

# Community Capacity Building Training Calendar July - December 2011



the **MORAY** council



learning to live  
— living to learn



# CONTENTS

	PAGE
ANGER MANAGEMENT	7
BASIC FIRST AID	8
BLOOD BORN VIRUSES & HEPATITIS C	9
CHILD PROTECTION UPDATE	10
COMMUNITY SPORTS LEADERSHIP (LEVEL 2)	11
CONFIDENCE TO COOK TRAINING FOR TRAINERS	12
CURRICULUM FOR EXCELLENCE (AN UPDATE)	13
DISSOLVING BARRIERS TO LEARNING	14
DIVERSITY CHALLENGE	15
DYNAMIC YOUTH & YOUTH ACHIEVEMENT AWARDS/PORTFOLIO BUILDING	16
DYSLEXIA AWARENESS	17
EPILEPSY AWARENESS	18
FIRST STEPS TO WORKING WITH CHILDREN & YOUNG PEOPLE	19
FOOD HYGIENE	20
HOW GOOD IS OUR COMMUNITY LEARNING & DEVELOPMENT 2?	21
LEARNING EVALUATION & PLANNING (LEAP)	22
LIAP FOR THE TERRIFIED !	23
LOW HILLS	24
PRINCIPLES & PRACTICE OF YOUTHWORX LEVEL 1	25
RISK ASSESSMENT	26
SELF-HARM	27
SHARE TRAINING	28
THE DUKE OF EDINBURGH'S AWARD INTRODUCTION	29
THE DUKE OF EDINBURGH'S AWARD ASSESSOR ACCREDITATION SCHEME	30

THE DUKE OF EDINBURGH'S AWARD SUPERVISOR TRAINING	31
WHAT IS A COMMUNITY LEARNING INSPECTION ?	32
WRITING LEARNING OUTCOMES	33
ACTIVE SCHOOLS COURSES	34
NESPCC COURSES	35

## INTRODUCTION

Welcome to part 2 of the “mini” Community Capacity Building Calendar. 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 future funding of Voluntary Action Moray (VAM) and the Volunteer Centre will be determined shortly by the Scottish Government. Community Learning and Development training budgets have been cut and so effective partnership working has never been more vital. What follows is an attempt to support volunteers and staff with training opportunities.

### **Guidelines**

The training is offered to anyone who has an interest in, or is already working in a paid or voluntary capacity with a community group.

In most cases the training is free. However, where a charge is indicated there may be funding support available, so please ask.

If you wish to attend a course as part of your work, it is important that you liaise with your line manager first.

The Community Learning & Development Office will accept bookings on a ‘first come, first served’ basis via the enclosed booking form. There will be no valid booking unless the correct form has been completed fully and returned.

### **The Application Process**

Please turn to the back page of this booklet where you will find an application form to complete. If you wish to be considered for several of the courses available, please use the blank form as a master for photocopying purposes. **YOU MUST COMPLETE A SEPARATE FORM FOR EACH COURSE** and return to:

CCB Calendar Administration  
New Elgin Open Neighbourhood (NEON)  
New Elgin Primary School Annexe  
New Elgin  
ELGIN IV30 6DP  
Email: [debi.ingram@moray.gov.uk](mailto:debi.ingram@moray.gov.uk)  
[www.moray.gov.uk/cldyouth](http://www.moray.gov.uk/cldyouth)

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

### **Cancelling your Place on a Course**

If you have to cancel a place, please contact us on (01343) 559999 as soon as possible. In the event of short notice, please contact the Course Tutor directly (See contact details). 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 asked for your comments at the end of each course, so that we may improve and expand the provision in the future.

For courses based at the New Elgin Open Neighbourhood building (NEON), formerly New Elgin Primary School Annexe, please note that there is limited parking during the day.

Please tell your friends about the Calendar and feel free at any time to contact the Community Learning & Development Office 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](http://www.yourmoray.org.uk)

A handwritten signature in black ink that reads "Karen G. Delaney". The signature is written in a cursive style with a prominent underline under the name "Delaney".

Karen Delaney

CLD Manager (Acting) Community Learning & Development

The Moray Council

[Karen.delaney@moray.gov.uk](mailto:Karen.delaney@moray.gov.uk)

Mobile: 07800 670692

# Anger Management



## Course Outline:

Aimed at youth work staff delivering 1:1 support to young people around anger management issues/handling aggressive behaviour in a group setting.

For true behaviour change in practice we need to deal with the root of the issue rather than focussing solely on the presenting behaviour. This is no different in work around anger management.

## Learning Outcome:

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

- Explore how to support a young person who has difficulty expressing feelings/emotions
- Consider approaches in 1:1 support as a means of supporting the young person including: counselling skills (person centred), cbt (cognitive behaviour therapy), silent counselling, mediation, transactional analysis)
- Offer support to a young person to make appropriate choices/decisions and be aware of the consequences of their actions
- Consider defusing/de-scaling responses to potential aggressive situations

## Course Information:

PLEASE BRING A PACKED LUNCH

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Mon	5 September	10am-2pm	NEON	Free

Training delivered by Susan Reid (Youth Team), Community Learning & Development, The Moray Council. Contact 07526907876

# Basic First Aid



## Course Outline:

Basic first aid aimed at 'the person in the street' who wants to assist at an accident before the emergency services arrive. It covers management of casualties and resuscitation procedures. You will also receive training on controlling bleeding, caring for someone in shock and dealing with potential broken bones. It covers a variety of skills including dealing with unconscious casualties and why they may be unconscious. There is plenty of practice of the skills required and the opportunity to make sure that you are confident with the techniques.

Please wear casual, comfortable clothing as you will be expected to join in!

*NOTE: These are public courses which are not suitable for and DO NOT meet the requirements of First Aid at Work Regulations and Guidelines. They are not suitable for any person attending in connection with any form of employment or vocation where payment or financial reward is being received.*

## Learning Outcome:

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

- identify signs and symptoms of someone requiring help
- apply emergency first aid procedures.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
This training is needs based. Please complete booking form to register your interest.				

Training delivered by Chris Conniff, The British Red Cross. Contact 07595278615

# Blood Born Virus (BBV)



## Course Outline:

Blood born virus training enables staff to further develop knowledge and understanding relating to BBVs.

Raises awareness of HIV, Hep B and Hep C.

Addresses the importance of safe working practice.

Exploring the issues of confidentiality.

## Learning Outcome:

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

- demonstrate a knowledge of the numbers infected
- discuss the routes of transmission
- outline safe working practice in the community
- know where to go for testing, further information on support, local services and networks available.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Tues	11/10/11	1pm-4pm	NEON, New Elgin Primary School	Free

Training delivered by Jackie Williams, NHS Grampian. Contact (01224) 558652

# Changes to Child Protection Guidance



## Course Outline:

This is a short presentation on the recent changes to child protection processes introduced by the National Guidance and NESPC Guidance, followed by a question and answer session.

The session is suitable for those who work with young people and have had previous child protection training.

## Learning Outcome:

By the end of the session participants will:

- be aware of up-to-date information regarding good practice in the area of child protection.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Wed	24/08/11	4pm-5pm	Elgin Academy	Free
Thur	25/08/11	4pm-5pm	Elgin High School	Free
Mon	29/08/11	4pm-5pm	Buckie High School	Free
Thur	01/09/11	4pm-5pm	Keith Grammar School	Free
Wed	07/09/11	4pm-5pm	Speyside High School	Free
Thur	08/09/11	4pm-5pm	Forres Academy	Free
Mon	12/09/11	4pm-5pm	Milnes High School	Free
Thur	15/09/11	4pm-5pm	Lossiemouth High School	Free

Training delivered by NESPC. No booking form is required. Further info from Susan McLaren (01343) 563584

# Community Sports Leadership (Level 2)



## Course Outline:

This Award gives people the skills needed to plan and deliver safe sporting and recreational activities. The Award develops vital leadership skills such as communication, organisation and motivation. The session is both practical and theoretical in nature.

The 30 hour course (spread over the 4 days) will then be followed by 10hrs of voluntary leadership in the community. On satisfactory completion of this candidates will receive a certificate, badge and one year's public liability insurance cover. This is a nationally recognised qualification.

To complete this qualification all candidates must attend or hold a valid First Aid certificate (assistance with this is provided).

## Learning Outcome:

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

- communicate effectively and confidently to a group
- lead and deliver a physical activity/sports session
- motivate others to participate in sessions
- describe safety procedures when leading a group activity.

**NOTE: Please wear appropriate clothing and trainers. Lunch is not provided.**

Course Information: (Training over 4 days)

DATE(S)	TIME(S)	VENUE	COST
Tue 18/10/11 to Fri 21/10/11	9.45am-3.45pm daily	Bishopmill Primary School	£45

Training delivered by The Sports Development Team, The Moray Council. For information and to register please contact Kim Paterson (01343) 563657.

# Confidence to Cook Training for Trainers



## Course Outline:

This is a 2 day course aimed at individuals who hold an elementary food hygiene certificate, work with children or adults to improve their diet and who are in a position to influence the food and health of their clients.

This is an agreed programme which covers key nutrition messages; practical food preparation; utilisation of Confidence to Cook pack and supporting resources.

## Learning Outcome:

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

- ensure consistent up to date messages are delivered to clients
- access current evidence based information around food and health
- improve confidence to deliver practical food skills with clients
- improve practical skills and knowledge
- effectively use the Confidence to Cook pack.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Thur	18/08/11	10am-4pm	Elgin Youth Cafe	Free
Thur	25/08/11	10am-4pm	Elgin Youth Cafe	Free

For further information and to book a place on this particular course, please contact Jenny McLean, NHS Grampian on (01343) 567107

# Curriculum For Excellence (An Update)



## Course Outline:

The course will briefly summarise the initiative and discuss the links with youth work providers in the learning community. A framework to develop provision.

## Learning Outcome:

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

- describe what Curriculum for Excellence is
- outline the responsibilities of all areas of Curriculum for Excellence
- discuss the links of experiences and outcomes
- locate where their organisation is in framework development.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Tue	04/10/11	7pm-9pm	NEON New Elgin Primary School	Free
Wed	23/11/11	7pm-9pm	NEON New Elgin Primary School	Free

Training delivered by Karen Delaney, Youth Team, the Moray Council. Contact 07800 670692

# Dissolving Barriers to Learning

Creating insights and ideas for resolving learning and behavioural issues



## Course Outline:

Many children and adults find it difficult to engage with learning. This can affect their behaviour, achievement, integration or educational attainment. The impact on others (support staff, volunteers, care/youth-workers, teachers, parents) can be considerable. This course demonstrates a new resource to create coping strategies for those with learning or behavioural issues. It uses a powerful systemic (whole picture) approach to create a clear and concise depiction of each person's situation in its wider context.

Anyone may bring an issue to the workshop (up to four may be worked with). Each one is explored through a brief interview and a relationship-mapping technique called a constellation. This builds up a picture of the various factors that may be influencing someone's attitude/behaviour and helps the people involved explore how to move forward. Anyone is welcome to join the workshop to find out more, or to act as a resource for someone working with an issue.

This course is for anyone involved in supporting children, young people or adults with learning, behavioural, integration or educational achievement issues.

## Learning Outcome:

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

- develop a shared understanding of the nature and underlying causes of someone's learning or behavioural issue
- provide an inclusive, non-judgemental frame that supports the development of fresh ideas on how to move forward.

The insights are often profound. Generally, after the workshop, further discussions lead to the creation of an action plan to help effect change.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Mon	26/09/11	10am-4.30pm	To be confirmed	Free

Training delivered by ecl-scotland. To book please contact Lucy Thomas 07833 993107

# Diversity Challenge



## Course Outline:

This course aims to increase your knowledge and confidence in supporting people exploring their sexuality and to increase your skills in responding to and challenging homophobia with young people.

## Learning Outcome:

By the end of the session participants will:

- have a raised awareness of personal values and attitudes
- discuss challenging issues and questions and gain confidence in dealing with them
- dispel myths and misconceptions
- consider different methodologies to effectively approach LGBT issues with young people
- be familiar with resources and know where to signpost for help and support

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Tue	22/11/11	10am-4pm	NEON, New Elgin Primary School	Free

Training delivered by Terrence Higgins Trust/NHS Grampian. To book please call or email (01224) 558510 [filinaemslie@nhs.net](mailto:filinaemslie@nhs.net)

# Dynamic Youth/Youth Achievement Awards & Portfolio Building



## Course Outline:

This course is delivered over two sessions and is an introduction to the Awards.

The first session covers the rationale behind the Awards and how they link to, and complement, existing youth work practice.

The second session explores what should be included in a portfolio, how to support young people and how to achieve a successful application.

## Learning Outcome:

By the end of the 2 sessions participants will be able to:

- describe how the Awards are undertaken
- explain how the paperwork is completed and the registration process
- state the benefits of undertaking an Award to young people and youth workers
- identify and define challenges and targets
- list what a portfolio needs to evidence the journey of the young person
- work within the deadlines of the internal and external moderation process
- give positive support to young people completing a portfolio
- identify challenges and targets in relation to evidencing them in a portfolio.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Tue	29/11/11	6.30pm-9.30pm	Buckie High School	Free
Tue	06/12/11	6.30pm-8.30pm	Buckie High School	Free

Training delivered by Barbara Leitch (Youth Team), Community Learning & Development, The Moray Council. Contact 07812969146

# Dyslexia Awareness



## Course Outline:

A basic introduction to the nature of adult dyslexia and how it impacts on adult learners (including young adults). Offering guidance on identification of dyslexia sufferers and the types of support which should be part of learning provision.

Suitable for anyone working with adults and who has no previous training in adult dyslexia.

## Learning Outcome:

By the end of the session participants will have:

- Awareness of the characteristics of dyslexia as a syndrome and how these difficulties can affect day-to-day life, work and learning
- Considered how learners with possible specific learning difficulties can be identified in an educational context
- Awareness of support available to learners who show signs of dyslexia and how to access this support
- Knowledge of approaches and methods of delivery that will assist those adults in the immediate learning context

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
This training is needs based. Please complete booking form to register your interest.				

Training delivered by Claire Thom, Education Scotland. Contact 07947975569

# Epilepsy Awareness

## (An introduction)



### Course Outline:

Open to anyone who would like to improve their basic knowledge of epilepsy. Predominantly it will provide knowledge and an understanding for supporting individuals who have epilepsy.

Further in-depth training involving a one day certificated course is available by contacting the training provider.

### Learning Outcome:

By the end of the session participants will:

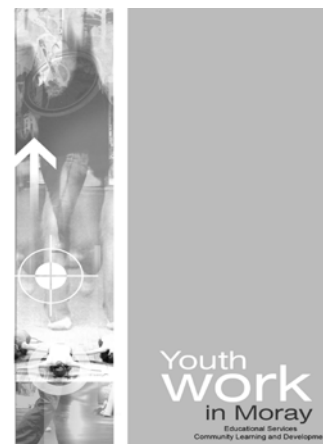
- have greater awareness of epilepsy
- be able to identify the triggers of epileptic seizures
- be more confident in managing seizures appropriately.

### Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Thur	10/11/11	9.30am-11am	NEON, New Elgin Primary School	Free

Training delivered by Tara Engelman, Quarriers. Contact (01309) 675900

# 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)

## 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:

DAY(S)	START DATE(S)	TIME(S)	VENUE	COST
Tue	01/11/11 and every Tues for 5 weeks	7pm-9.15pm	The Loft, Keith	Free

Training delivered by Amy Cruickshank (Youth Team), Community Learning & Development, The Moray Council. Contact 07800 678502

# 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:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
This training is needs based. Please complete booking form to register your interest.				

Training delivered by Linda Davidson, Highfield Training. Contact (01343) 545455

# How Good is Our Community Learning & Development 2?



## Course Outline:

A set of quality indicators was produced for the sector entitled "*How Good is our Community Learning and Development 2?*" by H M Inspectorate of Education.

This session will introduce participants to the document and how it can be used effectively.

## Learning Outcome:

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

- explain the background of "How Good is our CLD 2?"
- discuss why we use quality indicators and its link to quality improvement
- describe the selection process of indicators
- identify supporting evidence for selected indicators.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Mon	28/11/11	7pm-9pm	NEON, New Elgin Primary School	Free

Training delivered by Karen Delaney, Youth Team, Community Learning & Development, Moray Council. Contact 07800 670692

# Learning Evaluation & Planning (LEAP)



## Course Outline:

Learning Evaluation and Planning (LEAP) is a tool that allows individuals and groups to better plan and evaluate the work that they are involved in.

This tool was developed by the Scottish Community Development Centre, and is used by Community Learning & Development as well as a number of agencies in the voluntary sector. This course is a very basic introduction to the LEAP framework.

## Learning Outcome:

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

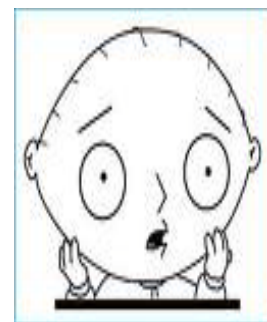
- describe the learning-based planning and evaluation framework
- explain the 'jargon' used in the process to develop a common language between partners
- create a LEAP planner based on a piece of their work.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Thur	01/12/11	3.30pm-4.30pm	N.E.O.N. (New Elgin PS Annexe)	Free

Training delivered by Amy Cruickshank, Youth Team, Community Learning & Development, Moray Council. Contact 07800 678502

# LIAP for the Terrified!?



## Course Outline:

Informal twilight training sessions for all Elgin staff involved in the LIAP process.

The sessions will involve a practical talk through the LIAP process. Recent changes will be highlighted and staff will be advised of how to identify available support. The sessions are also a good opportunity for questions and information sharing.

Suitable for teaching staff and community/voluntary organisations

## Learning Outcome:

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

- describe the LIAP process
- examine case studies of good practice
- identify the range of support available.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Wed	02/11/11	4pm-5pm	NEON, New Elgin Primary School	Free
Wed	07/12/11	4pm-5pm	NEON, New Elgin Primary School	Free

Training delivered by Iain Macdonald, LISO, Moray Council along with other locality team staff. Contact 07867 904593

# Low Hills



## Course Outline:

This session will be presented as an introduction to the scheme. Content includes: planning; equipment, environmental awareness; navigation; risk assessment and group management.

Suitable for most bronze and silver DofE award groups and others working with groups in the outdoors. Walking/camping experience advantageous.

## Learning Outcome:

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

- take groups out on low level terrain (up to 600 meters)
- demonstrate competence in leading and training groups in an outdoor environment
- demonstrate responsibility of group safety.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
This training is needs based. Please complete booking form to register your interest.				

Training Delivered by Adventure Scotland

# Principles & Practice of Youth Work Level 1



## Course Outline:

This course is regarded as a sound foundation for the understanding of working with children and young people between the age of 12 and 25 years. It is aimed at those interested in working with young people whether in a voluntary or paid capacity.

Assessment criteria will include attendance, participation, completion of tasks and displaying that learning outcomes have been understood.

The course duration is 20 hours spread over 10 weekly sessions.

This course is the basic qualification for all Youth Workers employed by the Moray Council Community Learning and Development section.

## Learning Outcome:

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

- describe the development of youth work
- explain the process of youth work, planning, presentation, managing and organising
- discuss teamwork approaches
- identify the importance of quality assurance.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Tue	20.09.11 And every Tues eve for 9 weeks thereafter	7pm-9pm	NEON, New Elgin Primary School	Free

Training delivered by the Youth Team, Community Learning & Development, Moray Council.  
Contact 07800 670693

# Risk Assessment



## Course Outline:

Risk Assessment is a good way of ensuring that appropriate control of health and safety hazards is in place. It also helps to prioritise our actions and evidence the fact that consideration has been given to the protection of both people and the Council's reputation.

Most Health & Safety Legislation is now based on the principles of Risk Assessment but, unfortunately, there are times when misunderstandings arise as to exactly what is required.

## Learning Outcome:

By the end of the session participants will:

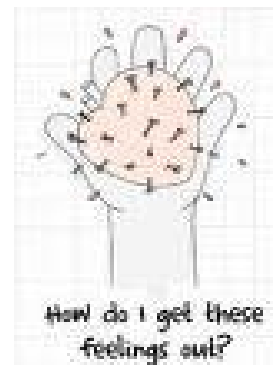
- understand what risk assessment is and why it is done
- define the difference between a 'hazard' and a 'risk'
- know how to carry out a risk assessment
- know how to develop controls that are suitable for dealing with activities involving young people
- know what to do with the findings of a risk assessment
- understand that a risk assessment must be kept 'alive'.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
This training is needs based. Please complete booking form to register your interest.				

Training delivered by the Health & Safety Team, Personnel Services, The Moray Council

# Self-Harm



## Course Outline:

This half day 'introduction to managing self harm' training for staff working with children and young people forms part of the wider 'Healthy Minds' Mental Health Framework for Children and Young People project.

The aim is to increase staff understanding of deliberate self harm and suicide; to support staff to recognise when a young person is at risk of self-harm and/or suicide; to increase staff confidence and skills in identifying and managing deliberate self harm; to support staff to support children and young people and to make the links with the Mental, Emotional and Physical Wellbeing aspects of the Curriculum for Excellence Health and Wellbeing framework.

## Learning Outcome:

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

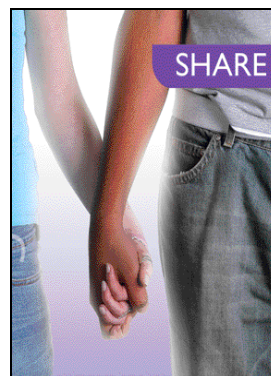
- define self harm and patterns of self harming behaviour in young people
- demonstrate knowledge of specific mental health issues, including anxiety, depression and their relationship to self harm
- understand why young people self harm
- recognise and react appropriately to self harming behaviour
- advise appropriate referral pathways
- identify links with mental, emotional and physical wellbeing aspects of the Curriculum for Excellence Health and Wellbeing framework.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Wed	28/09/11	9am-12.30pm	NEON, New Elgin Primary School	Free

Training delivered by NHS Grampian. Please book via <http://bookit.moray.gov.uk>

# Share Training



## Course Outline:

This is a 2 day course aimed specifically at professional staff working with young people.

Share is a curriculum resource for professionals working with young people in S1-S4. It offers a comprehensive, evidence-based overview of sexual health and relationships education (SRE) and addresses the complexities that surround this subject.

The programme is very specific in its approach, methodology, content and aims. In order to help professionals to use the resource effectively and enable them to explore the sensitive issues around sexual health and relationships that young people experience.

## Learning Outcome:

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

- demonstrate knowledge of the evidence base underpinning the SHARE programme
- SHARE values, rights and responsibilities
- What we know about young people, sex and relationships
- Relationships, Sexual Health and Parenthood aspects of Curriculum for Excellence
- A range of methodology to deliver relationships and sexual health education
- Confidence to deliver sexual health messages

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Fri	18/11/11	9am-3.45pm	Ramnee Hotel, Forres	Free
Mon	21/11/11	9am-3.45pm	Ramnee Hotel, Forres	Free

Training delivered by NHS Grampian. Please book via <http://bookit.moray.gov.uk>



# The Duke of Edinburgh's Award (An Introduction)

## Course Outline:

This course is open to youth workers and anyone interested in volunteering to help support DofE.

Discussing the aim of the Award, Vision and Key principles; what's in it for young people? The 3 levels- Bronze, Silver and Gold; setting up an Award Group and the opportunities for volunteering to support young people in Moray.

## Learning Outcome:

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

- demonstrate a knowledge of the key principles of D of E
- understand the benefits of DofE for young people
- identify the opportunities for supporting D of E Moray
- show an understanding of how DofE operates in Moray.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Mon	06/09/11 **	6pm-9pm	NEON, New Elgin Primary School	Free
Sat	01/10/11	10am-4pm	NEON, New Elgin Primary School	Free

Note: \*\* *This date is specifically for workers in the Elgin area. Training will be rolled out to other areas at a later date. To register your interest for alternative area, please complete and submit the standard booking form and you will be contacted once arrangements are in place.*

Training delivered by DofE Moray, The Moray Council. Contact 07890 275514

# The Duke of Edinburgh's Expedition Assessor Accreditation Scheme



## Course Outline:

This course is aimed at existing and new DofE Moray volunteers wishing to be accredited to assess qualifying expeditions.

The sessions will ensure a common understanding of the role of the Expedition Assessor, a more consistent interpretation of the conditions of the D of E and the Expedition Section and a positive and supportive approach to the assessment process.

All Expedition Assessors who attend the Scheme will become nationally accredited and will have national recognition and transferability.

## Learning Outcome:

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

- outline the roles and responsibilities of the assessor in the qualifying expedition section of the award
- understand the assessment process
- describe the expedition requirements and conditions
- identify areas to enhance the assessor's and the participants experience of their qualifying expedition venture.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Date and times to be confirmed. Please complete booking form to register your interest				

Lunch and refreshments included

Training delivered by DofE Moray, The Moray Council. Contact 07890 275514

# 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
- describe the expedition requirements and conditions
- identify areas to enhance your own and the participants experience of practice and qualifying expedition ventures.

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Sat	20 August	10am-4pm	Lossiemouth Community Centre	£20*

\* free to DOE Moray Volunteers

Lunch and refreshments included

Training delivered by DofE Moray, The Moray Council. Contact 07890 275514

# What is a Learning Community Inspection?



## Course Outline:

This will focus on the new Community Learning and development inspections that were introduced in 2008. The role that all community groups play will be discussed in relation to the programme an inspection team undertake.

Members of community groups, Council and organisations are encouraged to attend. It will be very informal!

## Learning Outcome:

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

- describe the purpose of learning community inspections
- discuss the role of their organisation as a partner in the process
- outline the information required for sharing at an inspection

**NB: Should your group wish to discuss the subject at a meeting, please get in touch with Karen to tailor your requirements.**

## Course Information:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Mon	14/11/11	7pm-8.30pm	NEON, New Elgin Primary School	Free

Training delivered by Karen Delaney (Youth Team), Community Learning & Development, The Moray Council. Contact 07800 670692

# 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:

DAY(S)	DATE(S)	TIME(S)	VENUE	COST
Mon	12/12/11	3pm-4.30pm	NEON, New Elgin Primary School	Free

Training delivered by Karen Delaney (Youth Team), Community Learning & Development, The Moray Council. Contact 07800 670692

# Active Schools Training Opportunities

01/09/11	Introduction to Orienteering
30/08/11 to 20/09/11	ASN Cycling (Bikeability)
27/09/11 to 01/11/11	ASN Cycling (Bikeability)
08/09/11	Bikeability Level 1
03/11/11	Street and Creative Dance (Primary School Staff)
17/11/11	Street and Creative Dance (Secondary School Staff)
21/11/11	Elevating Activities (P1-3 activity; incl ASN module)
21/11/11	Physical Activity for Pre-Schoolers
21/11/11	John Muir Award Leader Training
22/11/11	Cycle Ride Leader Training
TBC	Basketball Leaders (S1-3)
TBC	Basketball Leaders (P4-7)
30/11/11	Boccia Leaders Training

For further information and to book a place on any of the above courses please go to <http://bookit.moray.gov.uk>

# NESCPC Training Opportunities

29/08/11	Introduction to Parenting Capacity (Updated)
12/09/11	Introduction to Child Protection Risk Assessments
22/09/11	Child Protection Case Conferences (Updated)
27/09/11	Child Protection Basic Awareness Trainer Support Event
29/09/11	Introduction to Working with Unco-operative Families
25/10/11	Introduction to Inter-agency Child Protection Practice (Updated)
27/10/11	Child Development and Child Protection – The Impact of Abuse
14/11/11	Child Protection Basic Awareness Training for Trainers (Updated)
17/11/11	Working with Unco-operative Families – The Next Steps (Updated)
28/11/11	Significant Case Reviews – Process and Learning (Updated)
07/12/11	Working with Young People who are Sexually Active
15/12/11	Parenting Capacity Assessments (New)

For further information and to book a place on any of the above courses, please visit the NESCPC website: <http://www.nescpc.org.uk>

Can your organisation offer any free training opportunities to other agencies and voluntary groups?

We'd like to hear from you!

Please contact:

Amy Cruickshank  
Youth Team Leader (Acting)  
Community Learning & Development  
The Moray Council  
NEON (New Elgin Primary School)  
Bezack Street  
New Elgin  
ELGIN IV30 1DP  
Tel No: (01343) 559974  
Mobile: 17800 678502  
Email: [amy.cruickshank@moray.gov.uk](mailto:amy.cruickshank@moray.gov.uk)





BOOKING FORM

**Community Capacity Building Partnership**

Note: Please complete one form per person per course (photocopies are acceptable)

***All fields MUST be completed!***

<b>COURSE DETAILS</b>		
Course Title: .....	Course Date: .....	
<b>YOUR DETAILS (PLEASE PRINT CLEARLY)</b>		
Mr / Mrs / Miss / Ms ( <i>delete as appropriate</i> )	Forename(s): .....	Surname: .....
Home Address: .....		Postcode: .....
Home Tel: .....	Email: .....	Mobile: .....
Do you have any special requirements? .....		
Name of your Organisation/Group: .....	Your position in this Organisation/Group: .....	
Is your position paid or voluntary? .....	How did you hear about this Calendar? .....	
<b>DATA PROTECTION:</b> I agree that the information provided above may be used for statistical reporting purposes    Signed: .....		

**If you are a Moray Council employee, please ensure your Line Manager has signed this form to authorise your participation.**

**Line Manager:** .....    **Date:** .....

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.

Please return the form to: Youth Team Admin (CCB Calendar)  
NEON (New Elgin Open Neighbourhood) Building, New Elgin Primary School Annexe, Bezack Street, New Elgin, Elgin IV30 6DP

Or email to: [debi.ingram@moray.gov.uk](mailto:debi.ingram@moray.gov.uk)

***Thank you for your interest in the training offered***