

Training Project

Training Programme November 2010

New
courses
inside!





EUROPE & SCOTLAND
European Social Fund
Investing in your Future

Dear Colleague

Welcome to the Autumn 2010 issue of CVS Fife's ESF 'Skills For Scotland' Training Programme.

'Skills for Scotland' is a multi-agency project supported by the European Social Fund, the aim of which is to provide appropriate, affordable and accessible training to Fife's voluntary sector workforce. By increasing the skill levels across the workforce, the project aims to assist organisations to adopt a more enterprising approach to service delivery, to become more competitive, to play a more significant role in the delivery of public services, to address the needs of service users more effectively and efficiently and to enhance the employability of individual employees.

The project is delivered by a Consortium which includes:

- CVS Fife
- The Adam Smith College, Fife
- Volunteer Centre Fife
- Fife Council
- Eligibility

Courses are open to permanent and temporary employed volunteers and staff of voluntary organisations and community groups that are formally constituted and operating in Fife. It is not a requirement that course attendees are in permanent or temporary employment within the voluntary sector i.e. they may be employed out with the voluntary sector, but also hold a position as a volunteer in a voluntary organisation or community group.

Course Levels

Please note that where possible, we have put levels against courses offered in terms of who the course is aimed at, and also the course content, particularly with regard to the ICT courses. Where this applies, when the programme indicates the course is at a basic level, these courses are for those who may have some knowledge of computers but no knowledge or little knowledge of the particular software package/course being delivered. Intermediate level is aimed at those who have previously attended a beginners or basic course, or have a good knowledge of the software package/course being delivered. Advanced level is for those who have attended the intermediate level of that software package/course being covered.

Chargeable Courses (from Training Providers other than Adam Smith Business Solutions)

The cost to attend any of these courses will be shown in the course details. There is no discount against these courses and people cannot use their ILA Scotland account against them.

Free Courses

If a person meets the above eligibility criteria then these courses are free to attend.



Adam Smith Business Solutions Courses

In this programme, courses offered by Adam Smith Business Solutions incur an attendance fee which is detailed against each course. However, some people may be eligible to get the first course they book free - see framework and a) below:-

The following framework is in place for anyone wishing to book onto any Adam Smith Business Solutions course being delivered through this project.

- a) The first course booking is free to anyone who has not attended a course through our Skills for Scotland Project since it commenced in June 2008.
- b) Thereafter, anyone booking onto a course being delivered by Adam Smith Business Solutions through the project or who has previously been on a course through the project will be charged the attendance fee to attend.
- c) 10% discount will be given to those paying to attend courses being delivered by Adam Smith Business Solutions.
- d) Discount is not applicable for anyone using an ILA Scotland account.

Adam Smith Business Solutions has a wide range of courses available for ILA Scotland funding and their courses featured in this programme are all registered with ILA Scotland.

Individual Learning Accounts

You may be eligible to open an Individual Learning Account which can be used to pay for the courses being delivered by Adam Smith Business Solutions in this programme.

For more information regarding ILA Scotland accounts' and eligibility criteria please contact:

ILA Scotland - Tel: 0808 100 1090, visit the website at: www.ilascotland.org.uk or email: enquiries@ilascotland.org.uk

Important Please Note

You must have your ILA Scotland account opened before you can book onto any of the ILA Scotland approved Adam Smith Business Solutions courses offered through this project. If your ILA Scotland account is not in place then you will be invoiced for the amount due.

Training offered/delivered by other training providers in this programme is either free of charge or there is a fee to attend, again any fee/charge will be shown in the course details.

These courses are not registered with ILA Scotland and therefore are not eligible for ILA Scotland funding.

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This new Training Programme is part of an exciting Skills For Scotland European funded programme which is designed to include accreditation for much of the training accessed by Fife's Voluntary Sector. The new accredited courses will benefit both the individuals accessing training and the Voluntary Organisations those individuals work for.

◆ Denotes Accredited Courses - these are highlighted in the programme as: ◆ Course Title

Accreditation

Accredited Awards in Coordinating / Managing Volunteers

The Intermediate and Advanced courses being run by **Volunteer Centre Fife** are part of the Customised Award, Coordinating Volunteers and Managing Volunteers, offered by Volunteer Development Scotland, accredited by SQA.

Entry to the award/s can be through the recognition of prior learning (RPL). That is, firstly attending the courses through **Volunteer Centre Fife** and then applying to Volunteer Development Scotland to work on the assignments that are assessed for the accreditation of the award/s.

- **SCQF Level 6 = SQA Level 3 = Higher** - Co-ordinating Volunteers - Complete the learning and the assignments 5 Intermediate courses.
- **SCQF Level 7 = SQA Level 3 = Higher National Certificate (HNC)** Managing Volunteers - Complete the learning and the assignments for any 2 of 6 Advanced courses.

The RPL route is available to those who have completed either Intermediate or Advanced courses during the last 3 years and who can evidence, with a certificate, their attendance, at the learning opportunity.

Contact vds@vds.org.uk or the website www.vds.org.uk for further information and to apply to an accredited award programme.

For more information on about the training offered in Fife contact:

Mary Ray
Training Co-ordinator
07717390214 or mary.ray@volunteeringfife.org

* Intermediate Courses (full day)	* Advanced Courses (full day)
1. Planning strategically for Volunteer Involvement	6. Promoting Diversity in your Volunteer programme
2. Effective Volunteer Recruitment	7. Health and Safety and Risk Management in your Volunteer programme
3. Matching Volunteers to Roles and Tasks - effective interviewing and selection	8. Motivation and Retention and Development of Volunteers
4. Increasing Volunteer Effectiveness through Training and Development	9. Developing Volunteer portfolios
5. Supporting and Supervising skills	10. Creating positive Volunteer-staff relations
	11. Managing Youth Volunteering

Volunteer Centre Fife



Volunteer Centre Fife

Working Successfully with Volunteers

Volunteer Centre Fife is part of the network of 32 Volunteer Centres across Scotland.

Our vision is a Fife where volunteering is universally recognised with the overwhelming majority of people choosing to volunteer and having a fulfilling and worthwhile experience.

We offer a variety of FREE courses specifically designed to meet the needs of voluntary and statutory sector staff, community groups and volunteers. This offers you flexibility to select courses according to your needs. Our rolling programme of courses and in-house training covers all issues in relation to working with volunteers. In house training can be delivered in evening sessions, where appropriate. For those interested in accreditation please see the previous page.

We can assist you, whether you are:

- new to working with volunteers
- experienced in working with volunteers
- a volunteer
- a committee member

Do any of the following describe your situation?

- You are going to involve volunteers in your service but don't know where to start
- You find it difficult to find the time to support volunteers, so you do not engage them
- You manage volunteers but would like to refresh your skills
- You would like your committee of volunteers to participate in some in-house tailored training
- You are a volunteer committee member and wish to extend your knowledge
- Your organisation has no paid staff and you wish to update your skills
- You have undertaken some of the courses and would like to focus on a specific topic eg developing volunteer portfolios

Sport Management and Volunteers

We offer a training course for those who work with volunteers in the sports sector. The course looks at all aspects of working with and supporting volunteers and is specifically aimed and tailored for sport organisations.

Preparing for Volunteering - (half day)

This is an introduction to volunteering for those who may not have volunteered or for those who are waiting to be placed with an organisation.

Dealing with Difficult Volunteer Behaviour - (half day)

This course explores ways of dealing with difficult behaviour and considers how to create effective boundaries.

NEW Course (Introductory) - Good to Great Management Committees

Whole day Saturday, date to be confirmed depending on interest. Location: Volunteer Centre Fife

In-house bespoke training

In-house training can be tailor-made to meet your organisation's specific needs. This can also be helpful in building the team eg you have a number of staff/volunteers who would benefit from training. It also enables the team to explore issues which affect them. Through the process of self-evaluation your group will be supported to produce an action plan to enhance your service delivery.

Effective Volunteer Management is simple in theory, but subtle in operation

Check our website for more information www.volunteeringfife.org or contact Mary Ray, Training Co-ordinator on 07717390214 - mary.ray@volunteeringfife.org

CVS Fife - Training & Services



Supporting and Strengthening the Voluntary Sector



Sandra Bruce
Training Project
Learning
Services
Co-ordinator



Carolyne
Cerchiarì
Admin / Info
Assistant



Elizabeth Kirk
Admin / Info
Assistant



Carole Patrick
Deputy
Manager



Lyndsay Macadam
Development /
Capacity Worker



Bryan Poole
Manager



Ron Smith
ICT Adviser

CVS Fife is the Council for Voluntary Service Fife which promotes local community and voluntary action. We provide voluntary, community, social enterprise and charitable organisations with advice, information and one-to-one support. We also help the Voluntary or Third Sector to network, and to take part in Community Planning processes. We provide access to training and a range of information resources.

Training Delivery

As well as providing access to training delivered by other agencies, CVS Fife staff members also deliver training directly on request. We cover a range of governance-related topics, particularly for Boards/Management Committees, including:

- ✧ Roles & Responsibilities of Management Committees
- ✧ Strengthening Governance
- ✧ Charity Law Requirements
- ✧ Action Planning*

**Usually a joint Board/Staff team session*

All sessions are tailored to meet the requirements of the organisation and can be delivered on-site at a time that suits participants (evening sessions available). Most sessions last for 2 to 3 hours depending on requirements.

Training Outcomes

CVS Fife's training is designed to strengthen Board or Management Committee practice, and to help organisations to take stock and/or plan ahead. In addition, working through the governance-related sessions can be a useful team-building exercise; if members of the staff team are involved, it can also provide a valuable opportunity away from the constraints of the day-to-day business to exchange ideas, reflect on practice and build collective motivation.

Contact Us

If your organisation could benefit from input on any of the above topics, or if you would like to discuss your specific training requirements, please contact Sandra Bruce at CVS Fife in the first instance on **01592 567001** or email **Sandra.bruce@cvsfife.org**

www.cvsfife.org

CVS Fife, 23-27 Randolph Street, Buckhaven KY8 1AT
T: 01592 567001 - F: 01592 567009

College Courses

ADAM SMITH BUSINESS SOLUTIONS

Adam Smith Business Solutions prides itself on providing companies with training courses that will really make a difference. Whether it's improving performance or developing skills we have experts across every business specialism.

Management, ICT, Engineering, Hospitality, Construction, Professional Care, Creative Arts, Sport... our list of training courses is phenomenal. What's more, we have a dedicated team of staff on hand to provide bespoke training tailored to specific industry needs.

