

# LEARNING & SKILLS PROGRAMME FOR COMMUNITY, VOLUNTARY & FAITH ORGANISATIONS OLDHAM & TAMESIDE

September 2011  
- March 2012



Working together to support & strengthen community, voluntary and faith action in Oldham & Tameside

# SEPTEMBER

- 8 Getting your Group Started or Back on Track T3SC
- 14 Pre-volunteer Course VCO
- 15 Skills for Partnership T3SC
- 21 Introduction to Sustainable Funding VAO
- 27 Basic Bookkeeping & Money Management OCAS
- 28 Financial Reporting & Year End Preparation OCAS
- 28 Child Protection Training (Level 1) THO
- 29 Management Committee Skills T3SC
- 29 Pre-volunteer Course VCT

# OCTOBER

- 4 Budgeting, Cash-flow Forecasting & Accounts OCAS
- 5 Full Cost Recovery OCAS
- 6 What is Marketing? VAO
- 11 Basic First Aid VAO
- 11 Pre-volunteer Course VCO
- 13 Sources of Funding T3SC
- 13 Volunteer Coordinators' Forum VCT
- 18 Make it Happen Sustainable Funding T3SC
- 20 Pre-volunteer Course VCT
- 20 Building a Brand Identity VAO
- 25 Child Protection Training (Level 1) THO

# NOVEMBER

- 3 Basic Bookkeeping & Money Management T3SC
- 9 Pre-volunteer Course VCT
- 9 Volunteer Coordinators' Forum VCO
- 10 Effective Marketing Literature VAO
- 14 Pre-volunteer Course VCO
- 15 Training the Trainer T3SC
- 16 Developing & Marketing Volunteer Opportunities VCO
- 17 Websites & e-Marketing VAO
- 23 DIY Community Fundraising T3SC
- 29 Top Tips for Funding Applications VAO
- 29 Child Protection Training (Level 1) THO
- 30 Managing Volunteers VCT

# DECEMBER

- 1 Fail to Plan, Plan to Fail T3SC
- 6 Equality & Diversity Training T3SC
- 7 How to Develop Corporate Support T3SC
- 12 Volunteers & the Law VCT
- 13 Minute-taking VAO

# JANUARY

- 11 Getting your Group Started or Back on Track VAO
- 18 Pre-volunteer Course VCO
- 19 Action Learning Set - Assertiveness T3SC
- 19 Motivate & Retain Volunteers VCT
- 25 Child Protection Training (Level 1) THO
- 25 Pre-volunteer Course VCT
- 26 What is Marketing? T3SC
- 31 Health & Safety T3SC
- 31 Volunteer Coordinators' Forum VCT

# FEBRUARY

- 1 Management Committee Skills VAO
- 7 Writing Better Funding Applications VAO
- 13 Pre-volunteer Course VAO
- 14 Building a Brand Identity T3SC
- 15 Measuring the Impact of Volunteering VCO
- 16 Safeguarding Adults T3SC
- 21 Child Protection Training (Level 1) THO
- 22 Sources of Funding VAO
- 23 Involving Ex-Offenders as Volunteers VCT
- 23 Campaigning - the basics T3SC
- 28 Financial Reporting & Year End Preparation OCAS
- 28 Pre-volunteer Course VCT
- 29 Budgeting, Cash-flow Forecasting & Accounts OCAS

# CALENDAR

SEPTEMBER 2011 - MARCH 2012

These courses are designed for community, voluntary and faith organisations to help your organisation grow and develop through learning new knowledge and skills.

## Bookings

For course details including times and venues and booking, see the providers website listed below, or find their full contact details on the back page of this calendar.

