

Engagement Team

Community Capacity Building

Training Calendar

2016 - 2017



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INTRODUCTION

Welcome to the latest Community Capacity Building Training Calendar (CCBTC). As with previous editions, we have gone down a more environmentally friendly road to reduce costs and our impact on resources. Limited hard copies are available on request.

The opportunities on offer are only made possible by partner agencies contributing to the delivery of training. Sustainability is reliant on all agencies and voluntary groups working together to provide as wide a range of opportunities as possible at no cost to participants.

If you, your group or organisation can offer any contribution, please get in touch with Karen Delaney (contact details below).

The Application Process

Please turn to the back page of this booklet where you will find a booking form to complete. Return to: Education & Social Care, The Moray Council, Council Offices, High Street, Elgin, IV30 1BX

Once your booking has been received, your place will be confirmed by email.

If you do not receive confirmation, you have not secured a place. Your booking information will be retained and you will be contacted should a place become available at a later date.

Cancelling your Place on a Course

If you have to cancel a place, please contact us on 01343 563374 as soon as possible. In the event of short notice, if possible please contact the course tutor directly (contact details are shown below course information on relevant pages). In the case of some of the courses offered, there may be a cancellation fee.

We hope that you enjoy the training. You will be required to complete an evaluation at the end of each course, so that we may improve and expand the provision in the future.

Please tell your friends about the CCBTC and feel free at any time to contact us if there is anything we can assist you with regarding your group.

A copy of this calendar is available on the Community Planning website:

www.yourmoray.org.uk

Can your group/organisation offer any FREE training opportunities to other agencies and voluntary groups?

Please contact:

Karen Delaney, CLD Support Officer
Education and Social Care, Council Offices, The Moray Council, High Street, Elgin, IV30 1BX

Tel: 01343 563989 / Mobile: 07800 670692

Email: karen.delaney@moray.gov.uk

Arts Award – Introduction

Course Outline:

The Arts Award supports young people in their development as artists and arts leaders. The award fosters creative, communication and leadership skills and helps to prepare young people for further education and employment. The award is accessible to any young person aged 11-25 and embraces all cultural interests and backgrounds.

The award aims to:

- Encourage young people to enjoy and take part in the arts, now and throughout their lives
- Promote achievement in the arts among young people
- Provide opportunities for collaborative work and leadership that will promote young people's broader personal development
- Help young people to find progression routes in the arts
- Encourage new art forms, innovation and experimentation

This introduction aims to give youth workers, teachers and anyone working with young people in a paid or voluntary capacity an overview of the award to enable them support young people to go through the award at Bronze and Silver levels.

Learning Outcome:

By the end of the session participants will be able to:

- Demonstrate an understanding of the Arts Award at Bronze and Silver level
- Support young people undertaking the award
- Establish links with the local Arts Award advisor
- Identify potential Arts Award groups they could support
- Link the award to their practice.

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB1	This session is needs based and dates are to be confirmed. Please email educationandsocialcare@moray.gov.uk to register your interest. Dates/times will be arranged in accordance with need.				Free

Training delivered by Fiona Herd, Locality Well-Being Officer, The Moray Council
Tel: 07771 980639

Child Protection – Basic Awareness

Course Outline:

Any person working with children and young people may apply, including volunteers and unpaid staff. This course is also designed for the wider work force, including adult services, who do not work directly with children but may come into contact with them.

Those workers with more direct contact should apply for the Multi-agency Child Protection Practice course.

Providing participants with a Basic Awareness of Child Protection, including why a person may be concerned for the safety and wellbeing of a child and the steps that can be taken to protect children and young people from abuse and neglect. The session is based around the processes set out within the local Child Protection Guidelines.

Learning Outcome:

By the end of the session participants will be able to:

- Understand the social and legal context of child protection practice
- Understand the role and responsibility of the child protection authorities
- Understand how personal attitudes can influence child protection
- Understand the categories of abuse
- Understand the potential signs of abuse/ neglect
- Describe how to manage a disclosure
- Describe the procedure for acting upon a concern
- Be aware of what may happen next.

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB2	Tuesday	30/08/2016	1900 – 2100	Elgin CC	Free
1617-CCB2A	Tuesday	17/01/2017	1900 – 2100	Forres CC	Free

Training delivered by Fiona Herd and/or David Millar, Locality Well-Being Officer, The Moray Council

Tel: Fiona 07771 980639 or David 07800 670693

Drugs – Awareness

Course Outline:

Aimed at anyone working with young people who is new to drug education, or would like to refresh their existing knowledge. This introductory course will identify types and categories of drugs and their effects. The course covers legal issues and can address some of the challenges and dilemmas arising when working with young people.

The course will focus on:

- The range of different substances used by young people and their effects
- Skills for dealing with drug-related incidents
- Developing confidence in addressing drug issues with young people

Learning Outcome:

By the end of the session participants will be able to:

- Identify and name the main drugs (including their street names)
- Describe the effects that drug taking has on the body
- Discuss current trends and the risks associated with drug taking
- Describe the legal position relating to drugs use
- Challenge common myths associated with drugs and substance use.

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB3	Wednesday	09/11/2016	1800 – 2100	Elgin CC	Free

Training delivered by Davey Blackie, Senior Youth Worker, The Moray Council
Tel: 07812 969135

First Aid – Emergency Response

Course Outline:

A basic three-hour programme for individuals who wish to gain an insight into emergency procedures.

SYLLABUS – By the end of the course candidates will be able to demonstrate the essential knowledge and skills needed to deal with a cardiac arrest. The following subjects are covered:

- Roles and Responsibilities of the First Aider
- Arriving at the Scene
- Action at an Emergency
- Primary Survey
- Secondary Assessment
- Principles of Resuscitation

Learning Outcome:

By the end of the session participants will be able to:

- Describe the roles and responsibilities of the First Aider
- Respond appropriately when arriving at the scene
- Demonstrate appropriate action in an emergency situation
- Conduct a Primary Survey
- Conduct a Secondary Assessment
- Demonstrate the principles of resuscitation

Course Information:

Please wear suitable old clothing (fake blood and make-up may be used!)

Code	Day	Dates	Times	Venue	Cost
1617-CCB4	Thursday	23/06/2016	0900 – 1600	Elgin CC	Free

Training delivered by Bob Dumbell, Moray Local Awards Volunteer, Tel: 07917 130209

First Aid – Outdoors Activities

(2 Days)

Course Outline:

This Level 5 qualification is made up of two units including Emergency First Aid at Work. It is specifically designed for those who are involved in any form of activity, including sports, leisure and recreation.

This particular course has been modified to cover Duke of Edinburgh supervisor/assessor needs. Not only is Basic Life Support included, but many other First Aid conditions relevant to Duke of Edinburgh expeditions are also covered, making this qualification very comprehensive.

There will be a minimum of 12 contact hours in the classroom, consisting of practical and theoretical activities, plus an assignment and some pre-course activity could be required.

Learning Outcome:

By the end of the session participants will be able to:

- State the roles and responsibilities of an Emergency First Aider
- Know how to assess an incident
- Demonstrate the management of an unresponsive casualty; a casualty who is choking; a casualty who is wounded and bleeding; a casualty who is in shock; a casualty with a minor injury
- Conduct a secondary survey
- Administer First Aid to a casualty with injuries to bones, muscles and joints; a casualty with suspected chest and abdominal injuries; a casualty with eye injuries; a casualty with sudden poisoning; a casualty with anaphylactic shock; a casualty with suspected major illness; a casualty who is experiencing the effects of extreme heat and cold.

Course Information: **PLEASE BRING A PACKED LUNCH**

Code	Day	Dates	Times	Venue	Cost
1617-CCB5	Saturday and Sunday	25/02/2017 and 26/02/2017	0900 - 1700	Lossiemouth CC	Free

Training delivered by Dave Casaru, Training Alba, Tel: 07876 301699

First Steps to Working with Children & Young People

Course Outline:

This course is for those people interested in working in a voluntary capacity with youth organisations or keen to apply for posts with the Moray Council.

The course will discuss young people, the role of the Youth Worker, Youth Work practice and the organisational aspects of Youth Work.

The course is composed of 5 sessions running over a 5 week period (one session per week).

If you have no previous experience of working with children or young people, you would benefit from attending the Exploring Youth Work training session prior to this course.