Adam Smith Business Solutions provides individuals and companies with training that fits their needs and maximises potential. Our experts can work with companies and individuals to ensure the correct course is selected. We also offer bespoke training solutions to suit particular business needs.

Please contact our dedicated team on 0800 756 7292 or email: enquiries@as-bs.co.uk for further information on the range of courses available on our website at www.as-bs.co.uk

ADAM SMITH COLLEGE INSPIRING LEARNING

If you have training needs which cannot be met by the Training Project, then the **Adam Smith College** offers a wide range of training opportunities. They are also able to advise you as to whether you qualify for financial assistance through Individual Learning Accounts or other means.

For enquiries or to speak to the college about your training needs, contact details are listed below:

The Adam Smith College, Fife

- Stenton Road, Glenrothes, Fife, KY6 2RA. Tel: 01592 772233; Fax: 01592 568182.
- St Brycedale Avenue, Kirkcaldy, Fife, KY1 1EX. Tel: 01592 268591; Fax: 01592 640225.
- Course hotline: 0800 413280.
- General enquiries: please contact enquiries@adamsmith.ac.uk

Adam Smith College - Computing Flexible Learning Unit (FLU)

The FLU operates by allowing you access to a comfortable and relaxed area complete with the latest computer technology. You no longer have to come to college on the same day at the same time each week and attendance at college can be tailored to suit your particular needs. A friendly member of the teaching staff is always available to assist students working in the I.T. FLU area of the Learner Development Centre.

Details of the various modules/units on offer within the Flexible Learning Unit are available by either contacting a member of the FLU team by phone or why not drop in to speak someone for an informal chat.

Below are just some of the courses we offer:

- Introduction to Computers
- PC Passport - Beginners
- PC Passport - Intermediate
- PC Passport - Higher
- European Computer Driving License
- European Computer Driving License - Advanced

Flexible Learning Unit (FLU) Stenton Road Glenrothes Tel: 01592 568036	Levenmouth FLU Adam Smith College Levenmouth Campus Victoria Road Leven KY8 4RN Tel: 01592 223260
The ITFLU is open from 0900 to 2100 hours Monday to Wednesday and Thursday & Friday from 0900 to 1645. Teaching staff are available at the times listed.	The FLU is open 0900 to 1600 Monday to Friday and 1600 to 2100 on Wednesday evenings, for access to a range of IT units and ECDL.

A range of IT and other learning opportunities is also offered in Anstruther (East Neuk Centre), Bowhill Learning Centre, Crosshill (BRAG), St Andrews (Cosmos Centre), Leven and Kelty.

Finance

Basic Book-keeping

NEW!

► **Thursday 2nd December 2010, 09:45 - 13.00 (3 Hours)**

St Bryce Kirk, Kirkcaldy - St Brycedale Avenue, Kirkcaldy

Group Size: 8-12 Facilitator: Colin Carr, PKAVS Level: Introductory Fee: £25.00pp Lunch: NO

Course Aims:

Trainees will gain a broad understanding of the role of a Treasurer in an organisation, including the type of bookkeeping needed. They will learn: how to maintain income, expenditure and petty cash books; how to produce an Income & Expenditure Account; and how to carry out a Bank Reconciliation.

Sage 50 Accounts Professional (Essentials)

► **Tuesday 9th & 16th November 2010, 09:30 - 16:30 (2 Days)**

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: 8 Facilitator: - Level: ICT - Basic Fee: £250.00pp Lunch: NO

Sage 50 Accounts is the UK's biggest selling accounting business package and Adam Smith Business Solutions is your local Sage training provider.

Course Benefits:

This course is designed to equip an organisation to maintain its own financial accounts - manage and monitor the performance of your organisation and review it at every stage at any time.

Upon successful completion of this course, students will be able to:

- ✧ Start and exit Sage 50 Accounts and see its main program functions;
- ✧ Understand the use of nominal codes, produce basic accounting reports, enter journals;
- ✧ Add suppliers, customers and products, set stock levels, enter service and product invoices and credit notes, send statements, receive payments from customers, pay your suppliers;
- ✧ Reconcile your bank accounts, enter bank transfers, print cheques, enter and process recurring entries;
- ✧ Reconcile your VAT.

Please note that it is the intention of this course to teach you how to use the basic features of Sage 50 accounting program - it is not designed to teach you the technicalities of accounting.

Who should attend: First time users of Sage 50 or as a familiarisation or a version upgrade.

Sage 50 Accounts Professional (Intermediate)

► **Tuesday 26th October & Tuesday 2nd November 2010, 09:30 - 16:30 (2 Days)**

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: 8 Facilitator: - Level: ICT - Intermediate Fee: £250.00pp Lunch: NO

Sage 50 Accounts is the UK's biggest selling accounting business package and Adam Smith Business Solutions is your local Sage training provider.

Course Benefits:

This course is designed to equip an organisation to maintain its own financial accounts - manage and monitor the performance of your organisation and review it at every stage at any time.

Upon successful completion of this course, students will be able to:

- ✧ Enter and process payments and accruals;
- ✧ Set up fixed assets, depreciate, write off and delete assets;
- ✧ Create BOMs - bill of materials - from stock item, transfer products, set up special customer prices and products price lists;
- ✧ Enter and process purchase orders and sales order skeletons;
- ✧ Write off bad debts;
- ✧ Use the credit charges wizard to make changes for late payments;

Please note that it is the intention of this course to teach you how to use the basic features of the Sage 50 accounting program - it is not designed to teach you the technicalities of accounting!

This course is not suitable for users of Sage Instant Accounts or Sage Instant Plus Accounts packages.

Who should attend: People who have attended the Sage 50 Accounts Professional (Essentials) course or have acquired similar Sage knowledge

Sage 50 Payroll (Intermediate)

► **Tuesday 30th November & Tuesday 7th December 2010, 09:30 - 16:30 (2 Days)**

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: - Facilitator: Lynne Heggie Fee: £250.00pp Lunch: NO

Course Aims

Upon successful completion of this course, students will be able to:

- ✧ Make changes to tax codes and rates of pay;
- ✧ Add and administer pension schemes through the payroll;
- ✧ Use the absence diary and monitor holidays, sickness and maternity leave;
- ✧ Process statutory sick and maternity pay;
- ✧ Set up company cars; class 1A NICs: track business mileage;
- ✧ Set up and process tax credit, security passwords, student loans;
- ✧ Link payroll program data to Sage 50

Please note that it is the intention of this course to teach delegates how to use the basic features of the Sage Payroll program - It is not designed to teach you the technicalities of a Payroll Admin.

Who should attend: Delegates who have followed the Sage Payroll Beginners course, or have acquired similar skills

Health & Safety

Anaphylaxis Awareness

NEW!

Chargeable Course

► **Monday 13th December 2010, 10:00 - 13:00**

► **Friday 4th March 2011, 10:00 - 13:00**

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: - Facilitator: - Fee: £75.00pp Lunch: NO

This course is designed to give delegates an insight into some of the causes of Anaphylaxis.

During the course, delegates will learn how to recognise and treat someone having an anaphylactic reaction and how to perform CPR on the adult, baby and child manikins.

Course Benefits

Delegates will be able to recognise someone having an anaphylactic reaction and give life saving treatment if necessary.

Upon completion of the course, delegates will be able to:

- ✧ Understand the effects of an allergic reaction
- ✧ Have the ability to perform life saving techniques

Who should attend: No prior knowledge is required by delegates.

Emergency First Aid at Work

Chargeable Course

► **Monday 8th November 2010, 09:30 - 16:30 (1 Day)**

► **Monday 24th January 2011, 09:30 - 16:30 (1 Day)**

► **Monday 13th June 2011, 09:30 - 16:30 (1 Day)**

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: - Facilitator: - Fee: £85 Lunch: NO

Course Aims and Benefits

Delegates will achieve the standard required by the Health & Safety Executive to be an appointed First Aider in the Work Place.

Upon completion of the course, delegates will be able to:

- ✧ Have the competence to take charge of an emergency situation, triage the casualties and summon the emergency services
- ✧ Be competent in resuscitation techniques in baby, child and adult
- ✧ Recognise and treat respiratory disorders
- ✧ Recognise and treat shock and heart conditions
- ✧ Treat and bandage wounds
- ✧ Recognise and treat a fracture or muscle

Who should attend: No prior knowledge is required by delegates

First Aid at Work (HSE)**NEW!****Chargeable Course****► Monday 7th, 14th, 21st and 28th February 2011, 9:30 - 4:30 (4 Days)**

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: - Facilitator: - Fee: £300pp Lunch: NO

This course is aimed at delegates who require First Aid training to the standard required by the Health & Safety Executive for the purpose of the Health and Safety (First Aid) Regulations 1981.

Course Benefits

Delegates will be trained to the standard required by the Health & Safety Executive.

Upon completion of the course, delegates will be able to:

- ✧ Continue to be the first aider at work according to the Health & Safety Executive
- ✧ Have the competence to take charge of an emergency situation, triage the casualties and summon emergency services
- ✧ Be competent in resuscitation techniques in baby, child and adult
- ✧ Recognise and treat respiratory disorders
- ✧ Recognise and treat shock and heart conditions
- ✧ Treat and Bandage wounds
- ✧ Recognise and treat a fracture or muscle injury

Who should attend: No prior knowledge is required by delegates

► First Aid at Work (HSE) Refresher**NEW!****Chargeable Course****► Monday 15th, 22nd & 29th November to Monday 6th December 2010, 5pm - 8pm (Evenings)**

St Bryce Kirk, Kirkcaldy - St Brycedale Avenue, Kirkcaldy

► Monday 31st January & Tuesday 1st February 2011, 9:30 - 4:30 (2 Days)

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

► Monday 27th & Tuesday 28th June 2011, 9:30 - 4:30 (2 Days)

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: - Facilitator: - Fee: £190.00pp Lunch: NO

This course is aimed at delegates who are required to renew their First Aid training to the standard required by the Health & Safety Executive.

Course Benefits

To become a First Aider at Work, this course will enable delegates to achieve the standard required by the Health & Safety Executive

Upon completion of this course, delegates will be able to:

- ✧ Continue to be the first aider at work according to the Health & Safety Executive
- ✧ Have the competence to take charge of an emergency situation, triage the casualties and summon the emergency services
- ✧ Be competent in resuscitation techniques in baby, child and adult
- ✧ Recognise and treat respiratory disorders
- ✧ Recognise and treat shock and heart conditions
- ✧ Treat and bandage bleeding
- ✧ Recognise head injury and know the correct treatment
- ✧ Recognise and treat a fracture or muscle injury

Who should attend: Delegates must have undertaken First Aid at Work (HSE) course.