## T3SC

Tameside Third Sector Coalition  
[www.t3sc.org](http://www.t3sc.org)

## VCT

Volunteer Centre Tameside  
[www.tamesidevb.org.uk](http://www.tamesidevb.org.uk)

## VAO

Voluntary Action Oldham  
[www.vaoldham.org.uk](http://www.vaoldham.org.uk)

## VCO

Volunteer Centre Oldham  
[www.vaoldham.org.uk](http://www.vaoldham.org.uk)

## THO

The Hub Oldham  
[www.thehuboldham.org.uk](http://www.thehuboldham.org.uk)

## OCAS

Oldham Community Accountancy Service  
[www.ocas.org.uk](http://www.ocas.org.uk)

# MARCH

- 1 Effective Marketing Literature T3SC
- 6 Full Cost Recovery OCAS
- 7 Local Democracy & Routes to Influence T3SC
- 7 Top Tips for Funding Applications T3SC
- 13 Pre-volunteer Course VCO
- 14 Basic Bookkeeping & Money Management OCAS
- 14 Volunteering Summit VCT
- 20 Child Protection Training (Level 1) THO
- 22 Websites & e-Marketing T3SC

## THE FUNDING FACTOR

**Beyond Grants - An Introduction to Sustainable Funding**  
Sep, VAO (Oldham)

**Make it happen**  
Oct, T3SC (Tameside)

**Top Tips for Funding Applications**  
Nov, VAO (Oldham)  
Mar, T3SC (Tameside)

**Fail to Plan, Plan to Fail**  
Dec, T3SC (Tameside)

**How to Develop Corporate Support**  
Dec, VAO (Oldham)

**DIY/Community Fundraising**  
Nov, T3SC (Tameside)

**Writing better funding applications**  
Feb, T3SC & VAO (Tameside)

## STAYING LEGAL & SAFE

**Child Protection Training (Level 1)**  
Presented by The Hub Oldham

Sep, Oakbank Life Long Learning Centre  
Oct, Coldhurst Life Long Learning Centre  
Nov, Shaw Life Long Learning Centre  
Jan, Werneth Park Life Long Learning Centre  
Feb, Oldham Life Long Learning Centre  
Mar, Shaw Life Long Learning Centre  
For groups particularly looking for Child Protection training in Tameside, contact Veronica at T3SC.

