Welcome to the Voluntary & Childcare Organisations Training Calendar
Spring / Summer 2017

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Who is this training for?

- toddler groups
- school parent councils
- playgroups
- youth clubs
- afterschool care
- gala committees
- childminders
- community education associations
- private nurseries
- community development trusts
- play schemes
- baby groups
- crèches
- children’s clubs
- community councils

Please note: This training is not for public sector workers
We are a multi-agency group who specialise in parent support, childcare, child development, play, and health & wellbeing and voluntary organisations. Our training is continuously being developed in line with current thinking as well as from feedback from course evaluations.

This calendar arrives at a busy time for us all with the publication of two new publications to support groups and organisations. Firstly we’d like to highlight and promote the new ‘West Lothian Play Strategy’ which brings the ‘Scottish Play Strategy’ into a local context. This local strategy along with the highly successful annual play conferences delivered by our partners Family Community Development West Lothian ensures we are firm leaders in the implementation of play as normal practice within all our settings. Please refer to the play section page and links for continued updates and developments.

Secondly we are highlighting and promoting a fantastic on line resource and tool that explains the: who, where, when, how and why to planning events big or small. To compliment this guide we have managed to secure a training session to guide us through the planning stages, develop an action plan and timeline to support smooth event planning.

All courses including e-learning are free** and provide an introduction to a range of topics and opportunities for participants to explore ideas, increase confidence and develop new skills, which we hope, will support you and your organisation within West Lothian. Please refer to the ‘terms, conditions & booking process’ when completing the application form.

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

**All courses are free of charge, although for those who book and fail to attend a £20 administration fee will apply.
Food and physical activity matters for early years

Saturday 18 March 9:30-16:30 Whitburn Community Education Centre

This course provides an introduction to the importance of food, nutrition and physical activity during the early years.

- Increase your awareness of key messages relating to diet and physical activity during pregnancy and the reproductive years
- Increase your awareness of the benefits of breastfeeding, and the cultural factors influencing feeding choice
- Become familiar with the key weaning messages and guidance
- Learn about the recommendations for diet and physical activity in the under 5s
- Share ideas to encourage children to eat a balanced diet and stay active
- Learn how to develop a food and physical activity policy for your setting
- Reflect on your own practice.

Delivered by: Health Improvement Team, West Lothian Council/NHS Lothian

Mindfulness

Tuesday 25 April 17:30-19:30 Rosemount Court, Bathgate

Mindfulness is a very simple form of meditation that was little known in the West until recently. A typical meditation consists of focusing your full attention on your breath as it flows in and out of your body. Focusing on each breath in this way allows you to observe your thoughts as they arise in your mind and, little by little, to let go of struggling with them. You come to realise that thoughts come and go of their own accord; that you are not your thoughts. You can watch as they appear in your mind, seemingly from thin air, and watch again as they disappear, like a soap bubble bursting. You come to the profound understanding that thoughts and feelings (including negative ones) are transient. They come and they go, and ultimately, you have a choice about whether to act on them or not.

Delivered by: Health Improvement Team, West Lothian Council
# FAIB Emergency first aid at work—babies & children

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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Saturday 18 Feb</td>
<td>9:30-17:00</td>
<td>Deans Community High School</td>
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<tr>
<td>Saturday 4 March</td>
<td>9:30-17:00</td>
<td>Whitburn Community Education Centre</td>
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<tr>
<td>Sunday 26 March</td>
<td>9:30-17:00</td>
<td>Deans Community High School</td>
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<tr>
<td>Sunday 18 June</td>
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<td>Armadale Community Education Centre</td>
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This is a recognised basic First Aid course, accredited through First Aid Industry Body which covers all the main areas of first aid from initial actions and incident management to specific activities i.e. CPR and bandaging. It is suitable for both those who are new to learning first aid and those who need to renew their qualification. It will be focused on the needs of babies and children and is valid for three years.

**Course Syllabus**

1. Introduction and “What is First Aid”, Roles and Responsibilities, Legislation, First Aid kits
2. First Aid Incidents
3. Unconsciousness
4. Cardiopulmonary Resuscitation (CPR)
5. Choking, obstruction and breathing disorders
6. Shock, heart attack, allergic reactions, asthma
7. Wounds and bleeding, dressings and bandages, amputation, embedded objects
8. Other injuries
9. Other topics can be added if time allows.

Delivered by: **Operational Services, West Lothian Council**

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## e-REHIS Elementary food hygiene

**To be completed by Wednesday 2 June**

e-learning via the internet

This internet based course covers basic food handling and preparation. Opportunity to sit the 30 minute invigilated test will be held on one of a series of arranged days to be set with the participants. Training manuals will be issued and on successful completion of the test candidates are awarded REHIS certificates.

Delivered by: **Operational Services, West Lothian Council**
e-REHIS Elementary food hygiene - refresher

To be completed by Wednesday 2 June  e-learning via the internet

For those who already hold a REHIS Elementary Food Hygiene Certificate which is now 3 years old or more. This internet based condensed refresher course covers all the areas in the full certificate. REHIS certificates do not expire but refresher training is recommended. Training manuals and a certificate of completion will be issued when the online learning is complete.

Delivered by: Operational Services, West Lothian Council

Child protection

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<tr>
<td>Saturday 22 April</td>
<td>10:00-12:00</td>
<td>Unit 2, Kirkhill Business Units, Broxburn</td>
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<td>Wednesday 31 May</td>
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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 for reporting child protection issues.