Course Accreditation/Award: There will be an assessment on the last day with two written parts, a Theory session and a Practical session.

Moving and Handling (Awareness)

Chargeable Course

► Friday 28th January 2011, 10:00 - 13:00

► Friday 22nd April 2011, 10:00 - 13:00

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: - Facilitator: - Fee: £50.00pp Lunch: NO

This course is designed to introduce delegates to the latest moving and handling techniques, raising awareness of the types and causes of injuries and the current legislative requirements.

Course Benefits This course will provide delegates with an awareness of the need to protect themselves whilst moving and handling at work. It will give an understanding of the legislation, personal requirements and limitations, as well as knowledge of equipment and systems.

On completion of this course, delegates will have gained an understanding of:

- ✧ Recognising hazards and risks associated with their manual handling activities
- ✧ The safe application of manual handling systems of work

Customised or in-house training can also be negotiated to suit your business requirements.

Who should attend: This course is suitable for anyone working in the care sector, NHS or who require a basic understanding of moving and handling at work.

Delegates must be fit and healthy enough to participate in the moving and handling techniques.

Moving and Handling (People)

Chargeable Course

► Monday 7th & 14th March 2011, 09:30 - 16:30 (2 Days)

Adam Smith College, Leven Campus - Victoria Road, (next to Leven Health Centre), Leven

Group Size: - Facilitator: - Fee: £175.00pp Lunch: NO

Course Benefits: This course is designed to provide delegates with theoretical and practical experience in moving and handling procedures necessary whilst working within the care sector.

On completion of this course, delegates will have the skills needed for:

- ✧ Recognising hazards and risks associated with their manual handling activities
- ✧ The safe application of manual handling systems of work

Who should attend: This course is suitable for anyone working in the care sector, NHS or who require a basic understanding of moving and handling at work. Delegates must be

fit and healthy enough to participate in the moving and handling techniques.

Personal Safety Training

NEW!

► Thursday 21st October 2010, 10:00 - 13:00 (Half Day)

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

► Thursday 2nd December 2010, 10:00 - 13:00 (Half Day)

Adam Smith College, Leven Campus - Victoria Road, (next to Leven Health Centre), Leven

Group Size: 20 Facilitator: Kevin Russell Fee: None Lunch: NO

Tutor: Kevin Russell

This course will last around 2 1/2-3 hours and the following topics will be covered.

- ✧ Personal Safety
- ✧ An Overview of Internet Safety
- ✧ Self Defence

ICT

Excel for Business (Advanced)

- **Wednesday 20th October 2010, 09:30 - 16:30 (1 Day)**
- **Wednesday 17th November 2010, 09:30 - 16:30 (1 Day)**
- **Wednesday 15th December 2010, 09:30 - 16:30 (1 Day)**

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: 8 Facilitator: - Level: ICT - Advanced Fee: £110.00pp Lunch: NO

Our advanced user sessions have been designed to allow individuals who already have a good working knowledge of Excel to experience the power of the package and to gain knowledge of the more advanced features of Excel.

Course Benefits: Delegates will increase their knowledge on the more advanced features of the program, allowing them to work faster and more efficiently.

Upon successful completion of this course, delegates will be able to:

- ✧ Create Advanced Formulae
- ✧ Link Multiple Workbooks
- ✧ Link Charts to Word Documents
- ✧ Share and Protect Workbooks
- ✧ Create, Format and Update Pivot Tables
- ✧ Manage data with conditional formatting, data validation and consolidation
- ✧ Create Macros
- ✧ Utilise Scenario Manager, Solver and Goal Seek
- ✧ Export and Import data

Customised or in-house training can also be negotiated to suit your business requirements.

Who should attend: Delegates who are proficient in the standard features of Microsoft Excel. This can be gained by attending our Essential Excel for Business Course.

Excel for Business (Essential)

➤ **Wednesday 3rd November & Wednesday 10th November 2010, 09:30 - 16:30 (2 Days)**

➤ **Wednesday 1st and Wednesday 8th December 2010, 09:30 - 16:30 (2 Days)**

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: -

Facilitator: -

Fee: £220.00pp Lunch: NO

Microsoft Excel is a software application that can be used as a spreadsheet, database or graphing program. The electronic spreadsheet allows you to perform calculations and create formulas that automatically calculate answers. The advantage of using formulas is that when data in the worksheet changes, all the formulas recalculate automatically. This feature assists you in developing budgets, making financial projections, calculating inventories and basically working with any format involving numbers.

Delegates attending the course will gain a comprehensive and practical knowledge of Microsoft Excel and therefore be able to make best use of the features and facilities within the package.

Upon successful completion of this course, delegates will be able to:

- ✧ Create a basic worksheet by entering text, values and formulas
- ✧ Exploring Excel
- ✧ Saving and updating an Excel workbook
- ✧ Move and copy data by using short cut menus, drag and drop editing and toolbar buttons
- ✧ Define and use relative and absolute formulas
- ✧ Inserting and deleting ranges
- ✧ Change the appearance of worksheet data by using a variety of formatting techniques
- ✧ Use built in functions to create formulae
- ✧ Prepare a documents for printing by using a variety of printing options
- ✧ Creating, modifying and printing Charts
- ✧ Saving Workbooks as web pages, adding hyperlinks to worksheets
- ✧ Working with large Worksheets
- ✧ Using multiple worksheets to link using 3-d formulas, consolidating data and linking workbooks
- ✧ Customising charts, creating combination charts, adding graphic elements
- ✧ Customise toolbars and create styles and templates
- ✧ Documenting, Auditing and Protecting Worksheets
- ✧ Creating and filtering lists of data
- ✧ Modifying worksheets using advanced formatting and Use, Create and Manage Templates

Customised or in-house training can also be negotiated to suit your business requirements.

Who should attend: Suitable for first time users of Microsoft Excel or anyone wishing to improve their existing knowledge

PowerPoint Essentials

► Wednesday 24 November 2010, 09:30 - 16:30 (1 Day)

Adam Smith College, Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: - Facilitator: - Fee: £110.00pp Lunch: NO

Microsoft PowerPoint is a presentation graphics programme that produces dynamic and powerful slide shows containing text, graphics and charts. PowerPoint can be used for formal presentations, meetings or informal presentations on the internet, whether presenting an idea, plan or complex report to a group.

Course Benefits: To be able to use PowerPoint to easily organise your thoughts, powerfully illustrate your ideas and professionally deliver your message anywhere.

Upon successful completion of this course, delegates will be able to

- ✧ Start the PowerPoint program
- ✧ Identify on-screen features and navigate through a presentation
- ✧ Create and edit slides
- ✧ Carry out text formatting
- ✧ Incorporate clipart objects in a slide
- ✧ Use the drawing tools to create a slide
- ✧ Create and enhance organisation charts
- ✧ Create and edit charts and tables
- ✧ Change the overall appearance of a presentation by using design templates and the slide master
- ✧ Run a slide show, become familiar with slide show options and add notes to a slide
- ✧ Print presentations and work with other print options

Customised or in-house training can also be negotiated to suit your business requirements.

Who should attend: No prior knowledge is required by delegates.

Project for Business (Essentials)

► Tuesday 26th October 2010, 09:30 - 16:30 (1 Day)

► Tuesday 30th November 2010, 09:30 - 16:30 (1 Day)

► Tuesday 21st December 2010, 09:30 - 16:30 (1 Day)

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: - Facilitator: - Fee: £110.00pp Lunch: NO

Project Management is rapidly becoming a way of life for many and the role of the Project Manager is rarely an easy one. Microsoft Project is a relatively easy package to learn and can quickly take much of the burden from project managers.

Course Benefits: Delegates will benefit from Improved Project Planning, Enhanced Communication Capabilities and greater Control on tasks, costs and resources associated with projects.

Upon successful completion of this course, delegates will have covered:

- ✧ Creating and Organising tasks and schedules
- ✧ Adding resources and assigning costs
- ✧ Evaluating and adjusting schedules
- ✧ Using Views and Reports
- ✧ Project Tracking
- ✧ Working with multiple projects

Customised or in-house training can be negotiated to suit your business requirements.

Who should attend: Delegates are required to be current users of Microsoft Project.

Project Management for Business

► **Wednesday 10th & 17th November 2010, 09:30 - 16:30 (2 Days)**

► **Wednesday 8th & 15th December 2010, 09:30 - 16:30 (2 Days)**

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: - Facilitator: - Fee: £220.00pp Lunch: NO

Project Management is rapidly becoming a way of life for many and the role of the Project Manager is rarely an easy one. Microsoft Project is a relatively easy package to learn and can quickly take much of the burden from project managers. The second day is geared towards taking the use of Microsoft Project up a level when working with resources and multiple linked projects.

Course Benefits: Delegates will benefit from Improved Project Management/Planning, Improved Management of resources, Enhanced Communication Capabilities and greater Control on tasks, costs and resources associated with projects.

Upon successful completion of this course, delegates will have covered:

- ✧ DAY 1
- ✧ Creating and Organising tasks and schedules
- ✧ Adding Resources and Assigning Costs
- ✧ Evaluating and Adjusting Schedules
- ✧ Using Views and Reports
- ✧ DAY 2
- ✧ Creating a Baseline
- ✧ Tracking Project Progress
- ✧ Managing a Project
- ✧ Working with Resources and Reports
- ✧ Working with Multiple Projects
- ✧ Managing Consolidated Projects
- ✧ Exporting Data from Microsoft Projects
- ✧ Creating a Resource Pool

Customised or in-house training can be negotiated to suit your business requirements.

Who should attend: Delegates are required to be current users of Microsoft Project.

Project: Working with Resources

► **Wednesday 20th October 2010, 13:30 - 16:30 (Half Day)**

► **Wednesday 1st December 2010, 13:30 - 16:30 (Half Day)**

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: - Facilitator: - Fee: £60.00pp Lunch: NO

Project Management is rapidly becoming a way of life for many and the role of the Project Manager is rarely an easy one. Microsoft Project is a relatively easy package to learn and can quickly take much of the burden from project managers.

Course Benefits: Delegates will benefit from Improved Project Planning, Enhanced Communication Capabilities and Greater Control on costs and resources associated with projects.

Upon successful completion of this course, delegates will have covered:

- ✧ Adding Resources and Assigning Costs
- ✧ Adjusting Resource Calendars
- ✧ Evaluating and Adjusting Schedules
- ✧ Project Tracking

Customised or in-house training can be negotiated to suit your business requirements.

Who should attend: Delegates are required to be current users of Microsoft Project.

Project: Working with Tasks

➤ **Wednesday 20th October 2010, 09:30 - 12:30 (Half Day)**

➤ **Wednesday 1 December 2010, 09:30 - 12:30 (Half Day)**

Adam Smith Business Solutions - 70 Nasmyth Road, Southfield Industrial Estate, Glenrothes

Group Size: -

Facilitator: -

Fee: £60.00pp

Lunch: NO

Project Management is rapidly becoming a way of life for many and the role of the Project Manager is rarely an easy one. Microsoft Project is a relatively easy package to learn and can quickly take much of the burden from project managers.

Course Benefits: Delegates will benefit from Improved Project Planning, Enhanced Communication Capabilities and Greater Control on Tasks.

Upon successful completion of this course, delegates will have covered:

- ✧ Creating and Organising Tasks and Schedules
- ✧ Understanding Task Relationships
- ✧ Understanding Task Types
- ✧ Understanding Constraint Types
- ✧ Evaluating and Adjusting Schedules

Customised or in-house training can be negotiated to suit your business requirements.

Who should attend: Delegates are required to be current users of Microsoft Project.

Organisational Development

Applying for Charitable Status

NEW!

Chargeable Course

► **Tuesday 16th November 2010, 10:00 - 12:00 (2 Hours)**

Thomson House - Harbour View, Methil Docks, Methil

Group Size: 3-8 Facilitator: Lyndsay Macadam

Fee: £20.00pp Lunch: NO

Course Aims:

This practical session will enable participants to understand the process of applying to become a Registered Charity in Scotland.

It will clarify what is expected from applicants in terms of organisational structure and governing document (e.g. constitution) as well as looking at how to complete the OSCR (Office of the Scottish Charity Regulator) application form. Participants will also look at the pros and cons of becoming a Charity, in order to help them decide whether it is right for their organisation.

By the end of this course, participants should have:

- ✧ a clear understanding of how to make a successful application for charitable status.

Please bring along your constitution or other governing document if you have one and feel free to bring your OSCR application form if you have already started the application process.

Who should attend: This course is ideal for anyone from a voluntary or community group which is considering applying for charitable status either now or in the future.

Demystifying Outcomes

NEW!

► **Wednesday 3rd November 2010, 13:30 - 16:30 (Half Day)**

Adam Smith College, Leven Campus - Victoria Road, (next to Leven Health Centre), Leven

► **Thursday 3rd March 2011, 09:30 - 12:30 (Half Day)**

Lynebank Hospital - Halbeath Road, Dunfermline

Group Size: 8-16 Facilitator: Laura Henderson/Lyndsay Macadam

Fee: None Lunch: NO

Course Aims: This practical workshop will enable participants to understand and clarify the outcomes, outputs and indicators for their work projects

By the end of this course participants will:

- ✧ Understand terminology involved
- ✧ Have explored how to set the right level of outcomes for their projects
- ✧ Be aware of some simple methods for measuring outcomes

This training is being delivered in partnership by Laura Henderson, Senior Health Promotions Officer - Training and Lyndsay Macadam, Development/Capacity Building Officer, CVS Fife.

This course can be delivered in-house for groups of 8 or more members of staff by arrangement. For more information please contact CVS Fife.

Who should attend: This course is ideal for anyone from the public or voluntary sector in Fife who would like to clarify how outcomes apply to their work, including those who are starting a new project or piece of work.

Diversity Awareness for Social Work Service Staff

- Tuesday 26th October 2010, 09:15 - 16:00 (1 Day)
- Tuesday 2nd November 2010, 09:15 - 16:00 (1 Day)
- Thursday 25th November 2010, 09:15 - 16:00 (1 Day)
- Wednesday 1st December 2010, 09:15 - 16:00 (1 Day)
- Tuesday 14th December 2010, 09:15 - 16:00 (1 Day)
- Friday 28th January 2011, 09:15 - 16:00 (1 Day)
- Tuesday 1st February 2011, 09:15 - 16:00 (1 Day)
- Friday 11th February 2011, 09:15 - 16:00 (1 Day)
- Wednesday 23rd February 2011, 09:15 - 16:00 (1 Day)
- Tuesday 1st March 2011, 09:15 - 16:00 (1 Day)
- Thursday 24th March 2011, 09:15 - 16:00 (1 Day)
- Monday 28th March 2011, 09:15 - 16:00 (1 Day)

Social Work Service (Fife Council) - Ramsay Road, Kirkcaldy

Group Size: 2 Facilitator: - Fee: None Lunch: NO

Course Aims:

This course has been designed to address the responsibilities of Social Work Service Staff to highlight the equalities agenda in day-to-day practice. Attendance by all Social Work Service Staff is required to enable the service to meet our duty in relation to the Equalities Act 2006. This course is also being offered to Voluntary Sector Social Care Staff. Please note that staff with management and/or supervision responsibilities should attend the 'Diversity Awareness Training for Managers and Supervisors course'.

9.15am Registration for 9.30am Start

Governance & Leadership

- **Flexible to meet demand, am or pm, some evening sessions available**

Venue: On-site if required -

Group Size: 4+ Facilitator: Lyndsay Macadam, Carole Patrick or Bryan Poole Fee: None Lunch: NO

Duration of Course: 2 to 3 hours (may vary according to requirements)

Course Aims:

To enable Boards/Management Committees to effectively assess and enhance their current practice in relation to governance, with particular reference to roles and responsibilities, relationship to staff and legislative requirements.

Course content can be tailored according to requirements.

Learning Outcomes/What you will learn:

- ✧ Exploration of good governance and its components within the voluntary/charitable sector;
- ✧ How to strengthen Board practice and enhance relationships between the Board and the staff;
- ✧ Recruitment & retention of Board members;
- ✧ Charity Law requirements including Annual Return guidance, Trustee duties and Consents and Notification issues*

* Optional element

Who should attend: This course is designed for Boards/Committees. Managers/Project Co-ordinators are welcome to attend.

Introduction to Fundraising

NEW!

Chargeable Course

► **Thursday 11th November 2010, 14:00 - 16:00 (2 Hours)**

Fife Carers Centre - 157 Commercial Street, Kirkcaldy

Group Size: 8-12 Facilitator: Carole Patrick Level: Introductory Fee: £20.00pp Lunch: NO

Course Aims:

The course will provide an introduction to fundraising, covering the following:

- ✧ Getting prepared, making sure you have the right foundations for a successful fundraising campaign
- ✧ The importance of planning What/Why/Who/Where/When
- ✧ Different fundraising avenues, including events, sponsorship, collections, grant applications and subscriptions/friends schemes
- ✧ Information on some of the key grant funders

Who should attend: This course is targeted at those new to fundraising or those who have not been involved in fundraising for some time. It will suit the needs of smaller organisations.

Introduction To/Refresh Policies and Procedures for Voluntary Organisations **NEW!**

Chargeable Course

► **Friday 3rd December 2010, 10:00 - 12:00 (2 Hours)**

Lomond Centre - Woodside Way, Woodside, Glenrothes

Group Size: 12 max Facilitator: Bryan Poole Level: Introductory/Refresh Fee: £20.00pp Lunch: NO

Course Aims:

- ✧ Outline why and the benefits to Voluntary Organisations for developing clear Organisational Policies and Procedures
- ✧ Give an overview of Policies and Procedures required for Voluntary Organisations
- ✧ Distinguish between 'essential' and 'desirable' policies and procedures
- ✧ Identify where help is available

Participants are invited to send their current Policies and Procedures document to CVS Fife at least 5 working days prior to the course if the organisation feels that specific organisational feedback would be helpful. Course relates to notion of Good Governance.

Who should attend: This course would be helpful to those working with/advising Management Committee/Boards of Voluntary Organisations and/or those who might be fulfilling that role in future.

Minute Taking

NEW!

Chargeable Course

► **Friday 19th November 2010, 09:45 - 12:30 (2 1/2 Hrs)**

St Bryce Kirk, Kirkcaldy - St Brycedale Avenue, Kirkcaldy

Group Size: 8-12 Facilitator: Bob Gillespie. PKAVS Fee: £25.00pp Lunch: NO

Course Aims:

This course covers the role of the Secretary in an organisation; the importance of minutes; what must be recorded; what may be recorded; minute-taking techniques; and practice in minute-taking, using a 'mock' meeting.

Vulnerable Adult Awareness Level 1 Basic Awareness

- **Wednesday 27th October 2010, 09:15 - 16:30 (1 Day)**
- **Friday 19th November 2010, 09:15 - 16:30 (1 Day)**
- **Thursday 9th December 2010, 09:15 - 16:30 (1 Day)**
- **Thursday 20th January 2011, 09:15 - 16:30 (1 Day)**
- **Tuesday 22nd February 2011, 09:15 - 16:30 (1 Day)**
- **Friday 25th March 2011, 09:15 - 16:30 (1 Day)**

Social Work Service (Fife Council) - Ramsay Road, Kirkcaldy

Group Size: 2

Facilitator: -

Fee: None

Lunch: NO

Course Aims:

The one-day Protection of Vulnerable Adults training looks at what is abuse/harm, categories of abuse, the signs, reporting and recording.

9.15am Registration for 9.30am Start

No Lunch Provided.

Who should attend: It is relevant for all staff working directly with vulnerable adults/adults at risk.

Working with Volunteers

In-House Bespoke Training

► **Flexible to meet demand**

Venue: To Be Confirmed -

Group Size: 4+ Facilitator: Mary Ray

Fee: None

Lunch: NO

In-house training can be tailor-made to meet your organisation's specific needs. This can also be helpful in building the team e.g. you have a number of staff/volunteers who would benefit from training. It also enables the team to explore issues which affect them. Through the process of self-evaluation your group will be supported to produce an action plan to enhance your service delivery.

A. Introductory Courses

Dealing with Difficult Volunteer Behaviour

► **Flexible to meet demand, 09:30 - 12:30 (Half Day)**

Venue: To Be Confirmed -

Group Size: 4+ Facilitator: Volunteer Centre Fife

Fee: None

Lunch: NO

This course explores ways of dealing with difficult volunteer behaviour and considers how to create effective boundaries.

Course Aims:

To explore ways of dealing with difficult behaviour and develop strategies to achieve a positive outcome.

Learning Outcomes/What you will learn:

- ✧ To identify difficult behaviour;
- ✧ The impact of difficult behaviour on both the volunteers and the organisation;
- ✧ Recognise the reasons behind this type of behaviour;
- ✧ Explore ways of dealing with difficult behaviour;
- ✧ Consider how to create effective boundaries.

Who should attend: Those with a Responsibility for Volunteers - Committee Members - Volunteers

Progress Route/Further Study: Other Volunteer Courses.

Good to Great Management Committees

► **Whole Day Saturday or Flexible Evenings, 09:30 - 16:00 (1 Day)**

Volunteer Centre Fife - 10 St Brycedale Avenue, (along from Police Station), Kirkcaldy

Group Size: 4+ Facilitator: Mary Ray

Fee: None

Lunch: NO

The course can also be delivered at an organisations premises.

Duration of Course: whole day Saturday.

Course Aims:

To explore how management committees can lead their organisations more effectively.

Learning Outcomes/What you will learn:

- ✧ To explore how management committees lead their organisation;
- ✧ To explore what practical things can be done to lead better - safeguard, support and supervise, plan and direct, monitor and evaluate, and assess your organisation's effectiveness;
- ✧ To explore how decisions are made and practical ways to ensure they are followed through;
- ✧ To examine the challenges faced by a committee and seek options and solutions.

Who should attend: Committee members of voluntary community groups

Progress Route/Further Study: Governance and Leadership - CVS Fife

Preparing for Volunteering

► Flexible to meet demand, 9:30 - 12:30 (Half Day)

Venue: To Be Confirmed -

Group Size: 4+ Facilitator: Mary Ray

Fee: None

Lunch: NO

This is an introduction to volunteering for those who may not have volunteered or for those who are waiting to be placed with an organisation.

Course Aims:

An understanding about the nature and scope of volunteering and how it can support participants in achieving their goals.

Learning Outcomes/What you will learn:

- ✧ An understanding about the benefits that volunteers bring to clients and to organisations;
- ✧ Become more aware of the skills and abilities participants already have to be a volunteer;
- ✧ Information about the policies and procedures involved that support them as volunteers;
- ✧ To explore any hopes and fears they may have about their future role in terms of volunteering;
- ✧ Develop an action plan.

Who should attend: Prospective Committee Members - Volunteers

Progress Route/Further Study: Personal Development

Assertiveness

◆ Supporting Volunteers in Sports Organisations

► Flexible to meet demand

Venue: To Be Confirmed -

Group Size: 4+ Facilitator: Volunteer Centre Fife

Fee: None

Lunch: NO

Course Aims:

To establish appropriate procedures and guidelines for the recruitment, retention and rewarding of volunteers working in Sports Settings.

Learning Outcomes/What you will learn:

- ✧ The principles underpinning volunteering;
- ✧ Recognise potential barriers and identify strategies to address these;
- ✧ Develop guidelines to support sports volunteers;
- ✧ Design promotional material;
- ✧ Select and interview effectively;
- ✧ Strategies to motivate and retain volunteers.

Who should attend: Anyone engaging with volunteers in a sports setting.

Course Accreditation/Award: Intermediate Courses on Working with Volunteers

B. Intermediate Courses

◆ Course 01 - Planning Strategically for Volunteer Involvement

Spring Clean - take a fresh look at your volunteer programme!

► **Wednesday 3rd November 2010, 09:30 - 15:30 (1 Day)**

St Bryce Kirk, Kirkcaldy - St Brycedale Avenue, Kirkcaldy

► **Wednesday 27th April 2011, 09:30 - 15:30 (1 Day)**

Volunteer Centre Fife - 10 St Brycedale Avenue, (along from Police Station), Kirkcaldy

Group Size: 4/11 Facilitator: Mary Ray

Fee: None

Lunch: NO

Course Aims:

To assist participants plan their volunteer programme at strategic level, and establish appropriate frameworks for volunteering within their organisation.

Learning Outcomes/What you will learn:

- ◆ An awareness of the aims and values which underpin your work with volunteers;
- ◆ An understanding of the management tasks and the role of volunteer management;
- ◆ Knowledge about how to create a volunteer framework appropriate to your organisation.

Who should attend: Those with a Responsibility for Volunteers - Committee Members - Volunteers

Course Accreditation/Award: Courses 1-5 SQA Level 6 Co-ordinating Volunteers

Available presently through Volunteer Development Scotland

Progress Route/Further Study: Other volunteer Management Courses

Organisational Development

Managing Change

Leadership and Delegation

◆ Course 02 - Effective Volunteer Recruitment

Volunteers are out there - waiting to be asked

► **Tuesday 16th November 2010, 09:30 - 15:30 (1 Day)**

► **Thursday 12th May 2011, 09:30 - 15:30 (1 Day)**

Cupar Old and St Michael of Tarvit Parish Church - Kirkgate, Cupar

Group Size: 4/11 Facilitator: Mary Ray

Fee: None

Lunch: NO

Course Aims:

To assist participants create motivating opportunities and to identify appropriate strategies to attract the right volunteer for the task.

Learning Outcomes/What you will learn:

- ◆ Ideas to develop motivating voluntary opportunities within your organisation;
- ◆ The opportunity to examine different recruitment messages and marketing approaches;
- ◆ Knowledge and ideas to develop an appropriate recruitment strategy for your organisation.

Who should attend: Those with a Responsibility for Volunteers - Committee Members - Volunteers

Course Accreditation/Award: Courses 1-5 SQA Level 6 Co-ordinating Volunteers

Available presently through Volunteer Development Scotland

Progress Route/Further Study: Organisational Development

Writing Winning Press Releases

Marketing

★ Course 03 - Matching Volunteers to Roles & Tasks - Effective Interviewing & Selection

Are you trying to fit a round peg into a square hole?

➤ **Thursday 2nd December 2010, 09:30 - 15:30 (1 Day)**

Dunfermline Central Library - Abbots Street, Dunfermline

➤ **Tuesday 24th May 2011, 09:30 - 15:30 (1 Day)**

St Bryce Kirk, Kirkcaldy - St Brycedale Avenue, Kirkcaldy

Group Size: 4/11 Facilitator: Mary Ray

Fee: None

Lunch: NO

Course Aims

To explore issues and practice in the selection and matching of volunteers to appropriate tasks within the organisation.

Learning Outcomes/what you will learn:

- ✧ Methods of matching volunteers to roles and tasks;
- ✧ Selecting Volunteers;
- ✧ Identify suitable methods within your volunteer programme;
- ✧ Experience interviewing a prospective volunteer and receiving feedback;
- ✧ Develop an action plan for matching and selecting.

Who should attend: Those with a Responsibility for Volunteers - Committee Members - Volunteers

Course Accreditation/Award: Course Accreditation/Award: Courses 1-5 SQA Level 6 Co-ordinating Volunteers

Available presently through Volunteer Development Scotland

Progress Route/Further Study: Advanced Courses on Working with Volunteers

Organisation Development

Team Building

★ Course 04 - Increasing Volunteer Effectiveness Through Training and Development

The 'T' in volunteer management - creative training!

➤ **Tuesday 14th December 2010, 09:30 - 15:30 (1 Day)**

St Bryce Kirk, Kirkcaldy - St Brycedale Avenue, Kirkcaldy

Group Size: 4/11 Facilitator: Mary Ray

Fee: None

Lunch: NO

Course Aims:

To explore ideas for planning of effective training for volunteers.

Learning Outcomes/what you will learn:

- ✧ Increase your knowledge about how adults learn;
- ✧ Broaden your understanding of methods used to identify training needs for volunteers;
- ✧ An opportunity to examine different training methods and techniques;
- ✧ Knowledge of how to evaluate training.

Who should attend: Those with a Responsibility for Volunteers - Committee Members - Volunteers

Course Accreditation/Award: Courses 1-5 SQA Level 6 Co-ordinating Volunteers

Available presently through Volunteer Development Scotland

★ Course 05 - Supporting and Supervising Skills

Turning a 'gift' into a powerful tool

► **Wednesday 19th January 2011, 09:30 - 15:30 (1 Day)**

St Bryce Kirk, Kirkcaldy - St Brycedale Avenue, Kirkcaldy

Group Size: 4/11 Facilitator: Mary Ray

Fee: None

Lunch: NO

Course Aims:

To help participants develop their ideas, skills and strategies involved in supporting and supervising volunteers, including dealing with difficult situations.

Learning Outcomes/What you will learn:

- ✧ An understanding of the skills necessary to become more effective at providing support and supervision to volunteers;
- ✧ An awareness of how effective support and supervision strategies can enhance the volunteering experience for individuals;
- ✧ Knowledge of good practice in supporting and supervising.

Who should attend: Those with a Responsibility for Volunteers - Committee Members - Volunteers

Course Accreditation/Award: Courses 1-5 SQA Level 6 Co-ordinating Volunteers

Available presently through Volunteer Development Scotland

C. Advanced Courses

★ Course 06 - Promoting Diversity in Your Volunteer Programme

Variety is the spice of life - and volunteering. The power of difference!

► **Tuesday 1st February 2011, 09:30 - 15:30 (1 Day)**

Dunfermline Central Library - Abbots Street, Dunfermline

Group Size: 4/11 Facilitator: Mary Ray

Fee: None

Lunch: NO

Course Aims:

To explore the issues which will enable you to build diversity into your volunteer programme.

Learning Outcomes/What you will learn:

- ✧ To increase your understanding about diversity;
- ✧ To build skills to map your organisation's profile;
- ✧ To consider how diversity issues will impact and enhance your volunteer programme;
- ✧ To gain knowledge about the benefits of partnership working with different groups within the community;
- ✧ To explore issues in working with under represented groups.

Who should attend: Those with a Responsibility for Volunteers - Committee Members - Volunteers

Course Accreditation/Award: SQA Level 7 Advanced – Selected from Courses 6-11 Managing Volunteers

Available presently through Volunteer Development Scotland

◆ Course 07 - Health and Safety and Risk Management in your Volunteer Programme

Review your responsibilities for volunteers

► Wednesday 16th February 2011, 09:30 - 15:30 (1 Day)

St Bryce Kirk, Kirkcaldy - St Brycedale Avenue, Kirkcaldy

Group Size: 4/11 Facilitator: Mary Ray

Fee: None

Lunch: NO

Course Aims:

To equip participants with the knowledge to address relevant Health and Safety issues which impact on volunteering in their setting to provide an overview of risk management.