**Safeguarding Adults**  
Feb, T3SC (Tameside)

**First Aid Training**  
Oct, VAO (Oldham - Honeywell Centre)

**Health and Safety Training**  
Jan, T3SC (Tameside)

## VOLUNTEERING

**Pre-volunteer Course**  
Sep, Oct, Nov & Jan, VCO (Oldham) & VCT (Tameside)  
Feb, Mar, VCO (Oldham)

**Developing & Marketing Volunteer Opportunities**  
Nov, VAO (Oldham)

**Measuring the Impact of Volunteering**  
Feb, VAO (Oldham)

**Managing Volunteers**  
Nov, VCT (Tameside)

**Volunteer Coordinators' Forum**  
Oct & Jan, VCT (Tameside) & Nov, VCO (Oldham)

**Volunteers & the Law**  
Dec, VCT (Tameside)

**Motivate & Retain Volunteers**  
Jan, VCT (Tameside)

**Involving Ex-offenders as Volunteers**  
Feb, VCT (Tameside)

## THE ESSENTIALS FOR SMALL GROUPS

**Getting your Group Started or Back on Track**  
Sep, T3SC (Tameside)  
Jan, VAO (Oldham)

**Management Committee Skills**  
Sep, T3SC (Tameside)  
Feb, VAO (Oldham)

**Training the Trainer**  
Nov, T3SC (Tameside)

**Basic Bookkeeping**  
Nov, T3SC (Tameside)  
Mar, VAO (Oldham)

**Sources of Funding**  
Oct, T3SC (Tameside)  
Feb, VAO (Oldham)

## INFLUENCE & PARTNERSHIP

**Skills for Partnership**  
Sep, T3SC (Tameside)

**Equality & Diversity Training**  
Dec, T3SC (Tameside)

**Action Learning Set - Assertiveness**  
Jan, T3SC (Tameside)

**Campaigning - the basics**  
Feb, T3SC (Tameside)

**Local democracy and routes to influence**  
Mar, T3SC (Tameside)

## MARKETING & MONEY

**What is marketing?**  
Oct, VAO (Oldham)  
Jan, T3SC (Tameside)

**Building a Brand Identity**  
Oct, VAO (Oldham)  
Feb, T3SC (Tameside)

**Effective Marketing Literature**  
Nov, VAO (Oldham)  
Mar, T3SC (Tameside)

**Websites & e-Marketing**  
Nov, VAO (Oldham)  
Mar, T3SC (Tameside)

**Financial Reporting**  
Sep, Oldham  
Feb, Oldham

**Budgeting**  
Oct, Oldham  
Feb, Oldham

**Full Cost Recovery**  
Oct, Oldham  
Mar, Oldham

**Basic Bookkeeping**  
Sep, Oldham  
Nov, T3SC (Tameside)  
Mar, Oldham

# BOOKINGS

For further information and to book a place on any of the courses in the calendar, please contact the provider of the training. Details of all the providers are listed below:

**T3SC** • [www.t3sc.org](http://www.t3sc.org) • Tel: 0161 339 4985 • Email: [dawn.acton@t3sc.org](mailto:dawn.acton@t3sc.org)  
Contact Dawn Acton or another member of the Support and Development team.



T3SC is the development agency for voluntary, community and faith groups in Tameside. We provide support, advice and information to local groups.

**Volunteer Centre Tameside** • [www.tamesidevb.org.uk](http://www.tamesidevb.org.uk) • Tel: 0161 339 2345 •  
Email: [vashti@tamesidevb.org.uk](mailto:vashti@tamesidevb.org.uk) • Contact: Vashti Moss



Volunteer Centre Tameside has been working to promote volunteering and supporting local voluntary and community organisations in Tameside since 1975. We are an independent charity with the aim of building a strong, vibrant base for volunteering in Tameside through developing volunteering opportunities, recruiting and placing volunteers and by supporting organisations that need volunteers to do their work.

**Voluntary Action Oldham** • [www.vaoldham.org.uk](http://www.vaoldham.org.uk) •  
Tel: 0161 633 6222 • Email: [clare.taylor@vaoldham.org.uk](mailto:clare.taylor@vaoldham.org.uk) • Contact: Clare Taylor



Voluntary Action Oldham is the main capacity building, voluntary and community sector development agency for Oldham; providing practical support services to voluntary sector organisations and community groups.

**Volunteer Centre Oldham** • [www.vaoldham.org.uk](http://www.vaoldham.org.uk) • Tel: 0161 633 6222 •  
Email: [alia.ullah@vaoldham.org.uk](mailto:alia.ullah@vaoldham.org.uk) • Contact: Alia Ullah



Volunteer Centre Oldham is the hub of volunteering for the Oldham borough and is a project managed by Voluntary Action Oldham. We support the development of volunteer roles and provide a brokerage service for people who choose to volunteer.

**Oldham Community Accountancy Service (OCAS)** • [www.ocas.org.uk](http://www.ocas.org.uk) •  
Tel: 0161 652 2334 • Email: Jane or Chris [jane@ocas.org.uk](mailto:jane@ocas.org.uk)/[chris@ocas.org.uk](mailto:chris@ocas.org.uk)



Oldham Community Accountancy Service aims to empower voluntary, community and faith organisations to manage their financial resources efficiently and effectively so that they can achieve their key objectives

**The Hub Oldham** • [www.thehuboldham.org.uk](http://www.thehuboldham.org.uk) • Tel: 0161 621 9392 •  
Email: [AdeleThomson@positivestepsoldham.org.uk](mailto:AdeleThomson@positivestepsoldham.org.uk) • Contact: Adele Thomson



The Hub is a network that brings together all voluntary, community and faith groups or organisations in Oldham working or volunteering with children and young people.

# YOUR NEEDS

We are all are committed to removing barriers to enable people to access our services. If you have any support needs, including: information in different languages or formats (audio, large print, etc); interpreters, hearing loop system; transport; childcare/carers cover, etc, please contact us so we can arrange the necessary support to allow you to fully benefit from our services. We always endeavour to make sure meetings and events are held in accessible venues. You will be asked if you have any support needs when you book on a course.

# ADDITIONAL TRAINING

If you can't find what you are looking for on our list of training activities then please get in touch. We are happy to discuss your needs and identify or design courses to meet them. There may be additional training courses put on throughout the year so keep a look out for these on the websites or e-bulletins.

Supported by:

