

## More CaDVAS Training Autumn 2010

In addition to our very popular IT training programme which you will already have received a mailing about, this Autumn's programme includes:

### The Accidental Fundraiser

**Date:** Wednesday 8th September 2010

**Time:** 10.00am - 4.00pm

**Venue:** Kent Enterprise House, Herne Bay

**This course** is for people working in the voluntary sector and who now find themselves also responsible for the fundraising function. The course is introductory and will look at the key principles of fundraising and the different methods, tools and techniques for people with little or no previous experience. The course would suit CEOs of small organisations, admin / finance staff who have been asked to do some fundraising.

**The trainer** will be **Kathy Roddy**, who has spent more than 17 years in the voluntary sector. She has run a national charity and is now a freelance trainer and consultant. She is a member of the Institute of Fundraising and holds their Certificate in Fundraising Management. She is also a qualified project manager.

**Cost:** We are in negotiation with a partner organisation to access ESF funding which would enable us to offer the course free of charge to participants. However, if this is not forthcoming our normal charges will apply, ie:

**CaDVAS** / CASE Kent / Swale CVS members £40; Non-members £80

We will of course let you know as soon as possible whether fees will be payable.

### First Aid Training

Since **new HSE regulations** came into force in October 2009, some training providers have stopped offering the **First Aid Appointed Person** training course in favour of the new **Emergency First Aid at Work** course. However, our trainer assures us that the First Aid Appointed Person training does still exist and is still appropriate for small, low

risk workplaces (eg offices); and that having an Appointed Person still fulfils an employer's minimum legal requirement. However, **Appointed Person** is - and always has been - **a legal position** rather than a trained first aider position.

The HSE states:

"The role includes looking after the first-aid equipment and facilities and calling the emergency services when required. The Appointed Person should not attempt to give first aid for which they have not been trained. However, employers will still be able to send appointed persons on basic first aid training."

The **Emergency First Aid at Work** course is appropriate for small to medium size workplaces which present few health and safety risks. EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.

Your choice of which training is appropriate for your needs will depend on **your own workplace risk assessment**. We are therefore planning to offer both courses, beginning with:

## First Aid Appointed Person

This course is suitable for people who want to learn First Aid which qualifies them to act as the Appointed Person in the workplace, under the terms of the Health and Safety (First-Aid) Regulations 1981

**Date:** Monday 11th October

**Time:** 10.00am - 3.30pm

**Venue:** Seasalter Christian Centre, Faversham Road, Seasalter, Whitstable

The **trainer** will be **Carl Davies** of Kent Safety Training. Carl has over 17 years of experience in training and as a front line member of the emergency services and is a fully qualified trainer and assessor.

**Cost:** **CaDVAS** / CASE Kent / Swale CVS members: £40  
Non members: £80

We intend to offer an Emergency First Aid at Work course in our Spring programme - do let us know if you are interested in this as well as or rather than the Appointed Person training.

## Health and Safety Training

Are you up to date with the latest health and safety legislation? Are you able to ensure that you are keeping up with your legal obligations to ensure health and safety in your workplace?

Not sure? Then you need to come to our

## Introduction to Health and Safety Awareness

**Date:** Thursday 4th November 2010

**Time:** 9.30 - 12.30

**Venue:** Kent Enterprise House, Herne Bay

This short course will provide an introduction and overview of health and safety in the workplace and will be delivered by trainers from **Learn to...** (formerly Learn to Care), which is part of Enterprising Opportunities CIC and has been providing training to the health and social care sector since 2001.

**Cost:** **CaDVAS** / CASE Kent / Swale CVS members £20

VCS non-members £40

Non VCS £50

## Diversifying Your Income

**Date:** Wednesday 17th November 2010

**Time:** 10.00am - 1.00pm

**Venue:** Thanington Neighbourhood Resource Centre, Canterbury

**This course** is for those organisations who are dependent upon statutory, lottery and / or trust funding. It will examine the dangers of overdependence and will explore alternative options, including fundraising from businesses (large and small, local and national) and individuals, including community fundraising, appeals, events, major donors and legacies. The course will also look at income generation initiatives.

**The trainer** will be **Kathy Roddy**, who has spent more than 17 years in the voluntary sector. She has run a national charity and is now a freelance trainer and consultant. She is a member of the Institute of Fundraising and holds their Certificate in Fundraising Management. She is also a qualified project manager.

**Cost:** **CaDVAS** / CASE Kent / Swale CVS members £20

Non-members £40

**To apply for any of these courses please:**

- Complete and return a [Training Application Form](#) or
- Contact Sue Tucker on 01227 452381, 07595 543411 or [sue@cadvas.org](mailto:sue@cadvas.org) with your name, organisation name, **CaDVAS** / CASE Kent / Swale CVS membership number if applicable and contact details.