Learning Outcome:

By the end of the session participants will:

- Be able to discuss Youth Work and the Youth Workers role
- Be able to describe the organisational aspects of youth work (eg programming, finance, health & safety, etc).

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB6	5 x Tuesdays	Commencing 24/05/2016	1900 - 2100	Dufftown CC	Free
1617-CCB6A	5 x Tuesdays	Commencing 06/09/2016	1900 - 2100	Elgin CC	Free

Training delivered by Karen Delaney, Engagement Team, The Moray Council
Tel: 07800 670692

Food Hygiene

Course Outline:

The Royal Environmental Health Institute of Scotland (REHIS) Elementary Food Hygiene Course is a 6 hour course followed by a 30 question multiple-choice test. As food hygiene involves all measures necessary to prevent the contamination of food, the course covers food preparation, storage, temperature control, cooking, serving, personal hygiene, cleaning, pest control, kitchen design and current food safety legislation.

Learning Outcome:

By the end of the session participants will be able to:

- Explain the need for good food hygiene practice
- Discuss preventative measures that should be adhered to when storing or handling food
- Identify what needs to change in their own practice.

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB7	Thursday	26/05/2016	0900 - 1600	Elgin CC	Free
1617-CCB7A (evenings)	Tuesday and Wednesday	30/08/2016 and 31/08/2016	1800 – 2100	Elgin CC	Free

Training delivered by Linda Davidson, Highfield Training, Tel: 01343 545455

Games & Icebreakers – Tried & Tested

Course Outline:

An informal, interactive, fun-filled session featuring icebreakers and games old and new.

This workshop is an opportunity for participants to share tried and tested activities when engaging with young people in the world of play.

Participants should come along with at least two activities to allow them to contribute.

This session is suitable for anyone working with groups of children/young people and want to increase their games vocabulary.

Learning Outcome:

By the end of the session participants will be able to:

- Participate in and share their own activities which can be used in a variety of settings
- Have the opportunity to look at changing games to suit the ages and abilities of the groups they work with
- Gain awareness of how games can be used to influence the behaviour of children and young people.

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB8	Thursday	30/06/2016	1900 – 2100	Lhanbryde CC	Free

To be led by Wendy Toner, Senior Youth Worker, Tel: 07890 275513

Health & Safety – A Sensible Approach!

Course Outline:

To help people understand that Health & Safety is not as complex, time consuming or even as terrifying as they might think. In most situations, compliance with the law requires nothing more than getting the basics right, having a working knowledge of the subject, making an assessment of the situation & communicating with all involved how you want things to be done. It's also a good idea to have a plan for what to do if things go wrong, just in case!

The session will cover risk assessment – ensuring the appropriate control of health and safety hazards.

Learning Outcome:

By the end of the session participants should be able to:

- Display a better understanding of health & safety issues
- Know their limitations (on health & safety matters!)
- Organise a simple low risk event, ensuring the safety implications are covered
- Demonstrate the process and relay the importance of risk assessments.

Note: Pre course info of any specific events or activities which have prompted course attendance is required by training provider in advance of course date.

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB9	Wednesday	08/06/2016	1900 – 2030	Elgin CC	Free
1617-CCB9A	Wednesday	18/01/2017	1900 – 2030	Elgin Venue TBC	Free

Training delivered by the Health & Safety Team, The Moray Council, Tel: 01343 563073

How Good is the Learning & Development in our Community?

Course Outline:

Education Scotland has recently announced the release of the new self-evaluation framework “How good is the learning and development in our community?” It can be found on the National Improvement Hub at:

<https://education.gov.scot/improvement/Pages/nifnationalimprovementframework.aspx>

This is a refreshed version of “How good is our community learning and development? 2”

Aims

This session aims to introduce the framework, deliver practical workshops and share examples on self-evaluation practice. It will be delivered by Aberdeenshire, Aberdeen and Moray staff.

Target audience

Staff operating in CLD contexts in either Aberdeenshire Aberdeen City and Moray councils. Typically this will include CLD Workers, CLD Managers, Senior Youth Workers, Community Development Workers and Adult Learning staff.