Learning Outcomes/What you will learn:

- ◆ An understanding of health and safety issues with regard to volunteering;
- ◆ Knowledge of the risk management process;
- ◆ Development of an action plan to implement appropriate health and safety and risk management strategies for your organisation.

Who should attend: Those with a Responsibility for Volunteers - Committee Members - Volunteers

Course Accreditation/Award: SQA Level 7 Advanced – Selected from Courses 6-11 Managing Volunteers

Available presently through Volunteer Development Scotland

◆ Course 08 - Motivation, Retention and Development of Volunteers

Volunteers - easy to recruit - even easier to lose!

► Thursday 3rd March 2011, 09:30 - 15:30 (1 Day)

Cupar Old and St Michael of Tarvit Parish Church - Kirkgate, Cupar

Group Size: 4/11 Facilitator: Mary Ray

Fee: None

Lunch: NO

Course Aims:

To explore the areas of motivation and development of volunteers and to identify key ways of increasing volunteer retention.

Learning Outcomes/What you will learn:

- ◆ An understanding of some of the theories on motivation, linking these to volunteering;
- ◆ Different ways of recognising and rewarding volunteer commitment;
- ◆ An awareness of methods for volunteer development linked to volunteer motivations.

Who should attend: Those with a Responsibility for Volunteers - Committee Members - Volunteers

Course Accreditation/Award: SQA Level 7 Advanced – Selected from Courses 6-11 Managing Volunteers

Available presently through Volunteer Development Scotland

◆ Course 09 - Developing Volunteer Portfolios

How to maximise your volunteers' progress

► Tuesday 15th March 2011, 09:30 - 15:30 (1 Day)

St Bryce Kirk, Kirkcaldy - St Brycedale Avenue, Kirkcaldy

Group Size: 4/11 Facilitator: Mary Ray

Fee: None

Lunch: NO

Course Aims:

To explore how a portfolio can be developed and structured to assist in the training and development of volunteers.

Learning Outcomes/What you will learn:

- ◆ Be aware of what a portfolio is and how it can be used;
- ◆ Be able to design a portfolio to match the requirements of volunteering in their organisation;
- ◆ Have considered the implications for the future development of portfolios.

Who should attend: Those with a Responsibility for Volunteers - Committee Members - Volunteers

Course Accreditation/Award: SQA Level 7 Advanced – Selected from Courses 6-11 Managing Volunteers

Available presently through Volunteer Development Scotland

◆ Course 10 - Creating Positive Staff/Volunteer Relationships

Volunteers - an asset, not a threat

► Thursday 31st March 2011, 09:30 - 15:30 (1 Day)

Volunteer Centre Fife - 10 St Brycedale Avenue, (along from Police Station), Kirkcaldy

Group Size: 4/11 Facilitator: Mary Ray

Fee: None

Lunch: NO

Course Aims:

To address the issues surrounding volunteer-staff relations.

Learning Outcomes/What you will learn:

- ✧ Enhanced understanding about how the complex role of Volunteer Manager is changing;
- ✧ Identification of the skills needed to ensure successful volunteer-staff relations;
- ✧ Explore strategies for building effective volunteer-staff relations.

Who should attend: Those with a Responsibility for Volunteers - Committee Members - Volunteers

Course Accreditation/Award: SQA Level 7 Advanced - Selected from Courses 6-11 Managing Volunteers

Available presently through Volunteer Development Scotland

◆ Course 11 - Managing Youth Volunteering

Here today, gone tomorrow - how to involve young people

► Tuesday 19th October 2010, 09:30 - 15:30 (1 Day)

St Bryce Kirk, Kirkcaldy - St Brycedale Avenue, Kirkcaldy

► Tuesday 12th April 2011, 09:30 - 15:30 (1 Day)

Dunfermline Central Library - Abbots Street, Dunfermline

Group Size: 4/11 Facilitator: Mary Ray

Fee: None

Lunch: NO

Course Aims:

To explore involving, supporting and managing youth volunteering in your organisation.

Learning Outcomes/What you will learn:

- ✧ Enhance your understanding of why young people volunteer;
- ✧ Reflect on the structures of your organisation for managing youth volunteering;
- ✧ Identify development with recognition for youth volunteering;
- ✧ Explore effective boundaries and managing transitions with young volunteers.

Who should attend: Those with a Responsibility for Volunteers - Committee Members - Volunteers

Course Accreditation/Award: SQA Level 7 Advanced - Selected from Courses 6-11 Managing Volunteers

Available presently through Volunteer Development Scotland



The September 2010 to April 2011 edition of the Health Improvement Training Programme is now available. All non-accredited courses are free of charge and open to workers and volunteers from the voluntary and public sectors in Fife.

The Health Improvement Training Programme aims to enhance the skills, knowledge and confidence of workers in Fife to improve the health and wellbeing of local people, and to reduce health inequalities. The programme is managed by Health Promotion on behalf of Fife's Health and Wellbeing Alliance.

As usual a wide range of courses will be included, with a number of new courses being added in line with key local and national priorities. A selection of these courses outlined below:

Core Skills for Health Improvement

- Getting Started with Evaluation
- The Impact of Homelessness on Health
- Improving Health: Developing Effective Practice
- Introduction to LEAP: An Outcome Focused Learning Evaluation and Planning Framework.
- Making Groupwork More Effective
- **NEW** - Social Marketing Training: Principles, Tools and Techniques

Priority Health Improvement Topics

- **NEW** - Introduction to Breastfeeding
- Drug and Alcohol Awareness Training
- Physical Activity, Healthy Eating and Self Esteem in Young People

- **NEW** - Seated Exercise for Frailer Older Adults
- Working with Young Women on Self Esteem
- Understanding and Responding to Self Harm
- **NEW** - Oral Health Awareness
- Understanding Sexual Wellbeing
- Sexual Health Matters for People with Learning Disabilities
- **NEW** - Reducing Children's Exposure to Second Hand Smoke
- Young People and Tobacco Issues
- **NEW** - Alcohol and Drugs Awareness for Managers
- Introduction to Dealing with Workplace Stress for Managers

For a full list of courses, to request your copy of this programme or for more information on the Health Improvement Training Service, please contact:
 Karen Stirling on **01592 226488** or **karenstirling@nhs.net**
 or visit **www.healthyfife.net/training**



Brag Enterprises



"BRAG Enterprises (Benarty Regeneration Action Group), based in the Crosshill Business Centre, Crosshill, is a voluntary, "not for profit" organisation, acting as the lead agency delivering economic regeneration and community-based learning provision in the Central Fife Coalfields Area. As a Local Economic Development Agency, our vision is

"To assist in the creation of a vibrant economy in Central Fife – an economy in which all the key indicators are at least on a par with Scotland as a whole."

BRAG was originally established in 1988 by the people of Benarty in response to the Coal Industry closures to assist in addressing the subsequent high levels of unemployment prevalent in the area. Those who were and still are involved, recognise the importance of diversification, flexible re-training options, the provision of locally-based learning opportunities and in the development of new skills that meet with learner interest and employer demand.

Since its inception, the organisation has built up a significant track record in the delivery and successful management of a range of innovative local projects linked to economic and area regeneration.

The five main elements of the organisation's work are :

Local Economic Development

- Supporting existing, and developing new community businesses
- Supporting local communities, organisations and individuals in accessing appropriate funding support
- Active partnership-engagement in the local regeneration process
- Delivering local economic development activities
- Promotion of, and assistance with, small grants' schemes

Small Business Development

- Supporting the growth of small businesses
- Developing new managed workspace locally
- Assisting with business-planning
- Signposting to other appropriate support agencies eg Business Gateway

Bespoke Training Packages

- Tailored to meet individual needs
- Tailored to meet organisational needs

Learning and Training

- Providing a range of vocational training programmes
- Delivering community-based learning opportunities
- Encouraging employee development programmes
- Encouraging business development programmes
- Provision of flexible learning & drop-in facilities
- On Line Learning (as a branded learndirect centre with ILA status)

School for Social Entrepreneurs

- Support for project and business development for community and social benefit
- Provision of individualized and group learning packages
- Mentoring
- Personal and peer support
- "Learning by Doing"

John Oates
 Manager
 BRAG Enterprises
 Crosshill Business Centre
 Main Street, Crosshill
 Fife KY5 8BJ

Tel:01592 - 860296
 Fax:01592 - 869629

"Inspiring People, Inspiring Change".

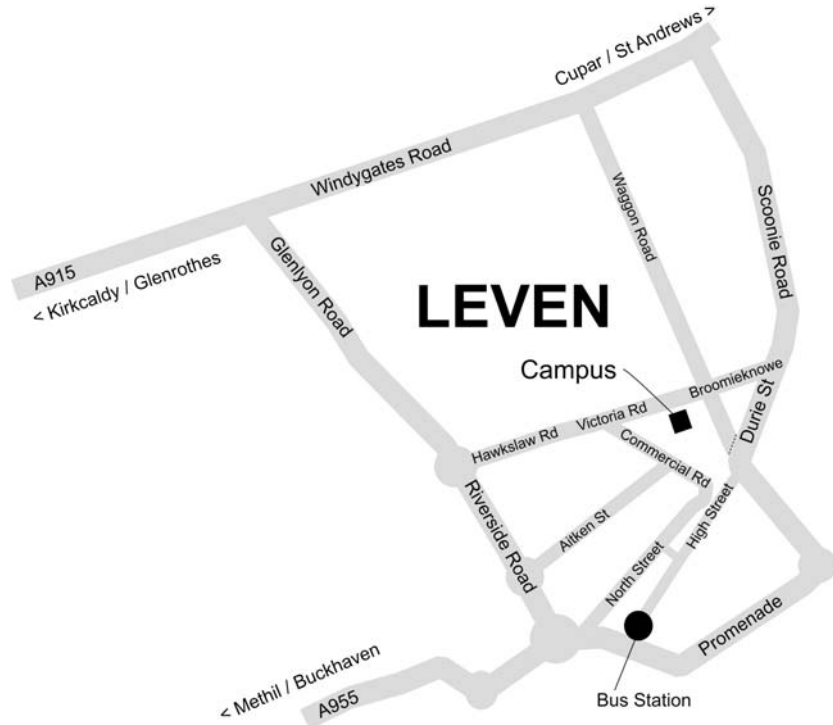
Maps of Venues

For maps and routes to other venues please note the venue's postcode and visit <http://maps.google.co.uk> or www.multimap.com. If you cannot access maps from the internet and would like us to send you a map of the venue you are attending through our project, please contact Sandra Bruce on 01592 569936.

