



BEDS-SPREAD



August 2008

Stop Press!! **Extra Courses added to our Annual Training Programme**

We have just received Investing in Communities (IiC) funding through the Learning Partnership to run some one-day Adult Skills courses, which do not appear in our Training Programme:

Writing Newsletters - Tuesday 28th October 2008

Newsletters are a valuable communications tool and this course will help you master the basics of writing, editing, design, image and targeting the audience. This course is aimed at anyone who is interested in producing newsletters, whatever their level of experience, but please note it does not cover instruction on computer use.

Minute Taking Skills - Tuesday 4th November 2008

Taking and writing minutes of meetings is an important skill. It is essential to have an accurate record of discussion and decisions made if organisations are to function effectively. This workshop will allow people to develop their understanding of what's involved and their skills in producing good minutes.

Volunteers and the Law: Payments and Perks - Wednesday 25th February 2009 - Sandy Adirondack will run a seminar covering:

- tax and national insurance implications of payments to volunteers
- volunteers and employment rights
- volunteers and the national minimum wage
- volunteers who are charity trustees
- volunteers on state benefits
- volunteers from overseas
- volunteer agreements



This course will complement the ***Roles and Responsibilities of Managing Volunteers*** being held on Tuesday 2nd December 2008 but there won't be any overlap in content.

All the above courses will take place at the CVS offices and will cost £12 per delegate. For more details or bookings, please contact Jan at jan@cvsmidandnorthbeds.org.uk or ring her on **01234-354366**.



Community & Voluntary Service

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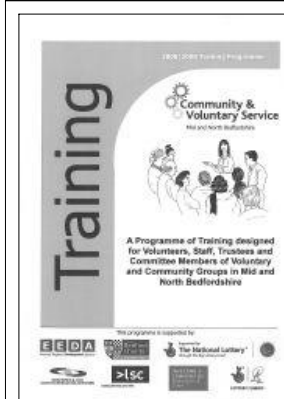
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An Introduction to Charities and VAT - Tuesday 25th November 2008

When it comes to VAT and Trading there is a certain amount of charity sector folklore about what is and is not permitted. So we have arranged for the Association of Charity Independent Examiners to run a half-day workshop that will cover:

- an overview of VAT and how it works generally
- how it applies to charities
- when should a charity register for VAT – when is it legally required and when is it advisable?
- issues for preparing and scrutinising charity accounts

The cost per delegate will be £20 for this workshop.



CVS Mid and North Beds Training Programme 2008/2009

**Download a copy
from our website and
keep up-to-date with
our comprehensive
calendar of training
opportunities**

TRAINING EXTRA

Food Hygiene Training

Food Hygiene training is an important part of the obligations of any voluntary and community group that prepares food during the course of their activities.

Bedford Borough Council is offering the **CIEH Level 2 Food Safety in Catering Certificate Course** on **Tuesday 21st October** at the Town Hall.

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

- The terminology used in food safety
- The laws that apply to food businesses and food handlers, and should be able to describe, in general terms, the requirements of the current regulations
- The concepts of food hazards and how the risk of food poisoning can be contained
- How to take product and equipment temperatures
- How a reduction in storage temperature will minimise bacterial multiplication
- The importance of high temperatures in the supply of safe food
- That food handlers can pose a risk to food safety
- The importance of utilising appropriate storage conditions for different types of food
- The importance of cleaning in food premises
- The need for high standards for structure and equipment to promote good hygiene in food premises

To book for the next full-day course contact **John Jackson** on **01234 221772** or email ehadmin@bedford.gov.uk. The course fee is £50.



Book your places on **01234 354366** for:

- **Tax-Effective Giving** - 11th September
- **Introduction to Marketing** - 16th September
- **Due Diligence in Mergers and Consortia Working** - 30th September
- **Basic Budgeting** - 1st October



Training Bursaries

Regional Voluntary Sector Capacity Building Project

As part of the **Regional Voluntary Sector Capacity Building Project**, funds are being made available to assist individuals working in the Voluntary and Community Sector (VCS) providing Information, Advice and Guidance (IAG) to achieve the NVQ Advice and Guidance Level 4 qualification. **The Learning and Skills Council Eastern Region**, through the **Working Together Capacity Building Project**, is supporting access to this qualification for a limited period.

Up to eighteen bursaries of £750 are being made available across the Eastern Region to contribute towards the cost of the qualification. Bursaries will be awarded to eligible applicants on a first-come, first-served basis. Successful applicants to the bursary fund will be responsible for sourcing a provider and paying for the qualification at a local level. Please note that no payments will be made direct to individuals. It is a requirement of the funding that the course is started before December 2008 and completed within an 18-month period. The Level 4 qualification is primarily aimed at experienced practitioners who work directly with clients, disseminating information, advice, guidance and formal advocacy. Contact **Nikki Bennett, VCS Skills Strategy Manager - Eastern Region, COVER - Community & Voluntary Forum: Eastern Region**. Tel. **01799 532888** or **07796001361**. Email: nikki.bennett@cover-east.org. Website: www.cover-east.org

Quality Standards Bursary Fund

CVS Mid and North Beds new **Quality Standards Bursary Fund** will assist local third sector organisations in Mid and North Bedfordshire to access training to improve their performance and/or implement a quality standard. The Bursary Fund could pay the costs of training up to £100 per person or up to a maximum of £500 per organisation. Contact **Jane Owen** on **01234 354366** or email jane@cvsmidandnorthbeds.org.uk

CVS Mid & North Beds operations are funded by:

Bedfordshire County Council, Bedford Borough Council, Mid Bedfordshire District Council, Capacitybuilders/Change Up, The Learning & Skills Council, The Bedford Charity, Investing in Communities, East of England Development Agency and The Learning Partnership Bedfordshire & Luton

Serving the Voluntary and Community Sector in Mid and North Bedfordshire

Registered Charity: 1091423