Learning Outcome:

By the end of the session participants will be able to:

Increased awareness and understanding of the new framework

- Increased awareness and understanding of the current context within which self-evaluation practice exists
- Developed their skills in using quality indicators for self-evaluation
- Evidence in the CLD competency area : Evaluate and inform practice

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB10	Thursday	02/06/2016	1300 - 1600	Lounge, Elgin Town Hall	Free

Training Delivered by Karen Delaney, Sue Briggs Aberdeenshire Council, Linda Clark Aberdeen City, Tel: 07800 670692

Inspired by Life

Course Outline:

This workshop aims to introduce a few methodologies of modern day rites of passage programmes as tools of support and learning that can be used in many different contexts.

- Introducing and using the 'Way of Council' as an authentic group communication process
- An introduction to the Four Shields of Human nature'
- The 'monomyth' : Joseph Campbell's 'The Heroes Journey'
- 'Rites of passage' and setting up solo time as an experiential learning environment
- Practical solo experience and group sharing

Creating a network and dialogue around nature-based mentoring and rites of passage work with young people and adults in our community.

Learning Outcome:

By the end of the session participants will be able to:

- Experience how to use 'The Way of Council' as a group communication and sharing process.
- Understand the four shields model of human nature and how this can be used in nature based mentoring processes.
- Experience a personal solo time and how to set up a 'solo experience' for others.
- An introduction to modern-day rites of passage work and how this can support our young people, adults and communities.
- Have the opportunity to contribute and share our thoughts and ideas around how we can collaborate with nature based learning together and in our own settings.

Course Information: **Suitable outdoor clothing will be required**

Code	Day	Dates	Times	Venue	Cost
1617-CCB11	Thursday	27/10/2016	0900 - 1600	Forres CC	Free

Training Delivered by Gavin Morgan, The Moray Council, Tel: 07890 275514

Literacies Awareness – Young People & Adults

Course Outline:

This session will provide you with an insight to the challenges which face adults who are not confident in reading, writing, using numbers and communicating.

During the session we will :-

- Explore how to recognise when someone is having difficulty
- Discuss what you can do to feel more confident to broach the subject of literacy explain how you can refer someone to the relevant provider

Learning Outcome:

By the end of the session participants should be able to:

- Identify the different types of barriers that people face when they have difficulties with literacies
- Explain how to support clients to feel more confident
- Identify local literacies providers and explain the referral process describe what to expect when they are referred

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB12	Monday	28/11/2016	1300 – 1430	Activities Room, Elgin Library	Free
1617/CCB12A	Thursday	01/12/2016	1830 – 2000	Activities Room, Elgin Library	Free

Training delivered by Moira Strathdee, Essential Skills, Tel: 07966 120572

Low Hills

Course Outline:

This is 2 days of training which assumes general hill knowledge and awareness. Whilst it is a training course there will be ongoing appraisal of participants and potential for more input should it be required.

Learning Outcome:

By the end of the course participants will be able to:

- Discuss general safety arrangements for groups, including policies and procedures
- Display basic navigation knowledge

Lead groups on low hill terrain as defined by the logbook in the employment or volunteering for The Moray council

Course Information:

Participants on application will be sent a logbook and training manual by Dave Horrocks. Applicants should be able to log 20 good hill days. (There is no timescale connected with this.) Whilst tea and coffee will be available, a packed lunch should be taken and you should dress prepared to go out with a day sack.

This course is particularly geared to supporting Moray's Duke of Edinburgh's Award units and there is an expectation that people will support units as a result of gaining this qualification.

Code	Day	Dates	Times	Venue	Cost
1617-CCB13	Saturday and Sunday	28/05/2016 and 29/05/2016	0900 – 1700	Dufftown CC	Free

Training delivered by Dave Horrocks, Adventure Scotland, Tel: 01479 811411

North Alliance Conference 2016

The North Alliance Conference is a FREE event. If your travel costs to the conference exceed £50 the North Alliance will cover the difference. For further details, please email Cecily Cromby on northalliance@vaorkney.org.uk

SAVE THE DATE!

www.northalliance.org.uk

Code	Day	Dates	Times	Venue	Cost
1617-CCB14	Wednesday	05/10/2016	TBA	Nairn Community & Arts Centre	Free

Outdoor Learning – Games & Activities

Course Outline:

This workshop aims to introduce and share a variety of games and activities that can be used in the outdoor context.

