/carers and practitioners/leisure providers:  
Understanding and writing social/visual scripts – level 1**

(previously titled how to write a social story™)

Wednesday 14th October, 2015 - 9.30 registration for 9.45 start – 1.15pm

The large Hall, Woodley Air Field youth centre, Hurricane Way, Woodley RG5 4UX  
(free parking)

Raising awareness of the role of the social/visual script as a strategy in supporting individuals to understand and function in the social world around them. Looking at a range of stories which have helped support development and improved understanding of social events and expectations in a given situation, which may lead to more effective social responses. You will have the opportunity to write a story to describe a social situation, skill or concept in a specifically defined style and format for an individual of any age

**For parents/carers only**

**How you can support children & young people with autism to manage emotions (including anger) – level 2**

Saturday 17th October 2015 9.30 registration for 9.45 start – 1.15pm

Highwood annexe, Fairwater Drive, Woodley RG5 3RU (free parking)

An opportunity to gain a comprehensive understanding of autism; an understanding of how you can support people with autism to promote positive behaviours and how you can support people with autism with their understanding of their own and others emotions (including anger) and how to self-manage

**For parents/carers and practitioners/leisure providers:**

**Autism specific workshop on sexual development and puberty – level 2**

Wednesday 21st October 2015 9.30 registration for 9.45 start – 1.15pm

The Large Hall, Woodley Air Field Youth Centre, Hurricane Way, Woodley RG5 4UX  
(free parking on site)

An opportunity to discuss and understand the physical and emotional changes at puberty, and how to prepare and support young people with autism to manage these changes. Exploration of the concept 'public, private and personal safety'.

This is a level 2 workshop, and understanding of autism or attendance at a previous autism workshop is expected. Participants must understand that there will be discussion and visuals about issues of a sexual nature.

**For practitioners/leisure providers only:**

**How you can support children & young people with an autism spectrum condition to manage emotions (including anger) – level 2**

Wednesday 4th November 2015 9.30 registration for 9.45 start – 1.15pm

The large Hall, Woodley Air Field youth centre, Hurricane Way, Woodley RG5 4UX  
(free parking)

An opportunity to gain a comprehensive understanding of autism; and how you can support people with autism to promote positive behaviours, and support their understanding of their own and others emotions (including anger) and how to self-manage

**For parents/carers and practitioners/leisure providers:**

**Understanding and writing advanced social/visual scripts – level 2**

Wednesday 18th November 2015 9.30 registration for 9.45 start – 11.45

The Large Hall, Woodley Air Field youth centre, Hurricane Way, Woodley RG5 4UX  
(free parking)

An opportunity to build and practice skills already in place when using social/visual scripts for children and young people with autism – the next steps in using this successful intervention

**For practitioners/leisure providers:**

**A positive, systematic approach to finding solutions – autism focused**

**(previously titled autism specific Solution focused problem solving) level 2**

Wednesday 25th November 2015 9.30 registration for 9.45 start – 12.45pm

The Large Hall, Woodley Air Field youth centre, Hurricane Way, Woodley RG5 4UX  
(free parking)

An opportunity to develop new skills in finding solutions; responding in a more creative manner towards difficulties and gaining confidence in a team approach to addressing difficulties in your setting.

There is an expectation that candidates have knowledge of autism, and they will be expected to work in small groups to discuss issues experienced by children that are preventing them from moving on, therefore it is necessary to bring a difficulty or challenge of this nature from your setting.

**For parents/carers and practitioners/leisure providers**

**Drawing whilst talking – level 2**

**(previously titled Comic Strip Conversations TM)**

Wednesday 2nd December 2015 9.30 registration for 9.45 start – 12.45

The Large Hall, Woodley Air Field youth centre, Hurricane Way, Woodley RG5 4UX  
(free parking)

How to use drawing whilst having a conversation as an intervention enabling the exploration and enhancement of conversational skills, social understanding and building the understanding of how another person might feel in situations, and / or give us their understanding of what took place

**For parents/carers and practitioners/leisure providers:**

**Understanding & supporting the visual environment for children with autism – level 2**

Wednesday 9th December 2015 9.30 registration for 9.45 start – 12.45pm

The Large Hall, Woodley Air Field youth centre, Hurricane Way, Woodley RG5 4UX  
(free parking)

An opportunity to gain an understanding of effective visual support and its impact in the environment. The need for awareness of different learning styles. How to use and develop visual tools to meet the individual needs of the child/young person, and ideas for improving communication in home, school and community environments

**Specifically for Early Years Practitioners**

Understanding & supporting the visual environment for children with autism with Karen Hall

Friday 23rd October 2015

Understanding the impact of sensory needs with Karen Halley Wednesday 16th March, 2015

**Booking for these workshops only is through the Early Years Learning Hub as usual**

### **Training provided by Wokingham Borough Council**

I have been asked to highlight the following training offered to you by the Children Services team within WBC.