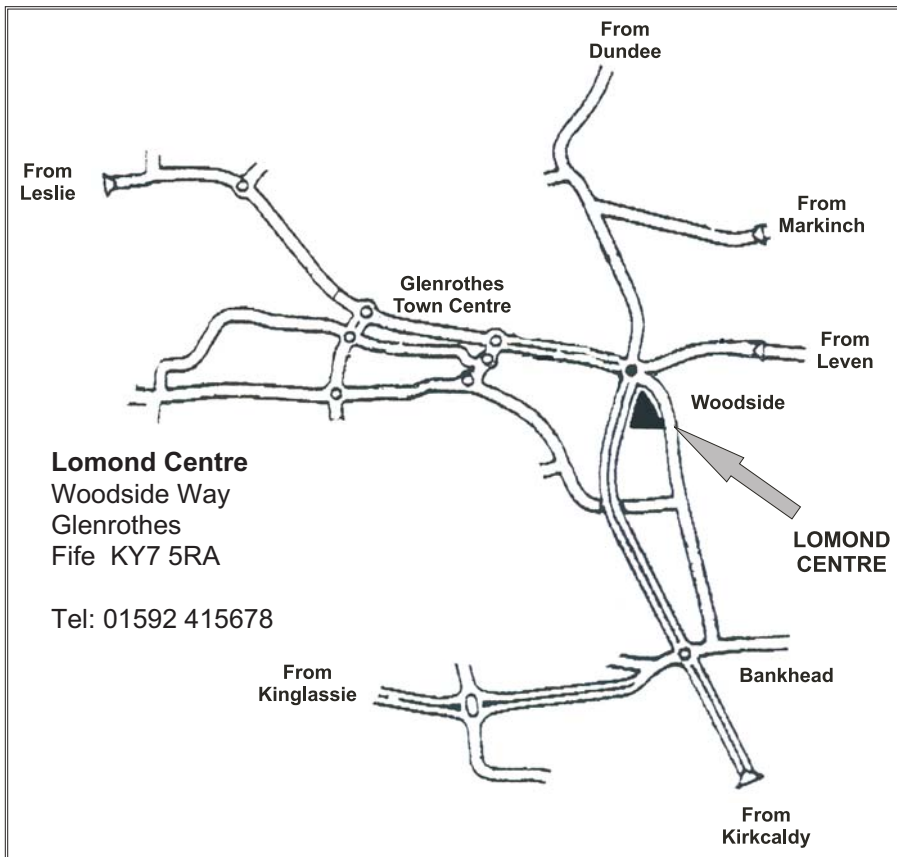
Adam Smith College - Levenmouth Campus

Adam Smith College
 Levenmouth Campus
 Victoria Road
 Leven
 KY8 4RN

Tel: 01592 223260
 Fax: 01333 427171



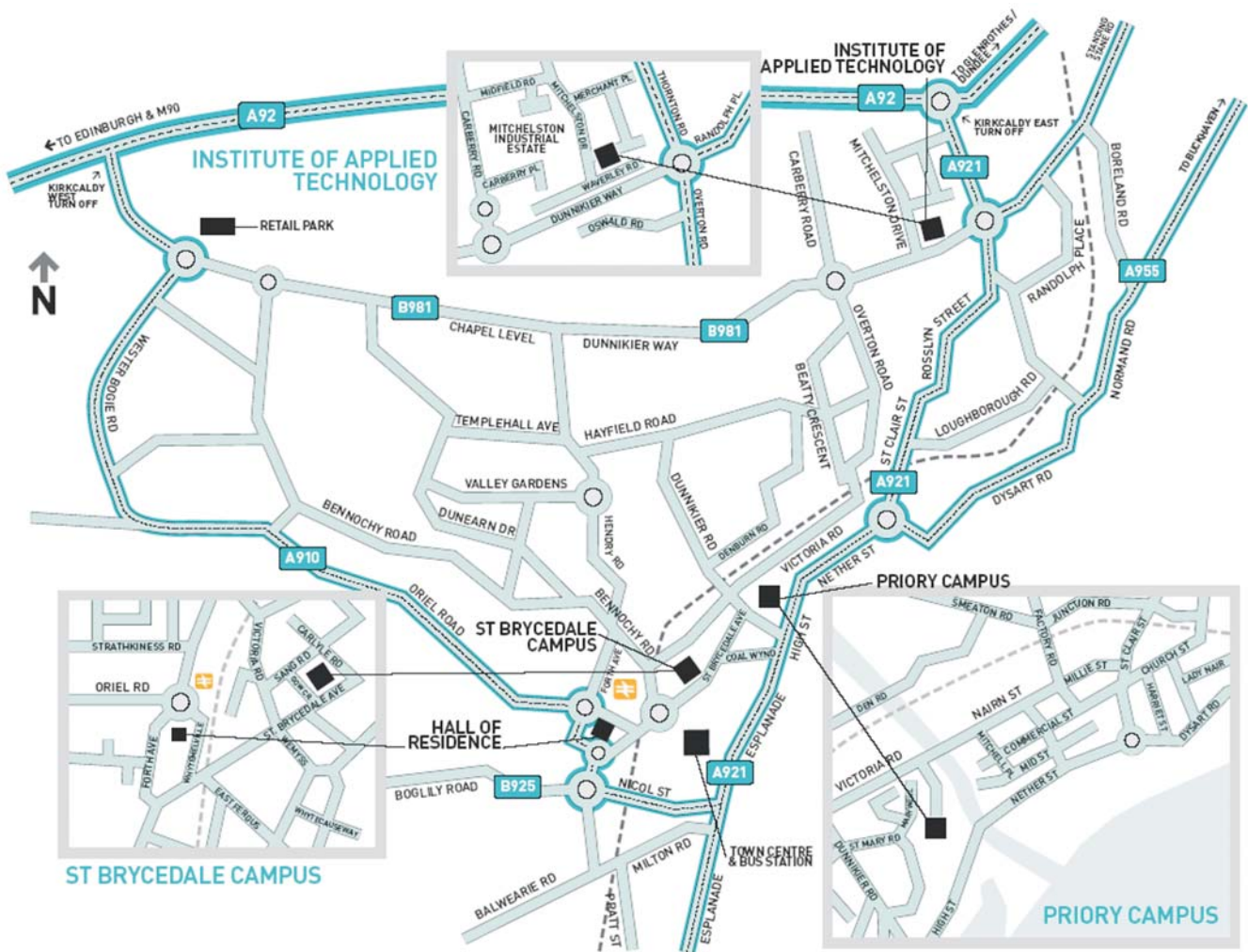
Lomond Centre - Woodside Way, Glenrothes



Lomond Centre
 Woodside Way
 Glenrothes
 Fife KY7 5RA

Tel: 01592 415678

Adam Smith College - Kirkcaldy Map and Directions



St Brycedale Campus
 St Brycedale Avenue
 Kirkcaldy Fife KY1 1EX

 Telephone 0800 413280
 Fax 01592 640225

Priory Campus
 Victoria Road
 Kirkcaldy Fife KY1 1ET

 Telephone 01592 644363

Institute of Applied Technology
 Mitchelston Industrial Estate
 Waverley Road
 Kirkcaldy Fife KY1 3NH

 Telephone 01592 568500

St Brycedale Campus

from Dundee and Glenrothes

- Follow the A92 until you reach a roundabout, take first left and travel down to next roundabout, go straight ahead and travel down until you pass Rejects shop on the right
- At the set of traffic lights turn right and travel along the road, turning left under bridge until you reach the next set of traffic lights
- At this set of lights turn right proceed along Nairn Street past the Car Wash on your left. Proceed along this street passing through the next set of traffic lights and take the first turning on your left into Sang Place, then the next turning on your right down, Gow Crescent turning left at the entrance around half way down the street

from Edinburgh and Dunfermline

- On the A92 take the Kirkcaldy West turn off - turn right at roundabout signed Kirkcaldy Centre and head onto the A910
- Follow the road till you reach a roundabout, take fourth exit and follow Wester Bogie/Oriel Roads for 2.5 miles, again signed for Kirkcaldy centre
- At the next roundabout, take the second turning on the right towards the Railway Station and proceed down to the traffic lights
- Turn left and proceed until you come to a roundabout, carry on straight through past the Adam Smith Theatre and take the next turning on your left Gow Crescent, the entrance to the car park is around half way up the street on your right hand side

Priory Campus

from Dundee and Glenrothes

- Follow the A92 till you reach a roundabout, take first left and travel down to next roundabout, go straight ahead and travel down until you pass Rejects shop on the right
- At the set of traffic lights turn right and travel along the road, turning left under bridge until you reach the next set of traffic lights
- At this set of lights turn right proceed along Nairn Street past the Car Wash on your left, carry on for approximately 300 yards and turn left at the white building
- Drive down to the bottom of the hill where car parking is available

from Edinburgh and Dunfermline

- On the A92 take the Kirkcaldy West turn off, turn right at roundabout signed Kirkcaldy Centre and head onto the A910
- Follow the road till you reach a roundabout, take fourth exit and follow Wester Bogie/Oriel Roads for 2.5 miles, again signed for Kirkcaldy centre
- At the next roundabout turn left onto Forth Avenue
- At the next roundabout turn right onto Bennoch Road and at the traffic lights turn left onto Victoria Road
- Travel along Victoria Road, passing through the 1st set of traffic lights onto Nairn Street
- Turn at the second junction on the right after the Priory Fitness Centre and follow the road down to the foot of the hill

