

**Book early to avoid disappointment!**

To book a place on this workshop

- complete a booking form, available on request or enclosed with this flyer
  - post it to Voluntary and Community Action, Bossard House, West Street, Leighton Buzzard, Bedfordshire LU7 1DA
- or
- fax it to us on 01525 376281
- or
- email it to [training@action-centralbeds.org.uk](mailto:training@action-centralbeds.org.uk)

Your booking will be acknowledged within five days. Further details of the event and directions to the venue will be sent to participants ten days before the event.

To reserve a place, request a booking form or for more information about this workshop or our training programme. Contact Kim Mead our Training & Information Co-ordinator, on 01525 850559 or email [training@action-centralbeds.org.uk](mailto:training@action-centralbeds.org.uk). website: [www.action-centralbeds.org.uk](http://www.action-centralbeds.org.uk)



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September 2009

# Training Workshop

## Learning and Skills Briefings

**Friday 22 January 2010**

**10.00am - 12.30pm**

***Ampthill***

***or***

**Tuesday 26 January 2010**

**10.00am - 12.30pm**

***Voluntary Action***

***Luton***



**FREE**  
For the Voluntary and Community Sector

**The success of your organisation depends on the skills and qualities of your staff and volunteers.**

Supported by the Learning Partnership Bedfordshire and Luton.

## Learning and Skills Briefing

**10.00 – 12.30**

- Presentation on Train to Gain - Staff and volunteers in the voluntary and community sector can now access free or subsidised training in NVQs, literacy/ numeracy and leadership and management skills
- overview of local training providers
- other sources of funding for training.

### FREE Workforce Development Support

Voluntary and Community Action (VCA) are working with Community and Voluntary Service (CVS), Voluntary Action Luton (VAL) and Bedfordshire Rural Communities Charity (BRCC) to support our local voluntary sector to access relevant and cost effective training. During the next few months we will be offering one-to-one advice and support to voluntary organisations throughout Bedfordshire. This will include:

- A **free** review of your organisation's learning and skills needs
- Help to pinpoint the right training provider
- Support to access funding and grants

If you would like more information about this support service or to arrange a meeting, contact Jenny Allthorpe (VCA) on 01525 850559, Jean Myrie (VAL) on 01582 733418, or Imran Ali (BRCC) on 01234 832619.



## Who is the event for?



You will find this briefing useful if you are a manager or trustee who has responsibility for ensuring staff and volunteers have the skills, and knowledge to perform their roles effectively.

## Dates and Venues

**22 January 2010** - Katherine's Garden (Aragon Housing Association)  
Dunstable Street  
Amphill MK45 2LG

**26 January 2010** - Voluntary Action Luton  
New Bedford Road  
Luton LU1 1SA

## Trainer - Jenny Allthorpe

Jenny is the Training and Development Officer at Voluntary and Community Action and has over 30 years experience in development work in the voluntary and community sector.

## Access and Individual Requirements



Both venues have ground level access and fully accessible toilets. Parking is available in nearby public car parks or on-street.

If you have any specific individual requirements to enable you to attend this event please let us know. Every effort is made to meet individual requirements, which might include; a loop system, sign language interpreter, wheelchair access, handouts in large print or special dietary requirements.

Refreshments will be provided.