From simple fun outdoor games to outdoor experiential learning activities, this workshop will allow us all to try out old and new games, share our favourites and network together.

We will also have a chance to set up a tarp as a shelter and use a kelly kettle to have a hot drink, elements that can help enhance the outdoor experience.

Participants are asked to bring along their favourite outdoor game ideas to share with the group (at least one per person), so we can learn from each other.

Learning Outcomes:

By the end of the session participants should:

- Have a chance to try out a number of outdoor games and activities that can be used in your own context/ setting.
- Tarp techniques: learn some simple knots to set up your own tarp to create a shelter.
- Kelly Kettle- how to use safely.
- A chance to share your own experiences and games with others.
- A discussion on risk assessment in terms of outdoor learning.

Course Information:

This course is all outdoors so please bring appropriate outdoor clothing, warm clothes, walking boots/shoes, waterproof jackets and waterproof trousers.

Participants are asked to come to the workshop with at least one activity / game that they can share with the rest of the team (it helps us learn from each other).

Code	Day	Dates	Times	Venue	Cost
1617-CCB15	Wednesday	22/06/2016	1000 - 1400	Millbuies Country Park	Free

Training delivered by Gavin Morgan/Lee Challice, The Moray Council, Tel: 01343 813614

Progressing Outdoor Learning

Course Outline:

This session is aimed at the Moray Council staff to ensure that they comply with policy and procedures while participating in outdoor learning.

Learning Outcomes:

By the end of the session participants should:

- Be able to describe the paperwork trail essential for activities to comply with the outdoor licence requirements
- Discuss the safeguards in following the process and outline the consequences of failure to do so
- Locate information regarding the range of activities and providers currently available to access outdoor learning

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB16	Thursday	02/02/2017	1000 – 1200	Elgin Venue TBC	Free

Training delivered by Dave Horrocks, Adventure Scotland, Tel: 01479 811411

Saltire Award – An Introduction

Course Outline:

This course will discuss and explain the need, the involvement and the support required to assist young people to achieve their Saltire awards and is suitable for anyone working with young people aged 12-25 who are engaging in voluntary activity.

Groups or group leaders that may not already work with young people but may want to.
Groups that work with young people as service users who are supporting the activities they are taking part in.

Supported by the Scottish Government the Saltire Awards enable young volunteers (12-25) to record the skills, experience and learning gained through successful volunteering placements provided by local and national voluntary agencies.

Saltire Awards are designed to encourage, enable and reward youth volunteering and to make it easy for organisations to support young people to take part.

Learning Outcome:

By the end of the session participants should be able to:

- Explain the Saltire levels fully
- Understand the process to register a group and young people
- Be able to capture the correct information on timesheets
- Be able to submit timesheets to tsiMORAY at appropriate times
- Be able to encourage, support and advertise the Ambassador project

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB17	Wednesday	24/08/2016	1600 – 1700	Elgin CC	Free

Training delivered by Sue Davies, TSI Moray, Tel: 01343 541713

The Duke of Edinburgh's Award – Introduction

Course Outline:

The Intro to DofE training course covers:

- The mission and guiding principles of The Duke of Edinburgh's Award
- Understanding DofE levels, sections, timescales and the development of DofE programmes
- The DofE structure and how it supports you
- The key roles of DofE Leaders
- How to ensure that the programme is based around the needs of the young people
- Information on the range of resources available to help you
- Good practice in the delivery of DofE programmes.

Learning Outcomes:

By the end of the session participants should be able to:

- Increases your confidence in how to deliver quality DofE programmes to young people
- Fun and interactive
- Increases your knowledge of the DofE
- Offers the opportunity to network with other Leaders
- Nationally recognised certificate

Pre-requirements:

Prior to attending this course, all delegates must have completed the online e-induction module and provide your letter of completion prior to attending the course. This is available Free at www.DofEtraining.org

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB18	Saturday	01/10/2016	0900 - 1600	Lossiemouth CC	Free
1617-CCB18A	Saturday	04/03/2017	0900 - 1600	Lossiemouth CC	Free

Training delivered by DofE Moray, The Moray Council, Tel: 01343 813614

The Duke of Edinburgh's Award – (eDofE)

Course Outline:

eDofE is an interactive online system that helps young people manage their DofE programme and enables Leaders to monitor their progress

The 'eDofE' session will cover

- An overview of eDofE for leaders
- How to set up accounts / approve evidence / use the system.
- As a leader, how to use eDofE to manage the young people you support through the award.
- Question and answer sessions for those with specific requests.

