Voluntary & Childcare Organisations

Training Calendar Spring/Summer 2010

'Training for parents, volunteers and workers involved in toddler groups, playgroups, créches, children's groups, after school care clubs, youth clubs, childminders, private nurseries, community education associations, voluntary organisation management committees and neighbourhood networks'.

West Lothian Council delivers

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West Lothian Council

Welcome

Welcome to the Voluntary & Childcare Organisations Training Calendar Spring/Summer 2010. This training calendar is developed by a multi agency group who specialise in parent support, childcare development, capacity building and support to voluntary organisations. The courses are free * have been developed to increase the confidence and skills of individuals, workers and volunteers involved in community groups, voluntary and childcare organisations across West Lothian.

The courses on offer provide an introduction to a range of topics and opportunities for participants to explore new ideas and develop new skills, which we hope, will support you and your organisation to operate more effectively.

The training calendar has been designed into three sections to make the identification of training as simple as possible, these include;

Organisational training

- supporting those that have responsibility for the management of organisations

Legislative training

- supporting individuals and organisations meet their legal requirements

And practical skills training

- supporting individuals and organisations develop their practical skills

We are pleased to say that our policy of free training will continue. Thank you to everyone who gave the required notice when cancelling, this allows us to reallocate places and ensure we maximise spend appropriately and are prudent with our funding allocation for the training calendar. It is regretable that we cannot offer future training places to organisations and individuals who have failed to pay their non attendance fee.

If waiting lists develop for a training calendar on particular courses we will try and put on another course to accommodate those, but please remember that waiting lists are not carried to the next training calendar and all courses must be reapplied for.

We hope you find the Training Calendar useful in developing your knowledge, confidence and skills and look forward to seeing you on your courses.

* All courses are free of charge, although for those who book and fail to attend a £10 administration fee will apply.

The Voluntary & Childcare Organisations Training Calendar working group consists of:

Jo Dinning, Early Years & Childcare Partnership, West Lothian Council

Lesley Grahame, Community Regeneration, West Lothian Council

Alison Guthrie, Scottish Pre School Playgroup Association

Kirsty McAlpine, Scottish Childminding Association

Margo Mitchell Community Learning and Development, West Lothian Council

Jane Purves, West Lothian Out Of School Care Network

Ann Marie, Vance Arts Services, West Lothian Council

Organisational Training

Curriculum for Excellence

Wednesday 10th & 17th February

7.00pm–9.00pm - Deans Community High School

Delivered by: West Lothian Council

The aim of this course is to raise awareness of the purposes of a Curriculum for Excellence and how to plan and evaluate a range of learning experiences across the curriculum.
Session 1: Participants will explore the framework of a Curriculum for Excellence and how each part contributes to individual children's learning outcomes and wider achievements.
Session 2: Participants will consider an effective planning model that implements important aspects of a Curriculum for Excellence.
Applicants must have already completed Child at the Centre 2 to participate in this course.

Childminding Induction

Sunday 21st , 28th February & 7th March

10.00am-3.00pm - St Margarets Academy

Delivered by: SCMA

Childminding Induction Training consists of 6 x 2.5 hour sessions.
Two sessions will be covered each day.
Sessions 1 and 2 covers; Introduction to Childminding and the Professional Approach
Sessions 3 and 4 covers; Meeting the Needs of Children and Environment
Sessions 5 and 6 covers; Raising Awareness of Child Protection and Emergency First Aid and Partnership with Parents

Child at the Centre 2

Wednesday 3rd March

7.00pm–9.00pm- Deans Community High School

Delivered by: West Lothian Council

The aim of this course is to provide a knowledge and understanding of the C@C2 document and how to implement this in the self-evaluation process.
Self-evaluation is a reflective process using C@C2 framework of quality indictors to help guide us systematically though this process.
This course is suitable for staff in early years settings. It will provide the skills to audit your practice, identify your strengths and areas for improvement and prepare an action plan.

An introduction to staff Support and Supervision

Thursday 27th May

7.00pm–9.00pm - Strathbrock Community Centre

Delivered by: Community Learning & Development

An essential introductory workshop for anyone involved in the support and supervision of staff. This workshop will provide a basic introduction for those new to the role of supervising and supporting staff. This session will look at the role of the supervisor and the skills and qualities required to support people effectively.
The course will cover what good supervision is, how to give effective feedback and the importance of developing good communication skills. Relevant to all those new to staff supervision.

Simple Accounts and Financial Management

Wednesday 12th & 19th May

7.00pm–9.00pm - Strathbrock Community Centre

Delivered by: An Independent Consultant

This two session course will give Treasurers and Committee Members of Community and Voluntary Organisations a clear insight into their legal and constitutional obligations, the role of the Treasurer and an easily understood system to record and monitor their financial affairs. The course will be of particular interest to those organisations that are also charities. The course is intended for those who feel they have no great knowledge of maintaining financial records but want to set up a system that is easy to operate, provides accurate information and will satisfy funders and others who you may have to provide reports.
The course will cover The Cash Book, Receipts and Payments Accounts, Petty Cash Book, Bank Reconciliation Statements, Statement of Balances and the role of the Independent Examiner. For those organisations that are recognised as charities then reference will be made to the requirements of the Office of the Scottish Charity Regulator.

Recruiting Staff

Saturday 12th June

10.00am-1.00pm - Strathbrock Community Centre

Delivered by: Vision Human Resources & Training Consultancy Ltd

This session will cover all aspects of recruitment from identifying a vacancy, compiling a job description, person specification, and advertising the post. The course will also consider the appropriate wording to be used in job adverts. Time will be spent on considering the selection process right through to offering employment as well as looking at contracts of employment (including probationary contract clauses), migrant workers and documentation required to ensure safe recruitment practices. Induction for new employees will also be covered. An essential course for any organisation involved in recruiting and employing staff.

Child Protection

Saturday 27th February

10.00am-12.30pm - Lanthorn Community Complex

Saturday 27th March

10.00am-12.30pm - Uphall Community Centre

Monday 26th April

7.00pm-9.30pm - Whitburn Community Centre

Saturday 22nd May

10.00am -12.30pm - Lanthorn Community Complex

Saturday 19th June

10.00am -12.30pm - Uphall Community Centre

Delivered by: Community Learning & Development (*endorsed by West Lothian Child Protection Committee*)

This short session aims to give a basic introduction to child protection procedures. It explores steps that organisations should take where there are concerns that a child could be at risk of harm/abuse. The Care Commission recommends child protection training for all staff and volunteers working with children. This course will provide participants with an overview of child protection guidelines and the procedures f or reporting child protection issues.

REHIS Refresher

Wednesday 21st April

6.00pm-9.00pm - Craigsfarm Community Campus

Wednesday 19th May

6.00pm-9.00pm - Craigsfarm Community Campus

Delivered By: Ashcom International Ltd

For those who already possess a REHIS Elementary Food Hygiene Certificate which is now 3 years old or more. This 3 hour condensed refresher course covers all the areas in the full certificate and also the multiple-choice test. REHIS certificates do not expire but refresher training is recommended. A certificate of attendance will be issued.

REHIS Elementary Food Hygiene

Saturday 13th March

9.30am-4.30pm - Craigsfarm Community Campus

Saturday 24th April

9.30am-4.30pm - Craigsfarm Community Campus

Delivered by: Ashcom International Ltd

For those who already possess a REHIS Elementary Food Hygiene Certificate which is now 3 years old or more. This 3 hour condensed refresher course covers all the areas in the full certificate and also the multiple-choice test. REHIS certificates do not expire but refresher training is recommended. A certificate of attendance will be issued.

Basic Aid

Tuesday 23rd Feb, 2nd, 9th & 16th March

7.00pm-9.00pm - West Lothian Civic Centre

Saturday 6th March

9.00am-5.00pm - West Lothian Civic Centre

Thursday 13th, 20th, 27th May & 3rd June

7.00pm-9.00pm - West Lothian Civic Centre

Delivered by: British Red Cross

This course provides a Basic First Aid certificate particularly relevant for childcare workers and volunteers in childcare settings. Certificates are valid for 3 years and will be issued at the end of training based on full attendance. This course is sufficient for the Care Commission. Please wear trousers and trainers for these practical sessions.

Legislative

Risk Assessment

Tuesday 27th April

7.00pm-9.00pm - Strathbrock Community Centre

Saturday 24th April

9.00am-5.00pm - West Lothian Civic Centre

Wednesday 19th May

10.00am-12.00pm - Strathbrock Community Centre

Delivered by: Independent Training Consultant

This is an essential session for all of those who are required to undertake risk assessment within their organisation. A risk assessment is nothing more than a careful examination of what, in your work situation could cause harm to people. This course will help you to identify risks in your work setting and guide you through the process of producing a risk assessment. All organisations are legally required to assess risks and act to minimise them.

Manual Handling Tips

Wednesday 9th June

7.00pm-9.00pm - Strathbrock community Centre

Delivered by: Individual Training Consultant

This session is aimed at those who carry out manual handling work. It introduces participants to the risks of manual handling and the controls available to minimise or eliminate those risks. Manual handling is a major cause of injury at work. Stay fit and healthy at work by learning how to move people and equipment safely and correctly. You will be provided with up to date information about manual handling regulations including your responsibilities. Find out about different injuries and conditions associated with moving and handling. Pick up information and tips on safe handling techniques and how to reduce the risk of injury.

Data Protection – What we need to know

Saturday 13th March

10.00am–1.00pm - Low Port Centre

Delivered by: The Information Commissioners Office

This course gives an insight into the Data Protection Act. It will give a presentation on the terms used within the Data Protection Act 1998, an explanation of the eight Data Protection Principles, a look at some myths attached to the Data Protection Act and definition of terms used in the Data Protection Act. A must for all voluntary groups to ensure we are holding relevant information correctly and securely.

Practical Skills

Community Development & Collective Working

Thursday 18th & 25th February

7.00pm-9.30pm - West Calder Community Centre

Delivered by: WLCHCP Health Improvement Team

Community Development is a process that creates opportunities for individuals to gain knowledge, skills and confidence and the capacity to act collectively as a community to address local issues. In session one of this training you will learn about the benefits of working in groups, a bit about group dynamics, problem solving in groups and how to develop an action plan. In session two you will learn more about the community development approach, including looking at case studies of how groups have worked together to achieve change in their communities using a community development approach.

Starting Points

Tuesday 23rd February for 15 weeks

6.30pm-9.30pm - Strathbrock Community Centre

Delivered by: The Workers Educational Association

Are you thinking about going back to study? Do you need a qualification for your job? Do you need help to write reports at work? Starting Points is a course to build confidence in your writing, maths and reading. It will give you the skills you need before starting a college course. Starting Points is 45 hours of classes and will give you the option of getting an SQA accreditation in Communication at Intermediate 1 (Access 3). This course will be useful for people who want to improve their confidence in communication, report writing and number skills or perhaps before starting an SVQ.

Creative Ideas for Spring

Sunday 7th March

9.30am-11.30am - (2-5yrs) - Inveralmond High School

Sunday 7th March

12.30pm-2.30pm - (6-12yrs) - Inveralmond High School

Delivered by: Creative Crafts

Hands on workshop, prepare to do messy work. Bring a bag to put art work in to take home creative ideas for the Spring term, using salvaged, recycled and seasonal materials. These short courses aim to enable the participants to:

- make two and three dimensional images from personal ideas and feelings.
- do simple problem solving when constructing three dimensional models from salvaged materials.
- allow personal expression, ideas and feelings in textural two dimensional pictures

PULL OUT
Application Form

Name of organisation applying for the training .....

Main Contact .....

Address of Organisation .....

Contact Number of Organisation .....

E-mail address of organisation .....

When the application form has been completed could all organisations please ensure that the application form is authorised by the manager/chairperson.

I authorise the enclosed applicants to undertake the courses mentioned in the training calendar application form.

Managers/chairperson signature .....

Manger/chairpersons name (Printed) .....

Date .....

Please Note: For equality of opportunity, could all organisation mangers/chairpersons ensure only 4 individuals from the same organisation apply for training on this calendar.

Please return the completed application form by 18th February 2010 to:

Margaret Carson
Training Administrator
Community Learning & Development
Strathbrock Community Centre
189a West Main Street
Broxburn
West Lothian
EH52 5LH
Tel: 01506 771743
E-mail: margaret.carson@westlothian.gov.uk

Please do not attend if you do not have confirmation of a place by letter.

Name

Home Address

Contact telephone Number:

Course you wish to apply for:

Course	Date	Time	Venue

Please tick the box that most applies to your organisation

- ☐ Playgroup
- ☐ Out of school care group
- ☐ Registered childminder
- ☐ Arts organisation
- ☐ Community Group
- ☐ Private Nursery
- ☐ Other

Name

Home Address

Contact telephone Number:

Course you wish to apply for:

Course	Date	Time	Venue

Please tick the box that most applies to your organisation

- ☐ Playgroup
- ☐ Out of school care group
- ☐ Registered childminder
- ☐ Arts organisation
- ☐ Community Group
- ☐ Private Nursery
- ☐ Other

Name

Home Address

Contact telephone Number:

Course you wish to apply for:

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- ☐ Playgroup
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- ☐ Arts organisation
- ☐ Community Group
- ☐ Private Nursery
- ☐ Other

Name

Home Address

Contact telephone Number:

Course you wish to apply for:

Course	Date	Time	Venue

Please tick the box that most applies to your organisation

- ☐ Playgroup
- ☐ Out of school care group
- ☐ Registered childminder
- ☐ Arts organisation
- ☐ Community Group
- ☐ Private Nursery
- ☐ Other

The Booking Process

- Complete application form. Only four members from each organisation will be eligible to apply for a maximum of three courses each.
- The completed form should be signed by the manager or chairperson before submitting.
- No telephone applications will be accepted.
- Letters of confirmation will be sent out to applicants home addresses within three weeks of the training calendars closing date. Applicants should not attend unless they receive this written confirmation.
- The organisation will receive confirmation of applicants that have been successfully awarded places.
- If for some reason participants are unable to attend, they must contact the training administrator no less than three working days prior to the training session. Failure to do so will result in charges being applied.
- The training administrator will re allocate the training place from the waiting list. Waiting lists will only be held for the duration of the current calendar.
- Reallocation of places from waiting lists will be advised by telephone.
- Charges will be invoiced to organisations, (please ensure these are paid within 14 days of receipt).

When Charges apply.
A ten pound charge will be billed for each participant who have failed to attend and where there has not been at least three working days notice given. Failure to pay these charges will result in your organisation losing out in future training opportunities. Charges will be invoiced to organisations and not to individuals.

Practical Skills

Childhood Illnesses

Tuesday 9th March

6.30pm-9.30pm - Lanthorn Community Complex

Saturday 27th March

9.30am-12.30pm - Whitburn Community Centre

Delivered By: NHS Public Health

This short course will cover some of the more common infectious diseases in children. It will explore the signs and symptoms as well as looking at care required in these situations. The control of high temperature in children will be discussed acknowledging current evidence based practice in this area.
The short course will aim to give participants:

- an awareness of common infectious disease in children
- a basic understanding of signs and symptoms
- Knowledge in caring for children affected by these underpinned by current evidence

Autism Awareness

Thursday 18th March

7.00pm-9.30pm - Howden Park Centre

Delivered by: Lothian Autistic Society

This course will mix theory with practical activities. It will provide you with an understanding of the specific difficulties and differences related to Autistic Spectrum Conditions and consider how these difficulties and differences manifest themselves in behaviours. The session will enable participants to develop an empathic approach to working with people on the Spectrum through being able to consider the physical and social environment through the eyes of an individual with autism.

Nutritional Guidance for the Early Years

Saturday 20th March

9.00am-3.30pm - West Calder Community Centre

Saturday 17th April

9.00am-3.30pm - Uphall Community Centre

Delivered by: WLCHCP Health Improvement Team

The early years provides an ideal opportunity to shape the eating patterns of future generations. This course provides an introduction to the importance of food and nutrition before and during pregnancy, breastfeeding, 'weaning' and particularly for the early years. Participants will have the opportunity to:

- Increase their knowledge of specific issues relating to diet during pregnancy and the reproductive years.
- discuss the benefits of breastfeeding, and understand the cultural factors influencing feeding choice
- become familiar with of the needs of babies moving onto mixed feeding, and be able to describe suitable foods for this stage.
- explore specific issues relating to diet in the under 5's and discuss ideas to encourage children to eat healthily, include ways to deal with fussy eating
- increase their awareness of particular nutrients important to under 5's in line with 'Nutritional Guidance for the Early Years' and plan menus using this information.
- explore how social factors may effect nutritional intake
- reflect on their own practice and understand their role in promoting good nutrition in these age groups

Dyslexia at Work

Monday 22nd March

6.30pm.9.30pm, - Lowport Outdoor Centre

Delivered by: Workers Educational Association (WEA)

This workshop will look at the importance of music in the development of children and how even those with no musical experience can provide fun musical activities.
It will include ideas for handmade instruments and how to use these with other musical instruments to create music. It will also look at using music in other aspects of working with children, e.g. learning, calming.

Activity Day

Sunday 28th March

10.00am-4.00pm - **Venue still to be confirmed**

Delivered by: West Lothian Councils Sports Unit

Physical activity ideas for children set up by non-sporty people.
This well established course has got great reviews in the past. Lightly practical with lots of fun fit ideas using commonly available equipment. The course offers a mix of theory and practical sessions.
The course will cover TOP play/sport activity coupled with some basic leadership/ teaching skills.
TOP Play / Sport provides an effective support tool for high quality sport opportunities. It offers participants information to help provide opportunities for children aged 4 –11 years to develop their core physical and movement skills through fun and stimulating activities.
This course is aimed at a wide range of people from Out of School Care, Youth Groups, Teachers, Coaches, Play Scheme Volunteers, Brownies, Scouts, Boys Brigade, etc.

Making Music

Saturday 17th April

10.00am-1.00pm - Whitburn Community Centre

Delivered by: West Lothian Community Learning & Development

This workshop will look at the importance of music in the development of children and how even those with no musical experience can provide fun musical activities. It will include ideas for handmade instruments and how to use these with other musical instruments to create music. It will also look at using music in other aspects of working with children, e.g. learning, calming.

Environmental Play

Saturday 24th April

9.30am-12.30pm - Lanthorn Community Complex

Delivered by: West Lothian Community Learning & Development

This workshop is aimed at anyone working with 5-16year olds. Within the course there will be an opportunity to consider how you can introduce the 'natural environment' into your childcare setting. As well as practical activities, there will be discussion and information about how you can develop greater knowledge, skills and confidence in environmental play. For the majority of children, having a relationship with the natural world is becoming a lot more difficult. This session will help you with ideas and activities to inspire children to appreciate their surroundings.

Creative Ideas for Summer

Sunday 25th April

9.30am-11.30am - (2-5yrs), Inveralmond High School

Sunday 25th April

12.30pm-2.30pm - (6-12yrs), Inveralmond High School

Delivered by: Creative Crafts

These sessions are all about learning through hands-on craftwork. The session shows you how to print using a variety of easily available materials, including salvages, recycled and cheap materials.
You will also have the opportunity to examine space, scale and proportion to make three dimensional creatures from a variety of natural and manmade materials.
Within this you will be shown how to use texture to make patterns and shapes on flat and three dimensional objects.

Multi Cultural Play

Saturday 5th June

10.00am-12.00pm - Uphall Community Centre

Delivered by: West Lothian Council Community Learning & Development

Do you give any thought to providing multicultural play as the norm ? Good play provision is essential for a child's development but this provision needs to reflect the family and cultural needs of each child so that both they and their peers can accept their traditions and worth. This session will raise awareness about the importance of providing a multicultural play setting and look at ideas and activities that can get you started.

Understanding Social Networking Sites

Tuesday 8th June

7.00pm-9.00pm - Strathbrock Community Centre

Delivered by: An Independent Consultant

Bebo, Facebook, My Space, Twitter and Friends Reunited are all examples of some of the better known 'Social Networking' sites on the internet. They have become part of our everyday life for many people, yet remain a mystery to others. This session will give an understanding of the use of such sites and importantly raise awareness of how to minimise potential risks to you and children's safety and confidentiality. The course is of particular interest to those who have little knowledge of theses sites.

Through engaging the world, understanding unfolds

Wednesday 17th March

7.00pm-9.00pm - Howden Park Centre

Delivered by: Cowgate Nursery

Shall we lie down in a bed of snowdrops…catch a drip from an icicle. Walk, run, climb a craggy rock face. Walk through the forest and create stories, build a shelter to keep warm. Collect sticks to build a roaring fire… make plates out of leaves to put our food on – so many opportunities for children and adults to explore spaces around them. Helping children become experienced risk assessors who are resilient and thoughtful about their personal safety… A presentation on Froebelian Principles, followed by interactive outdoor experiences for example: building a den, making a fire and toasting marshmallows, warm memories from the outdoors.

Creative Movement and Play

Monday 22nd March

10.00am-12.00pm (under 5s) - Howden Park Centre

Thursday 13th May

6.30pm-8.30pm (8-12yrs) - Howden Park Centre

Delivered by: West Lothian Council Arts Services

A creative movement class for parents/Carers/Play Workers with children under 5 years old. It is a session for adults to learn to play, and have fun together with children. It will involve movement games, action songs, props, books and lots of imagination!
The session for 8 -12 yrs old will provide participants with:

- Appropriate skills to creatively warm up children using games and creative play
- The knowledge and understanding of using various creative dance tasks to stimulate children to generate their own dance material
- Safe and effective ways to cool down the body
- Handouts / information on music resources / websites / useful contacts

'Stand Up – Speak Out – and Win'

Thursday 22nd April

6.30pm – 9.00pm - Howden Park Centre

Delivered by: 'The Toast Master'

In this short course the participants will learn the basics of how to effectively engage with an audience, how to cope with questions and also how to utilise the mental technique used by Olympic champions on how to succeed. There will be some lecturing and also participants will engage in impromptu speaking.

This training is supported and funded through The Early Years and Childcare Partnership, Community Regeneration, Community Learning and Development and Arts Services.

Organisational Training

Course	Date	Venue	Time	Course Duration
Curriculum for Excellence	Wed 10th February	Deans Community High School	7.00-9.00pm	2 hrs for 2 weeks
Community Development & Collective Working	Thurs 18th February	West Calder Community Centre	7.00-9.30pm	2 ½ hrs for 2 weeks
Childminding Induction	Sun 21st February	St Margarets Academy	10.00-3.00pm	5 hrs for 3 weeks
Starting Points	Tues 23rd February	Strathbrock Community Centre	6.30-9.30pm	3 hrs for 15 weeks
Basic First Aid	Tues 23rd February	West Lothian Civic Centre	7.00-9.30pm	2 ½ hrs for 4 weeks
Child Protection	Sat 27th February	Lanthorn Community Complex	10.00-12.30pm	2 ½ hrs
Child at the Centre 2	Wed 3rd March	Deans Community High School	7.00-9.00pm	2 hrs for 4 weeks
Basic First Aid	Sat 6th March	West Lothian Civic Centre	9.00-5.00pm	8 hrs
Creative Ideas for Spring (2-5yrs)	Sun 7th March	Inveralmond High School	9.30-11.30am	2 hrs
Creative Ideas for Spring (6-12yrs)	Sun 7th March	Inveralmond High School	12.30-2.30pm	2 hrs
Childhood Illnesses	Tues 9th March	Lanthorn Community Complex	6.30-9.30pm	3 hrs
REHIS Elementary Food Hygiene	Sat 13th March	Craigsfarm Community Campus	9.30-4.30pm	7 hrs
Data Protection – What we need to know	Sat 13th March	Low Port Centre	10.00-1.00pm	3 hrs
Through engaging the world, understanding unfolds	Wed 17th March	Howden Park Centre	7.00-9.00pm	2 hrs
Autism Awareness	Thurs 18th March	Howden Park Centre	7.00-9.30pm	2 ½ hrs
Nutritional Guidance for the Early Years	Sat 20th March	West Calder Community Centre	9.00-3.30pm	6 ½ hrs
Creative Movement & Play (under 5s)	Mon 22nd March	Howden Park Centre	10.00-12.00pm	2 hrs
Dyslexia at Work	Mon 22nd March	Lowport Outdoor Centre	6.30-9.30pm	3 hrs
Child Protection	Sat 27th March	Uphall Community Centre	10.00-12.30pm	2 ½ hrs
Childhood Illnesses	Sat 27th March	Whitburn Community Centre	9.30-12.30pm	3 hrs
Activity Day	Sun 28th March	**Venue to be confirmed**	10.00-4.00pm	6 hrs
Nutritional Guidance for the Early Years	Sat 17th April	Uphall Community Centre	9.00-3.30pm	6 ½ hrs
Making Music	Sat 17th April	Whitburn Community Centre	10.00-1.00pm	3 hrs
REHIS Refresher	Wed 21st April	Craigsfarm Community Campus	6.00-9.00pm	3 hrs
'Stand Up-Speak Out-and Win'	Thurs 22nd April	Howden Park Centre	6.30-9.00pm	3 hrs
Basic First Aid	Sat 24th April	West Lothian Civic Centre	9.00-5.00pm	8 hrs
REHIS Elementary Food Hygiene	Sat 24th April	Craigsfarm Community Campus	9.30-4.30pm	7 hrs
Environmental Play	Sat 24th April	Lanthorn Community Complex	9.30-12.30pm	3 hrs
Creative Ideas for Summer (2-5yrs)	Sun 25th April	Inveralmond High School	9.30-11.30am	2 hrs
Creative Ideas for Summer (6-12yrs)	Sun 25th April	Inveralmond High School	12.30-2.30pm	2hrs
Child Protection	Mon 26th April	Whitburn Community Centre	7.00-9.30pm	2 ½ hrs
Risk Assessment	Tues 27th April	Strathbrock Community Centre	7.00-9.00pm	2 hrs
Simple Accounts & Financial Management	Wed 12th May	Strathbrock Community Centre	7.00-9.00pm	2 hrs for 2 weeks
Creative Movement & Play (8-12yrs)	Thurs 13th May	Howden Park Centre	6.30-8.30pm	2 hrs
Basic First Aid	Thurs 13th May	West Lothian Civic Centre	7.00-9.30pm	2 ½ hrs for 4 weeks
Risk Assessment	Wed 19th May	Strathbrock Community Centre	10.00-12.00pm	2hrs
REHIS Refresher	Wed 19th May	Craigsfarm Community Campus	6.00-9.00pm	3 hrs
Child Protection	Sat 22nd May	Lanthorn Community Complex	10.00-12.30pm	2 ½ hrs
Introduction to staff support & supervision	Thurs 27th May	Strathbrock Community Centre	7.00-9.00pm	2 hrs
Multi Cultural Play	Sat 5th June	Uphall Community Centre	10.00-12.30pm	2 ½ hrs
Understanding Social Networking Sites	Tues 8th June	Strathbrock Community Centre	7.00-9.00pm	2 hrs
Manual Handling	Wed 9th June	Strathbrock Community Centre	7.00-9.00pm	2 hrs
Recruiting Staff	Sat 12th June	Strathbrock Community Centre	10.00-1.00pm	3 hrs
Child Protection	Sat 19th June	Uphall Community Centre	10.00-12.30pm	2 ½ hrs

Please Note; There are no refreshments or lunches available at venues unless stated, could all participants ensure they have refreshments and a packed lunch where appropriate.

Information is available in Braille, on tape, in large print and community languages.
Please contact the Interpretation and Translation Service on **01506 775000**.

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف 01506 775000

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশান অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 01506 775000

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：01506 775000

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੇਤ੍ਰਹੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਪ੍ਰਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : 01506 775000

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
براہِ مہربانی انٹرپریٹنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر 01506 775000 پر رابطہ قائم کریں۔

Informacje te moga byc przelozone na jezyk Braille'a, dostepne na tasmie magnetofonowej lub wydane duzym drukiem oraz przetlumaczone na jezyki mniejszosci narodowych.
Prosimy o kontakt z Uslugami Tlumaczeniowymi pod numerem 01506 775000.

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