Institute of Applied Technology

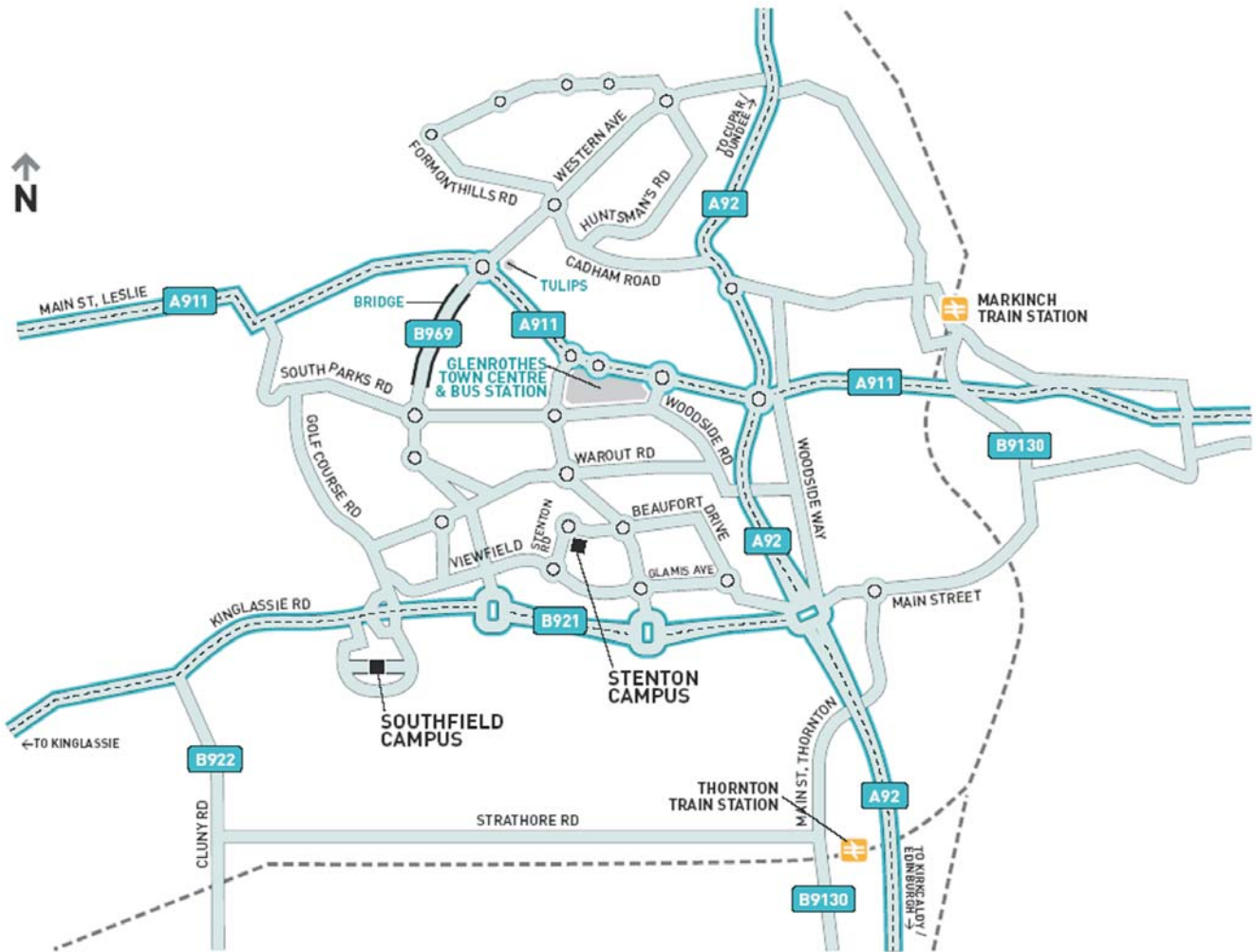
from Dundee and Glenrothes

- Follow the A92 until you reach a roundabout, take first left and travel down to next roundabout, turning right
- Come off the roundabout in the right hand lane and follow the road for about 200 metres (IAT will be on your right)
- Go in to the right hand turning lane and cross the road
- Next take a sharp right and you will have arrived. A car park is located to the rear left of the building

from Edinburgh and Dunfermline

- On the A92 you are heading for Kirkcaldy East
- Do not take the Kirkcaldy West Turn Off
- You will come to a roundabout (Left is Thornton, Straight ahead is Glenrothes/Tay Bridge) where you will turn right. Follow the road until you reach another roundabout where you will be turning right
- Come off the roundabout in the right hand lane and follow the road for about 200 metres (IAT will be on your right)
- Go in to the right hand turning lane and cross the road
- Next take a sharp right and you will have arrived. A car park is located to the rear left of the building

Adam Smith College - Glenrothes Maps and Directions



**Adam Smith College
Stenton Campus**

Stenton Road
Glenrothes KY6 2RA

Telephone 01592 772233
Fax 01592 568182

**Adam Smith College
Adam Smith Business Solutions
Southfield Campus**

Southfield Idusial Esate
Nasmyth Road
Glenrothes KY6 2SD

Telephone 01592 223300
Fax 01592 223301

Stenton Campus

from Dundee

- Heading south on the A92, turn right at the Bankhead roundabout, taking 5th exit onto Kinglassie Road (B921)
- Turn right at first roundabout
- At next roundabout take first turning on the left and head along this road for approximately 0.25 miles
- Turn right at small roundabout, the Stenton Campus is located on your right

from Edinburgh and Dunfermline

- Heading north on the A92 take the second left onto Kinglassie Road (B921) at the Bankhead Interchange
- Turn right at first roundabout
- At next roundabout take first turning on the left and head along this road for approximately 0.25 miles
- Turn right at small roundabout, the Stenton Campus is located on your right

Adam Smith Business Solutions at Southfield Campus

from Dundee

- Follow A92 Kirkcaldy/Glenrothes south to the Bankhead Roundabout.
- At the Bankhead Roundabout turn right (B921) towards Kinglassie
- Straight ahead at the next two roundabouts
- Take the next slip road on the left direction Whitehill/Southfield Industrial Estate
- Turn right at the next junction, then take the first right onto Crompton Road
- Follow the road all the way round and take first left into Nasymth Road
- First Entrance on the left is our building,

from Edinburgh and Dunfermline

- Leave the M90 at Junction 2A
- At the next roundabout take the A92 Tay Bridge/Glenrothes turn off
- Continue on the A92 towards Dundee
- At the Redhouse Roundabout take second left (towards Dundee)
- At the Bankhead Roundabout take the first left (B921) towards Kinglassie
- Straight ahead at the next two roundabouts
- Take the next slip road on the left direction Whitehill/Southfield Industrial Estates
- Turn right at the next junction, then take the first right onto Crompton Road
- Follow the road all the way round and take first left into Nasymth Road
- First Entrance on the left is our building,

St Bryce Kirk

St. Bryce Kirk Centre is situated in the centre of Kirkcaldy, near the main shopping centre. Kirkcaldy Bus Station, and Kirkcaldy Train Station are a short walk away.

Situated on the corner of St. Brycedale Avenue and Kirk Wynd, we are directly opposite Fife College St. Brycedale Campus, and adjacent to Kirkcaldy Police Station. The Adam Smith Theatre is situated at the end of St. Brycedale Avenue.

St. Brycedale Church Building can be easily located by it's large spire.

St Bryce Kirk
St Brycedale Avenue
 Kirkcaldy
 Fife, KY1 1ET

Tel: (01592) 640016 or (01592) 640099



Terms and Conditions of Booking

1. Transfers and Cancellations of Training Courses

Delegates may transfer their registration for one course to another course up to 14 days prior to the original course date. Once a delegate has transferred, our terms and conditions apply.

If you cancel a training course, all cancellations must be made no later than 30 days before the start of relevant training course. Thereafter, cancellation made will be subject to a cancellation charge as follows:

- Cancellations made 20-29 days prior to the training course date will incur a cancellation fee of 25% of the course cost.
- Cancellations made 14-19 days prior to the training course date will incur a cancellation fee of 50% of the course cost.
- Where cancellations are made up to 14 days before the course date, you will remain liable for the whole cost. No transfers will be accepted in this period. Transfer requests will be treated as a cancellation and the full cost will be payable.

We can only accept cancellations made in writing (including email). If a delegate fails to attend a training course, full payment will be required.

We reserve the right to cancel a training course at any time, without incurring any additional liability to the Licensor or any delegate. In such circumstances, we will offer the choice of alternative date, or a full refund.

2. Terms of Payment

Invoice payment terms are 30 days from date of invoice and full payment must be received before the start of the training course, whichever is sooner.

3. Events Outside Our Control

We will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations that is caused by events outside our reasonable control (Force Majeure Event). A Force Majeure Event includes any act, event, non-happening, omission or accident beyond our reasonable control.

Our performance is deemed to be suspended for the period that the Force Majeure Event continues, and we will have an extension of time for performance for the duration of that period. We will use our reasonable endeavours to bring the Force Majeure Event to a close or find a solution by which our obligations may be performed despite the Force Majeure Event.

4. Our Right to Vary these Terms and Conditions

We have the right to revise and amend these terms and conditions.

Terms and Conditions of Booking

For anyone wishing to book onto a course being delivered by Adam Smith Business Solutions then please see their Terms and Conditions opposite. For courses in this programme not delivered by ASBS, the following CVS Fife Terms and Conditions apply.

1. Transfers and Cancellations of Training Courses

Delegates may transfer their registration for one course to another course up to 14 days prior to the original course date. Once a delegate has transferred, our terms and conditions apply.

Substitutes will be accepted if notified in writing before the event.

Cancellation of Chargeable Courses (not including Adam Smith Business Solutions Courses)

- Cancellations must be received in writing at least 10 working days before the training event.
- Cancellations received with less than 10 working days notice of event will still be charged at full course fee cost.
- Courses are subject to cancellation if there are insufficient bookings. We will advise you, where practically possible, approximately one week prior to start date of the course.

We can only accept cancellations made in writing (including email). If a delegate fails to attend a training course, full payment will be required.

We reserve the right to cancel a training course at any time, without incurring any additional liability to the Licensor or any delegate. In such circumstances, we will offer the choice of alternative date, or a full refund.

Cancellation of Free (Non Chargeable) Courses

Cancellations must be received 5 working days before the training event.

Courses are subject to cancellation if there are insufficient bookings. We will advise you, where practically possible, approximately one week prior to start date of the course.

2. Course Bookings

We can accept booking received by post, email, fax and telephone.

Confirmation of booking(s) will be given. If you do not receive confirmation of booking then please contact CVS Fife.

Anyone using an ILA Scotland account against Adam Smith Business Solutions courses the booking must be made with Adam Smith Business Solutions only who will confirm booking.

3. Terms of Payment

Invoice payment terms are 30 days from date of invoice and full payment must be received before the start of the training course, whichever is sooner.

4. Events Outside Our Control

We will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations that is caused by events outside our reasonable control (Force Majeure Event). A Force Majeure Event includes any act, event, non-happening, omission or accident beyond our reasonable control.

Our performance is deemed to be suspended for the period that the Force Majeure Event continues, and we will have an extension of time for performance for the duration of that period. We will use our reasonable endeavours to bring the Force Majeure Event to a close or find a solution by which our obligations may be performed despite the Force Majeure Event.

5. Our Right to Vary these Terms and Conditions

We have the right to revise and amend these terms and conditions.