The session is open to existing edofe users as well as people wanting to find out more about the system.

Learning Outcomes:

By the end of the session participants should be able to:

- Increases your confidence in how to use the eDofE online system.
- Be capable of setting up accounts/ approving evidence and managing young people's progression through their award.
- Know where to go for additional training resources and training videos

Pre-requirements:

No pre-requisites, but it is recommended you have completed at least the e-induction course or attended the full 'Introduction to DofE course' click here for more info www.DofEtraining.org

Course Information :

Code	Day	Dates	Times	Venue	Cost
1617-CCB19	Monday	03/10/2016	1900 -2100	Elgin Venue TBC	Free

Training delivered by DofE Moray, The Moray Council, Tel: 01343 813614

The Duke of Edinburgh's Expedition Assessor Accreditation Scheme

Course Outline

The DofE Assessor Accreditation course covers:

- Have a clear understanding of your role and responsibilities as an Expedition Assessor.
- Increase your knowledge of the Expedition section.
- Have the opportunity to network with other Expedition Assessors.
- Achieve a nationally recognised accreditation.
- Have, once accredited, the Expedition Assessor's ID card, which gives you a 20% discount at Cotswold stores across the UK.
- Be qualified to assess in a variety of situations and locations across the UK.

Please click on this link <http://www.dofe.org/en/content/cms/leaders/training/eaas/> for the full details of becoming a DofE Assessor.

Learning Outcomes:

By the end of the session participants should be able to:

- Have a clear understanding of your role and responsibilities as an Expedition Assessor.
- Increase your knowledge of the Expedition section.
- Have the opportunity to network with other Expedition Assessors.
- Achieve a nationally recognised accreditation.
- Have, once accredited, the Expedition Assessor's ID card, which gives you a 20% discount at Cotswold stores across the UK.
- Be qualified to assess in a variety of situations and locations across the UK.

Prior to attending this course, all delegates must have completed the online e-induction module and the e-assessor courses and provide your letters of completion prior to attending the course. This is available Free at www.DofEtraining.org

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB20	Saturday	21/01/2017	0900 – 1600	Lossiemouth CC	Free

Training delivered by DofE Moray, The Moray Council, Tel: 01343 813614

The Duke of Edinburgh's Supervisor Training

Course Outline

This course is aimed at existing and new D of E Moray volunteers wishing to supervise the expedition section of the Award.

The session will ensure a common understanding of the role of the Expedition Supervisor, ensure a more consistent interpretation of the conditions of the D of E and the Expedition Section.

It will establish a positive and supportive approach to the Supervisors who train, lead and support D of E Moray participants in their practice(s) and qualifying expeditions.

Learning Outcome:

By the end of the session participants should be able to:

- Outline the roles and responsibilities of the Supervisor in the practice and qualifying expedition section of the Award
- Understand the expedition requirements and conditions
- Identify areas to enhance their own and the participants experience of practice and qualifying expedition ventures.

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB21	Saturday	19/11/2016	0900 – 1600	Lossiemouth CC	Free
1617-CCB21A	Saturday	18/03/2017	0900 – 1600	Lossiemouth CC	Free

Training delivered by DofE Moray, The Moray Council, Tel: 01343 813614

Writing Learning Outcomes

Course Outline:

This training day is targeted at those who want to be able to create learning sessions and put them into practice.

Learning Outcome:

By the end of the session participants will be able to:

- Explain what is meant by a 'learning outcome'
- Provide reasons why learning outcomes are beneficial in designing learning sessions
- Write learning outcomes.

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB22	Friday	09/09/2016	1400 – 1530	Forres CC	Free
1617-CCB22A	Wednesday	08/02/2017	1400 – 1530	Milnes	Free

Training delivered by Karen Delaney, Engagement Team, The Moray Council
Tel: 07800 670692

Young Scot Digital Platform Training – Rewards & Discounts

Course Outline:

This session is about gaining an insight into Young Scot and the services they provide. The course will cover:

- An introduction & background to the new digital platform
- Young.Scot admin suite training & FAQ session
- An introduction to Data Dashboards & reporting
- Discussion around Young Scot app
- Rewards Training
- Discounts update
- AOB & next steps.

Learning Outcome:

By the end of the session participants will be able to:

- Create and share content on the www.young.scot local platform
- Create Young Scot reward activities and source rewards
- Recruit local Young Scot discounters

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB23	Monday	14/11/2016	1400 - 1600	Elgin Venue TBC	Free

Training delivered by Kirsten Urquhart, Young Scot

Tel: 0131 313 2488

Youth Achievement Awards – Induction

Course Outline:

The training provides workers with an understanding of the rationale behind the Awards and how they complement their existing youth work practice.

Learning Outcome:

By the end of the session participants will be able to:

Gain a working knowledge of the Youth Achievement Awards and Dynamic Youth Awards, enabling them to effectively promote, support and deliver these Awards within their youth clubs or groups.

Course Information:

This course is open to anyone interested in supporting young people to gain an Award or simply looking to find out more about the Awards.

Please note that this training is a requirement for anyone wishing to deliver Youth Achievement Awards with young people and recommended for anyone wishing to deliver Dynamic Youth Awards with young people.

Code	Day	Dates	Times	Venue	Cost
1617-CCB24	Thursday	19/05/2016	0930 - 1530	Buckie High School	Free

Training delivered by Barbara Leitch, Senior Youth Worker, The Moray Council
Tel: 07812 969146

Youth Work Outcomes – Introduction

Course Outline:

This course explores the Youth Work Outcomes, which was formally launched in January 2016. The 7 outcomes can be achieved in a range of youth work settings and build on the Youthlink “Statement on the nature and purpose of youth work.”

Aim:

This course aims to inform practitioners about the framework. It encourages them to make connections with their practice and discuss ideas so that it can be effectively integrated into delivery. Used well this tool can help young people realise their potential and evidence the impact of youth work.

Learning Outcome:

By the end of the session participants should be able to:

- List the Youth Work Outcomes
- Describe how they can be used and integrated into practise
- Identify links with locality practise case-studies
- Suggest next steps for Moray!

Course Information:

Code	Day	Dates	Times	Venue	Cost
1617-CCB25	Wednesday	25/01/2017	1400 – 1600	Elgin Venue TBC	Free

Training delivered by Karen Delaney and Fiona Herd, Engagement Team, The Moray Council,
Tel: 07800 670692

COMMUNITY CAPACITY BUILDING (CCB) TRAINING- BOOKING FORM

Guidelines

The training is offered to anyone who has an interest in, or is already working with a community group, however **PRIORITY WILL BE GIVEN TO THOSE WHO ARE WORKING IN A VOLUNTEERING CAPACITY***.

If you wish to attend a course as part of your work, it is important that you liaise with your line manager first. Places on these courses will be allocated on a 'first come, first served' basis via the CCBTC booking form – subject to * above. We cannot guarantee you a course place unless the form has been completed fully and returned.

Mr / Mrs / Miss / Ms (delete as appropriate)	Forename:	Surname:	
Home Address:			Postcode:
Date of Birth:	Home Tel:	Email:	Mobile:
Do you have any special requirements? (The Partnership is committed to meeting the needs of all learners irrespective of ability or disability. We will take all reasonable steps to ensure that you can benefit from the full range of training that we provide).			
Name of your Organisation/Group:		Your position in this Organisation/Group:	
Is your position paid or voluntary?		How did you hear about this Calendar?	
The information provided above may be used for statistical reporting purposes. By submitting this form you are agreeing to this.			

Course Code	Course Title	Course Date

If you wish to attend more than 5 courses please complete an additional booking form.

Evaluations are required for auditing purposes, if you do not complete an evaluation you will not receive a certificate of attendance.

Please return the form to:

Education and Social Care, The Moray Council, Council Offices,
High Street, Elgin, IV30 1BX

Email: educationandsocialcare@moray.gov.uk

Tel: 01343 563374