#### **The Family Star programme**

<http://wokingham.learningpool.com/>

The Family Star programme has been created to provide frontline workers with a robust strategy, tools and techniques to both engage with all members of the family unit, listen to and understand individual needs and together create a pragmatic plan to best address the issues raised. This holistic approach allows delegates to focus on the underlying causes and not simply address the symptoms of the problem/s.

Areas considered in the model are -

- Physical health
- Educational wellbeing
- Keeping your Children Safe
- Social networks
- Educational learning
- Boundaries and behaviour
- Family Routine
- Home and money

The course introduces delegates to a unique and structured ethos in both enhancing keywork and providing useful outcomes data. The Outcomes Star is a tried and tested tool that brings the benefit of years of development with frontline workers and service users.

#### **Nurturing Attachments 6 day programme**

<http://wokingham.learningpool.com/>

The aim of the course is to develop an understanding of attachment and how this impacts on both looked after and adopted children. To look at the influence of being parented has on our role as a parent or carer and to have a basic understanding of parenting with PACE (Playful, Accepting, Curious and Empathic approach) over a 6 day modular programme.

- Module 1 - Attachment and Trauma
- Module 2 - Neuroscience/Developmental Norms/Attachment history
- Module 3 - Empathy/Attunement and Post Traumatic Stress Disorder
- Module 4 - Recognising Attachment behaviours in the children and families and what their strategy may mean to our work
- Module 5 - Creatively Engaging Children and Young People
- Module 6 - Understanding PACE and how to support Foster Carers

The target audience for this event is Social Workers working with children and families on ways of developing better relationships between the whole family; building a toolbox of skills to make things at home an easier place for all the family to be.

## **Care Act Training**

### **Free Care Certificate Workshop**

20 October 2015 9.30am – 12 noon

Wokingham Borough Council

Council Chamber, Shute End, Wokingham, RG40

To reserve your place please contact

[Support@TGMGroup.net](mailto:Support@TGMGroup.net) or Contact us [Support@TGMGroup.net](mailto:Support@TGMGroup.net) 0345 873 0373

The Grey Matter Group share practical information and answer your questions about the Care Certificate and the latest CQC Legislation

Improving lives through learning

Why should I attend? You'll learn more about the Care Certificate and how it can support new and existing staff in their career development; your role in identifying knowledge gaps, setting learning objectives and robustly assessing competence through supervision; and the tools and free resources available to support you.

### **The Grey Matter Group**

We provide an online assessment and competence recording system that will enable you to evidence workers' knowledge and competence against national standards. Our Care Certificate assessments identify knowledge gaps and provide short bite-sized eLearning modules. Our system quickly measures knowledge enabling you to recruit the right people and tailor workers' learning to meet identified gaps rather than sheep dipping people through training.

Our methods have repeatedly proven to save time, money, resources, backfill and gives providers evidence that their training is delivering results through a transfer of learning to the workplace.

We have various contracts with organisations contact us to find out if you are eligible for free resources.

Who will benefit from this workshop? Care providers; managers and supervisors of new staff who need the introductory skills, knowledge and behaviours to provide compassionate, safe and high quality care and support; managers and supervisors of existing staff who wish to improve or refresh their knowledge

## **Adult Safeguarding Training**

### **Adult Safeguarding Level 1**

**This training session is now a 1 day course (9:30am – 4:30pm) in order to ensure that it meets the changes brought in by the Care Act 2014**

- 26<sup>th</sup> October 2015
- 17<sup>th</sup> November 2015

You now have the option to apply to go on a waiting list for this course. Your name will replace a cancellation or be booked onto the next available course on a first come first served basis. Details are on the MyLearning web page.

**NB: Priority will be given to those applying for Support with Confidence and as identified by our Care Governance.**

### **Level 2 – 1 day**

It is recommended for all delegates to have completed the Level 1 Safeguarding training within Berkshire in the past 12 months **BEFORE** booking a place on this course.

- 13<sup>th</sup> October 2015
- 24<sup>th</sup> November 2015

### **Level 3 – Managing Staff & Making Decisions**

The recommended target audience for this event are those who manage staff and make decisions in adult safeguarding investigations in local authorities, health trusts and provider services.

It is recommended for all delegates to have completed Level 2 Safeguarding training within Berkshire in the past 12 months **BEFORE** booking a place on this course.

- 15<sup>th</sup> October 2015
- 26<sup>th</sup> November 2015

If you are having difficulty, require assistance with making a booking (including on someone else's behalf) or have an enquiry about the training offered, then please contact our L&D Team at: [hrenquiries@wokingham.gov.uk](mailto:hrenquiries@wokingham.gov.uk) or telephone: 0118 974 6116, opening times - Monday to Friday 8.30am to 5.00pm.

For password and access issues, technical problems, running or accessing any of the content on MyLearningPlace, please contact the Learning Pool IT Support Desk: [support@learningpool.com](mailto:support@learningpool.com) or telephone: 0845 543 6033, opening times - Monday to Friday 8am to 8pm, Saturday and Sunday 9am to 5.30pm, Bank holidays 9am to 5.30pm.

I have also been asked to highlight to the following information:

To find out more about our Safer Places Scheme, please visit:

<http://www.wokingham.gov.uk/communities/communitysafety/staysafe/>

To see a map of Safer Places please go to:

<http://www.wokingham.gov.uk/communities/communitysafety/staysafe/safer-places-map/>

To find out more about Support with Confidence please visit:

[www.supportwithconfidence.gov.uk](http://www.supportwithconfidence.gov.uk) or see it on youtube:

<http://www.youtube.com/watch?v=KKpaZM5ATBQ>

**West Berkshire Safeguarding Adults Board  
Reading, West Berkshire and Wokingham  
Safeguarding Adults Board Website Launch**

Please see below for information about the Safeguarding Adults Board new website.

We are delighted to launch the Safeguarding Adults Board website, which can be found at <http://www.sabberkshirewest.co.uk/>

Please circulate this link to your colleagues, teams and other networks as appropriate and arrange for it to be included in your own intranets and websites. We hope you find a lot of useful information here.

The site will be developed over time so please forward comments or requests for further information to be added to [Natalie.madden@reading.gov.uk](mailto:Natalie.madden@reading.gov.uk)

**Training provided by the Earley Crescent Resource Centre**

For further information and/or to book a place, please contact Kate Long or Clare Arnaboldi, Neighbourhood Learning Centre, Earley Crescent Resource Centre, Warbler Drive, Earley, Reading, Berkshire RG6 4HB Tel: 0118 921 0555/email: [earleycrescent@btconnect.com](mailto:earleycrescent@btconnect.com)

**Emergency First Aid at Work**

Earley Crescent Resource Centre - Wednesday 4 November 2015, 9.30am – 4.30pm.  
(9.15am Registration – Course starts promptly at 9.30am). Course Administration Fee £30.  
Intended outcomes: Knowledge of appropriate procedures, practical experience and certificate of achievement. Lunches are available for purchase on the day.

**Level 2 Award in Food Safety in Catering**

Earley Crescent Resource Centre - Wednesday 11 November 2015, 9:30am - 5:00pm.  
(9.15am Registration – Course starts promptly at 9.30am).  
Course Fee £45 (includes certificate fee of £18).  
Lunches available for purchase on the day.  
This qualification will benefit anyone working in a situation where food is prepared, cooked and served; it is relevant to all catering operations. There is an examination at the end of the course and certificates will be issued to all who pass within 6 weeks of the course date.

**Get Familiar With Your Apple iPad**

Earley Crescent Resource Centre - Wednesday, 14 October – 21 October 2015  
10.00am – 12.00pm Course Fee: £25.00  
A 2-week course to help you feel comfortable with using your own Apple iPad

**Get More Out of An Android Tablet**

Earley Crescent Resource Centre – Wednesday, 4 November – 18 November 2015  
10am – 12.00pm. Course Fee £30  
A 3-week follow-on course from 'Get To Grips With An Android Tablet', or for those who already have an understanding of the basics of tablet use and would like to learn more.

**Next Steps in Computing**

Earley Crescent Resource Centre – Wednesday, 4 November – 2 December 2015  
1.00pm – 3.00pm Course Fee £45.00

A 5-week follow-on course to highlight more features in Word and to explore other programmes such as: MS Excel, Powerpoint, Publisher and to carry out simple file management.

### **Next Steps in Excel**

Earley Crescent Resource Centre - Thursday 5 November – 3 December 2015

10.00am – 12.00pm Course Fee £45.00

A 5-week follow-on course to Make Excel Work for You

### **Be Safe on the Internet and Email**

Earley Crescent Resource Centre - Thursday, 5 November – 3 December 2015 1pm – 3pm

A 5-week course to cover the safe use of the internet and email. Learners should know how to use a keyboard and mouse. Course Fee £45 (Payment Options Available).

### **Get More Out of Your Apple iPad**

Earley Crescent Resource Centre – Wednesday, 25 November – 2 December 2015

10am – 12.00pm

A 2-week Course follow-on course to 'Get Familiar With Your Apple iPad', or for those who have already have an understanding of the basics of iPad use and would like to learn more.

Course Fee £25

### **Explore Ebay**

Earley Crescent Resource Centre – Wednesday, 9 December 2015, 10am – 1pm.

Course Fee £22.00

A quick tour of buying and selling using Ebay! What is needed to setup an account, Tips on Buying and Selling and Exploring an Ebay account.

### **Using Skype**

Earley Crescent Resource Centre – Thursday 10 December 2015, 10am – 1pm.

Course Fee £22.00

An Introductory Session to using Skype! To Cover: The Skype App; Setting up a Skype Account; Making Calls and Video Calls and Searching for and Using Contacts.

***The Earley Crescent Resource Centre also offer regular free workshops in Preparation for Interview, Interview Skills and Group Interview Skills, IT for Job Search Skills, Confidence Building, Using LinkedIn for Job Opportunities, Dealing with unemployment and How to Create An Effective CV and Application Form. You might also be interested in taking a look at the Crescent website as they also regularly run a range of Art courses and Health Eating workshops aimed at the family. For further information and course dates please contact, Kate Long or Clare Arnaboldi Tel: 0118 921 0555. [www.earleycrescent.org](http://www.earleycrescent.org)***

### **Training provided by Bracknell & Wokingham College**

**FREE courses to adults 19+ who are experiencing mild to moderate mental health problems** <http://www.bracknell.ac.uk/courses/adults---wellbeing-in-mind>

As part of a nationwide pilot scheme Bracknell & Wokingham College is offering FREE courses to adults 19+ who are experiencing mild to moderate mental health problems including stress, anxiety, depression.

A rolling programme of courses will be offered throughout the year taught in small groups in welcoming venues across Bracknell, Wokingham, Earley and Woodley.

### **CARERS TAKE A BREAK – Autumn 2015 Courses**

This programme of courses has been developed by Bracknell & Wokingham College in partnership with Wokingham Borough Council. These courses provide a programme of bespoke learning opportunities for **unpaid** carers who are residents, or who care for residents, of the Borough and those who care for children with physical or learning disabilities attending schools with specialist resources within Wokingham Borough.

Obstacles and barriers are removed to encourage a positive and rewarding learning experience. Carers develop the confidence to move forward and progress to learn new skills knowing that support and guidance is available when needed. This helps to enrich their lives and to develop the tools and skills for planning future learning and/or preparing for work.

All courses are held in a relaxed and friendly environment in small supportive groups. There is a £5 non-refundable subscription charge to this programme for this term. This enables you to access either one or all courses being offered.

Course information can be viewed on our website at [www.bracknell.ac.uk](http://www.bracknell.ac.uk). To enrol for any of the courses, please telephone **Enquiries and Admissions on 01344 868600** you can pay by debit or credit card. Please apply as soon as possible to avoid disappointment!

### **Training provided by Deaf Positives Action**

Training for Advocates

Dates 5th, 6th, 12th and 13th November

Time 10am to 4pm Venue: Wokingham

<http://deafpositivesaction.us3.list-manage.com/track/click?u=2b811f9faad49fa7da2b5fe1f&id=d038bd36af&e=5e85303a55>

Advocacy workshop for Interpreter/ Translation

Date: 5th November 2015

Time: 10am to 4pm Venue Wokingham

<http://deafpositivesaction.us3.list-manage2.com/track/click?u=2b811f9faad49fa7da2b5fe1f&id=014e8fe525&e=5e85303a55>

### **Training provided by Wokingham Job Support Centre**

For further information or to book a place please contact Wokingham Job Support Centre on 01189 770517 or email [jobsearch@wjsc.org.uk](mailto:jobsearch@wjsc.org.uk) [www.wjsc.org.uk](http://www.wjsc.org.uk)

### **CV Workshop**

A free, practical workshop giving you the knowledge and confidence to create a winning CV. Current Workshop dates:

October	19 <sup>th</sup>
November	9 <sup>th</sup>
November	30 <sup>th</sup>

### **Interview Workshop**

A free, professional, comprehensive workshop covering all aspects of interviews including: planning and preparation, tackling difficult questions, confidence and attire plus much more. Current Workshop dates:

October	26 <sup>th</sup>
November	23 <sup>rd</sup>
December	21 <sup>st</sup>

### **50+ Workshop**

A free workshop appropriately targeted towards more senior clients. Designed to help you explore the potential of your transferrable skills and celebrate your wealth of knowledge and capabilities.

October	6 <sup>th</sup>
November	3 <sup>rd</sup>
December	8 <sup>th</sup>

These are all aimed at helping people back into the workplace.

### **Training provided by Wokingham, Bracknell and Districts Mencap**

#### **'Thinking Ahead' Workshop for Carers**

Thursday 8<sup>th</sup> October 2015 - 9.45am – 2pm

Wokingham Town Hall, Market Place, Wokingham, RG40 1AS

This is the fourth in a series of workshops being run by Wokingham, Bracknell & Districts Mencap, based on the theme of 'Thinking Ahead' to help parents and carers of young people (aged 16+) and adults with a learning disability and/or an Autism Spectrum Condition, living in the Wokingham and Bracknell Forest Boroughs, plan for the future. The theme for this workshop is 'Facing Difficult Decisions'. Funding for the workshops has been provided by Bracknell and Wokingham Learning Disability Partnership Boards. Lunch will be provided.

This workshop will include information about:

- Circles of Support
- Wills and Trusts (Boyes-Turner Solicitors)
- Lasting Power of Attorney for the carer (Boyes-Turner Solicitors)
- Assistive Technology in the home (Optalis)
- The experience of a carer

Please note that places are limited and you must book your place in advance.

For further information or to book a place please either telephone 0300 777 8539 or email [admin@wokinghammencap.org](mailto:admin@wokinghammencap.org)

**Training by other providers in neighbouring boroughs**  
**Please contact the provider directly for more information.**

## **Training Provided by Reading Borough Council Adult Social Care training**

Please contact the Learning & Workforce Development Team on 0118 937 2102 or visit [www.reading.gov.uk/pvittraining](http://www.reading.gov.uk/pvittraining)

- Domestic abuse training – level 1 (awareness) and level 2 (working with victims) - range of dates, FREE training - details on our website. Supports Care Certificate Standard 10 & 11: Safeguarding adults & children.
- People handling & risk assessment key trainer certificate: Edge Services. 9-12 Nov 2015. Please see attached flyer. To train you to deliver client manual handling training to your staff. £500 per delegate – a saving of £380 on purchasing an individual place direct from Edge Services. Supports Care Certificate Standard 13.3: Move and assist safely.
- West of Berks Joint safeguarding conference: "challenging cultural assumptions in safeguarding". 9 October 2015. £60 per delegate, incl. lunch and free parking. Please see attached flyer & booking form. Includes high calibre speakers covering a range of topical issues: radicalisation and Prevent, trafficking, cultural sensitivity in safeguarding, supporting Gypsy, Roma and Traveller communities, forced marriage, witchcraft and working with interpreters. Supports Care Certificate Standard 10 & 11: Safeguarding adults & children.

## **Berkshire - West Local Safeguarding Children Board Learning and Development Calendar of Events April 2015 – March 2016**

Please double click on the link below to open the LSCB Training Programme for 2015-2016

<http://www.wokinghamlscb.org.uk/contents/documents/LSCB%20Training%20Programme%202014%20-%202015.pdf>

### **City & Guilds Community Development Qualifications**

Are you interested in gaining a nationally recognised qualification in Community Development? We are offering people the opportunity to gain this qualification locally.

The dates are: October 4<sup>th</sup> & 11<sup>th</sup>; November 15<sup>th</sup> & 22<sup>nd</sup>; January 10<sup>th</sup> & 17<sup>th</sup> 9.30 – 3.00pm  
At: Whitley Social Club and Cafe, South Reading Community Centre,  
252, Northumberland Avenue, Reading RG2 7QA  
All 6 sessions need to be completed to gain the full award.

Cost: £300 to include registration, accreditation and certificate. There is a £20 discount for members of WCDA.

For further information or to book a place contact: [trisha@tacct.co.uk](mailto:trisha@tacct.co.uk) or telephone 07799146615.

### **Training offered by Parenting Special Children**

[www.parentingspecialchildren.co.uk](http://www.parentingspecialchildren.co.uk)

Please note this is just a snapshot of the training and support that Parenting Special Children offer for further information or to book on any of the workshops on offer please

contact either by phone on 0118 9863532 or by email at [admin@parentingspecialchildren.co.uk](mailto:admin@parentingspecialchildren.co.uk)

### **Time Out from ADHD - West Berks - Course is Free (£10 for course handbook)**

Thursday 5th November 2015

A 5 week course for parent/carers with Primary and Secondary school aged children with Attention Deficit Hyperactivity Disorder (ADHD), or for those awaiting a diagnosis.

### **Time Out from Autism – Reading - Free**

For parents of secondary-aged children

Tuesday 3rd November 2015

A 5 week course for parent/carers who have children of secondary age who have been diagnosed with Autism.

This course is for parent/carers who live in the Reading Borough Council area.

### **Time Out from Autism - Wokingham and West Berkshire**

A number of parents/carers and practitioners have asked about additional courses in Wokingham and West Berkshire. We're currently negotiating funding arrangements with the respective Local Authorities, but we hope to run courses in these areas after half-term.

### **NEW Looked After and Adopted Children with Special Needs Service**

Looked After and Adopted Children with Special Needs Monthly Workshop and Support Group - Reading - Free

Mondays from 10am - 11:30am or 7pm - 8:30pm

For all Berkshire families who are foster carers, adoptive parents, special guardians or kinship carers and looking after children and young people with special educational needs or disabilities.

- Topic based workshops
- Questions & Answers
- Opportunity to talk to other parents and carers

Please feel free to join us for the first group of the new term on Monday 5th October 2015 at 11 Glebe Road, Reading. RG2 7AG.

### **Training provided by Berkshire Autistic Society**

Please note that is a snapshot of the training that is on offer from the Berkshire Autistic Society please visit [www.autismberkshire.org.uk/](http://www.autismberkshire.org.uk/) Please contact for further information or to book a place by phone 0118 9 594 594 or email [Admin@autismberkshire.org.uk](mailto:Admin@autismberkshire.org.uk)

### **Pre assessment workshop for Parents of Children on the ASD pathway to CAMHS**

BAS office, Richfield Avenue, Reading - Dates to be arranged

Sadly, as there is currently no funding for this there is a charge of £15 per person

The Berkshire Autistic Society is working with CAMHS to provide valuable information and signposting to parents waiting for an ASD assessment for their child. We aim to make the journey as easy as possible for parents and create a more holistic approach to support. The workshops will be split into 3 age groups 0-5, 5-11 and 11+.

Please see the link for details: <http://www.autismberkshire.org.uk/prediagnosis-autism-workshops.aspx>

## **Post-Diagnosis training programme - FREE**

Bracknell Open Learning Centre

Tuesday 12th January 2016 until the 9th February 2016 (every Tuesday for 5 weeks) 09.30-12.30pm.

This is for parents/carers who are living and working in the Bracknell Forest area. It is a free 5 week workshop covering new diagnoses of children aged 9-18.

Please click on the link below to find out more:

<http://www.autismberkshire.org.uk/bracknell-post-diagnosis-support-service.aspx>

## **Edexcel qualification, Level 2**

Unit - Introductory Awareness of Autistic Spectrum Conditions.

Who for? - Anyone who works or supports adults on the Autism Spectrum.

This is a fantastic opportunity to undertake a two day course covering a comprehensive overview of Autism including the triad, sensory processing, comorbidities and person centred planning.

This is a certified, accredited course that carries 2 credits upon completion. It requires a workbook to be successfully filled out during the sessions and some reading between the two workshops.

For further information - please see link: <http://www.autismberkshire.org.uk/qcf-level-2-qualification.aspx>

## **Training Offered by Berkshire Youth**

For further information please contact Berkshire Youth either by telephone on 01189 090927 or by email [admin@berkshireyouth.co.uk](mailto:admin@berkshireyouth.co.uk)

Please double click below to see what training Berkshire Youth currently have on offer through to March 2016.

<http://www.bacyp.co.uk/training.html>

Berkshire Youth also offer bespoke training – training courses can be delivered to your organisation at your venue. For further information please contact Richard Jennings on 0118 9090927 or email [Richard.jennings@berkshireyouth.co.uk](mailto:Richard.jennings@berkshireyouth.co.uk)

## **Training provided by Reading Voluntary Action (RVA)**

*Please note this is purely a snapshot of the training that RVA offer*

### **"Don't Panic!" Introduction to financial management**

Tuesday 6 October 2015 9.30am – 12.30pm

3rd Floor Reading Central Library Abbey Square Reading RG1 3BQ

The training costs £60 for non-RVA members and £30 for RVA members using your Member Discount code. If you think you are an RVA member but you do not know your code, please email [training@rva.org.uk](mailto:training@rva.org.uk).

If you are a new organisation or have recently grown or changed committee members, then this session will help you understand the trustee / committee member's role in managing the finances of the organisation. This isn't just for treasurers as the session highlights the role of all members in ensuring the organisation is financially healthy.

### Aims of the workshop

- To build understanding of the importance of financial management
- To build confidence and ability to perform good financial housekeeping
- To leave the workshop having started the work to ensure better financial management of their organisation.

Delegates are encouraged to bring along their financial records to work on but a model organisation will also be used as an example.

To register or for further information please contact [training@rva.org.uk](mailto:training@rva.org.uk), phone 01189023921 or visit <http://rva.org.uk/event/training-dont-panic-introduction-to-financial-management-2/>

## **Training offered by Reading Children's & Voluntary Youth Services (RCVYS)**

### **Are They Safe?**

The Pavilion, 143-145 Oxford Road, Reading, Berkshire RG1 7UY  
13th October 2015, 6:30 pm - 9:30 pm | Free

Are They Safe? is an easily accessible introduction to safeguarding children in voluntary sector organisations. It has been produced by Safe Network (a collaboration between the NSPCC and Children England), and has been delivered across the country to thousands of different groups over the last few years. The course is written for leaders of a wide range of voluntary and community groups working with children and young people of all ages, as well as adult-facing groups who may come into contact with children.

While this short workshop contains material that we hope is useful to those who already have direct, practical experience in child protection, it is likely to be of most use to groups that are in the early stages of thinking about safeguarding, want to carry out a comprehensive review of their existing procedures, or who want to start from scratch.

For further information or to book please visit RCVYS website [www.rcvys.org.uk](http://www.rcvys.org.uk) or phone 07872 958501

## **Training provided by Autangel**

### **Exploring Autism Introduction - Autism Awareness Session**

Saturday 10 October 2015 - 10.00am - 4.00pm

Quaker Meeting House, 2 Church Street, Reading, RG1 2SB

This session is suitable for everyone although it was initially developed for therapists and councillors. I found that autistic adults and their families came along and benefited, and their experience was also helpful to the professionals who came enriched the experience for everyone, so it seems a mixture of participants enriches everyone's experience.

The session offers a clear explanation of the breadth of the autism constellation and the ways in which autistic brains can be atypical, understanding of autistic thinking and in doing so sheds light on the way typical brains work.

The session covers:

- An overview of autism
- Why autistic people have social and communication differences
- How and why autistic people respond to information and in unusual ways
- Autistic strengths and challenges

- Some reasons why autism is often not identified
- Experiential exercises and discussion

Please contact Caroline for further information on 07423 390 004 or via email at [caroline@autismmatters.org.uk](mailto:caroline@autismmatters.org.uk) or follow the link <http://www.autismmatters.org.uk/exploring-autism-an-introduction.html>

### **Community Council for Berkshire**

CCB offers a range of training courses, specially designed to support the voluntary sector and community groups. For further information please contact email:

[admin@ccberks.org.uk](mailto:admin@ccberks.org.uk) or telephone: 0118 961 2000 or visit [www.ccberks.org.uk](http://www.ccberks.org.uk)

### **Finance and Budgeting for Town and Parish Councils**

6:30pm on 21st October 2015 at The Calcot Centre, Highview, Calcot, RG31 4XD Reading

Who should come? All councillors, particularly those with financial responsibilities; it will also be a useful reminder for clerks and councillors that find finance challenging.

