

Training Matters

for the Third Sector in Leeds

Voluntary Action Leeds Course List

For full course information, details about training from other providers and to book please visit our website: www.val.org.uk/courses.php.

For any enquiries please contact Tina Ashby at Voluntary Action Leeds (VAL) telephone 0113 297 7944 or email tina.ashby@val.org.uk.

Where two prices are given the lower price listed is for VAL members.

January

	Duration	Price	Location
10 Building a budget	Full Day	£55/£60	LS10 2QW
11 Finding Funding	Half Day	FREE	LS7 4BP
16 Developing your key messages	Half Day	FREE	LS10 2QW
17 Basic Book-Keeping	Full Day	£55/£60	LS10 2QW
17 Intro to developing a volunteer programme	Half Day	£20	LS1 2LE
19 Understanding the new Equalities Act	Half Day	FREE	LS10 2QW
25 How to register as a charity	Half Day	£30/£40	LS10 2QW
27 Minute Taking	Full Day	£55/£60	LS10 2QW

February

3 Chairing Skills	Half Day	£30/£40	LS10 2QW
7 Applying for small grants	Half Day	FREE	LS10 2QW
7 Safer Summer playschemes	Half Day	£30/£40	LS10 2QW
8 Create better flyers and leaflets	Half Day	FREE	LS10 2QW
9 Finance for social enterprises	Half Day	£30/£40	LS10 2QW
20 Emergency Aid at Work	Full Day	£55/£60	LS10 2QW
21 Level 2 Accredited Health and Safety	Full Day	£55/£60	LS10 2QW
21 Spreadsheets for beginners	Full Day	£55/£60	LS10 2QW
22 Developing supervision skills	Full Day	£55/£60	LS7 4BP
22 Intro to developing a volunteer programme	Half Day	£20	LS1 2LE

March		Duration	Price	Location
5	Preparing for the Year End	Half Day	£30/£40	LS10 2QW
6	Risky Situations - a beginners guide to writing a risk assessment	Half Day	£30/£40	LS10 2QW
13	Intro to developing a volunteer programme	Half Day	£20	LS1 2LE
14	How to register as a charity	Half Day	£30/£40	LS10 2QW
27	Finding Funding	Half Day	FREE	LS10 2QW
28	Food safety and hygiene level 2	Full Day	£55/£60	LS10 2QW

For full course details and booking info please go to www.val.org.uk/courses.php
 For cancellation & refund information www.val.org.uk/page/cancellation-refund

VAL Training Bursaries

Bursaries are available to organisations with an annual income of less than £20,000 per year. The bursaries cover £40 towards course fees, per person, limited to two people per organisation. To apply please download the Bursary Application Form from www.val.org.uk/page/bursary or contact Tina Ashby on 0113 297 7944 or email tina.ashby@val.org.uk

Community Cascade

FREE support and specialist workshops can be arranged for your network or community building to support its growth and sustainability.

Community Cascade can help with:

- Cohesion - working with different communities
- Green issues for your building
- Marketing your service to others
- Funding your project

For more information please contact Tina Ashby at VAL, email tina.ashby@val.org.uk or call 0113 297 7944

Community Cascade is a project funded through the Big Lottery until October 2012 providing support to community networks (network of tenants and residents associations or network of mother and toddler groups) and community buildings (church halls, scout huts and older peoples centres) in West Yorkshire.



VAL training is supported by Leeds City Council Infrastructure Support Fund, Big Lottery and Community Cascade.



VT Payroll

Efficient, easy and cost effective payroll available to all

Does Payroll give you a headache?

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For over twenty years VT Payroll has provided organisations with an easy, reliable, quality payroll service.

Over time it has developed, from supporting one group and its employees to the present supporting almost two hundred organisations and a thousand employees.

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www.vt-services.com
payroll@vt-services.com
call 0113 297 7929



VT Payroll holds a Payroll Giving Quality Mark Award. The Payroll Giving Quality Mark is funded by HM Government, administered and promoted by the Institute of Fundraising.

VT Event Management

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VAL Membership

VAL members benefit from discounts on our services, from training to payroll. You get free job advertising on our website and in the VAL E-News. Members can also send us news and events for promotion in the E-News, our regular email bulletin.

Free membership is available to Third Sector organisations with an annual income of less than £20,000. For groups with an income of more than £20,000 we charge a fee, the fee is tiered based on your organisation's income.

Paid members receive our printed newsletter 'Voluntary Action Leads'. Free members can choose to receive the printed newsletter, for a fee of £25 per year.

To find out more visit www.val.org.uk/page/membership or contact VAL • tel 0113 297 7920 • email info@val.org.uk

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Address: Stringer House, 34 Lupton Street, Hunslet, Leeds LS10 2QW • Telephone: 0113 297 7920
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