What does it cover? Steven Parkinson, SLCC Development Manager and Finance, ex clerk to Alton Town Council and finance specialist will deliver this training which will provide a general introduction to finance and budgeting. Topics covered will include:

- Legislation and guidance
- Budget and Precept
- Internal controls
- Borrowing, Investment, Cashflow
- After the financial year ends - account and audit
- Open forum
- There will be time for questions and networking.

If you would like to book a place please complete this booking form:

<https://ccberks.wufoo.com/forms/finance-and-budgeting-for-town-and-parish-councils/>

### **Training provided by Bracknell Forest Council**

<http://www.bracknell-forest.gov.uk/socialcareproviderstraining>

The council provides training to support social care providers in the private, independent and voluntary sector. Our goal is to provide organisations and individuals with a range of courses, qualifications and development opportunities to support staff in this important area.

For more information or to book a course, contact the Community Learning team. Phone: 01344 354220 Email: [community.learning@bracknell-forest.gov.uk](mailto:community.learning@bracknell-forest.gov.uk)

### **Other Training that might be of interest**

#### **Training provided by NCVO**

If you have a question or want more information about NCVO training and events, do [get in touch](#). NCVO would love to hear from you.

#### ***Trustees and Governance***

#### **Breakfast Learning Session: Finance for Trustees**

23 October, 08.30 - 11.00

This introductory session will provide trustees with increased confidence and stronger skills to review and assess financial information.

### **Charity Trustee: Induction and refresher training**

24 November, early bird discount available before 21 October

A course for those thinking about being a trustee and want to know what is involved or have been a trustee but want to refresh your knowledge

### ***Volunteering***

#### **Good Practice in Volunteer Management**

3 November, early bird discount available before 19 October

This course provides an introduction to the key principles of good practice in volunteer management and how to apply them to your organisation.

#### **Assessing the impact of your volunteers**

16 November, early bird discount available before 19 October

This new course can help you measure and demonstrate the impact of volunteering.

#### **Understanding Micro-Volunteering**

19 November, early bird discount available before 26 October

This course will provide you with the insight you need to understand the potential of micro-volunteering for your organisation and how to put it into practice.

#### **Volunteering and the Law**

4 December, early bird discount available before 6 November

This course will enable you to understand volunteering and the law in relation to issues such as safeguarding, data protection, health and safety, equality and diversity, insurance, and benefits.

### **Training offer by Alan Hester**

#### **Please visit the website [www.alanhester.co.uk](http://www.alanhester.co.uk) for further information and to book**

Alan Hester Associates provides practical, participative training with the crucial benefit of providing accredited qualifications that help delegates and their organisations get the recognition they deserve. Our management training is accredited by the Institute of Leadership and Management (ILM) and the Business and Technology Education Council (BTEC). We also offer bespoke courses and single subject workshops making us a flexible and responsive partner for organisations and individuals.

#### **Management Courses**

We run a wide range of management courses from Senior Manager/Director, Middle manager and Team Leader/Supervisor. Our courses include:

ILM Level 5 Certificate in Management

ILM Level 3 Certificate in Management

BTEC Level 3 Certificate in Management

BTEC Level 2 Certificate in Team Leading

#### **Skills Development**

We help people from all levels and walks of life develop the skills they need for success:

- Train PTLLS Train The Trainer

- Positive Thinking
- Interpersonal Skills
- Customer Service

**You may find these web-links for voluntary sector training useful:**

[www.cis-assessments.co.uk](http://www.cis-assessments.co.uk)

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

[www.dsc.org.uk/Training](http://www.dsc.org.uk/Training)

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

[www.trusteelearning.org/index.php](http://www.trusteelearning.org/index.php)

<http://www.ncvo-vol.org.uk/training-events>

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

[www.institute-of-fundraising.org.uk/smallcharitylondon](http://www.institute-of-fundraising.org.uk/smallcharitylondon)

[www.bracknell.ac.uk](http://www.bracknell.ac.uk)

<http://www.scie.org.uk>

<http://www.charitycomms.org.uk>

[www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check) (Information and guidance aimed at customers, stakeholders and the public. Here you will find links to online tracking, DBS Adult First, referral form and guidance and barring information)

[www.skillsforcare.org.uk/news/latest\\_news/NMTS\\_COC\\_release.aspx](http://www.skillsforcare.org.uk/news/latest_news/NMTS_COC_release.aspx)

[www.charityskills.org](http://www.charityskills.org)

[www.theclarefoundation.org](http://www.theclarefoundation.org)

[www.reading.gov.uk/pvittraining](http://www.reading.gov.uk/pvittraining)