Delivered by: Family Community Development West Lothian
**Club together**

**Saturday 25 February** 10:00-12:00  
James Young House, Pumpherston

This course is for people who work or support young adults with a learning disability in West Lothian and would like to know about the topics covered in our 16 week course – Club Together. ‘Club Together’ supports its participants to understand and manage their emotional and mental well-being through knowledge building, sharing real life experiences and learning self-help techniques. The course promotes the development of meaningful relationships and gives its learners the skills to provide social and emotional support to their peers. Club Together also supports its participants to access activities and experiences with their communities to develop emotional well-being as well as having an opportunity to encourage or build on friendships.

Delivered by: **Disability West Lothian**

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**Working with children who have English as a second language**

**Tuesday 14 March** 18:30-20:30  
Uphall Community Education Centre

This workshop will help you understand the challenges faced by both workers and children when little or no English is spoken. You will also be given practical advice, ideas, and strategies to enhance your care setting.

Delivered by: **Adult Learning, West Lothian Council**

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**Good practice for supporting children with autism, ADHD and challenging behaviours**

**Saturday 18 March** 9:00-13:00  
James Young House, Pumpherston

This course aims to work with participants to develop their ability to question, reflect and implement good practice in supporting children with Autism, ADHD and challenging behaviours within their settings. Participants will also be provided with an understanding of recognised frameworks, undertake practical activities in evaluation and problem solving and be given information on access to resources for good practice.

Delivered by: **Disability West Lothian**
What the heck is GIRFEC?

**Thursday 30 March  18:30-20:00  Kirkhill Business Units, Broxburn**

This practical workshop will give you all the information that you need to know about ‘Getting it Right for Every Child’. It will discuss and look at examples of how you can meet the SHANARRI well-being indicators in practice and explore exciting ways to document these in your setting with the children that you work with.

Delivered by: **Family Community Development West Lothian**

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Children’s rights

**Tuesday 18 April  18:30-20:30  Livingston Station Community Education Centre**

This session will explain the role of the Children’s Rights Officer and explore what are Children’s Rights and how are they used with children and young people. Within this session we will also look at the area of young people being involved in the decision making process using a Rights based approach.

Delivered by: **Children’s Rights Officer West Lothian Council**

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Children and internet safety

**Tuesday 25 April  19:00-21:00  Blackburn Community Education Centre**

Internet Safety awareness is essential for anyone working with children and young people. Social Media is an integral part of life for the younger generation, but using it involves an element of risk – come and find out more about the latest social media apps and how they work, nude selfies and the law, cyberbullying, avoiding malware, strong passwords and safe online transactions, and parental control settings.’

Delivered by: **Internet Safety Coordinator West Lothian Council**
West Lothian Play Strategy

West Lothian’s Play Strategy has now been developed and launched.

It is the vision that ‘West Lothian is a place where play is valued as an essential, life enhancing daily experience for all our children and young people.’ There is a commitment to work across all areas in the Community Planning Partnership to deliver the best play opportunities we can offer to our children and young people. In delivering the Strategy and Action Plan within our services and valuing play we are enabling our children and young people to flourish. It is within the Action Plan that training for play continues to be delivered across West Lothian to ensure we have a well-qualified play service. More on the play strategy on the West Lothian Council website at www.westlothianchcp.org.uk/article/12665/West-Lothian-Play-Strategy

PLAY WORKS Conference is back for 2017!

Following the success of last year’s Play Works Conference we are delighted to announce that Play Works 5 will take place before schools break for Summer! We promise to inspire you with lots of exciting workshops and an amazing keynote speaker.

We will keep you updated on twitter@playisourwork and www.fcdwl.org

Managing risk in play

Saturday 25 February 10:00-12:00 Kirkhill Business Units, Broxburn

This workshop will look at how we manage and support risk in play. We will introduce the concept of risk-benefit analysis and look at how we can provide challenge to all children. It will be a participative workshop – mentally and physically!

Delivered by: Family Community Development West Lothian
Let’s get crafty for Spring!

(2-5yrs) Saturday 11 March 10:00-12:00 The Mall, Craigshill
(6-12yrs) Saturday 11 March 13:00-15:00 The Mall, Craigshill

Spring brings a wealth of colours, textures and festivals that excite and inspire the imagination. Using a mixture of new and upcycled materials you are sure to leave with a bucketful of arts and craft ideas to inspire children to explore, develop and nurture their own creativity. All you need bring is a little imagination and a lot of enthusiasm. No experience needed just a willingness to take part and have fun.

Delivered by: Craigshill Good Neighbourhood Network

Let’s make music! Let’s make art!

Wednesday 29 March 19:00-21:00 Knightsridge Primary School

One of the main roles we have when working with babies and toddlers and young children is to encourage thinking to take place. Play experiences that excite and engage are ideal to stimulate thinking. This training session will share a range of practical ideas. Delegates will explore and experiment with a wide range of media, ideas and activities to use their creative expression in all curricular areas. They will also explore songs, rhymes and music making fun.

Delivered by: Education Services, West Lothian Council

Light my fire

Saturday 29 April 10:00-12:00 The Range Playground, Broxburn

This workshop will look at how you might bring fire into your play setting. You will have the opportunity to light a fire whilst considering how to manage the fire appropriately with children. We may get a chance to cook some brunch. Suitable for those working with all ages of children.

Delivered by: Family Community Development West Lothian
Let’s get crafty for Summer!

**Let’s get crafty for Summer!**

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<tr>
<th>Age Group</th>
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<tr>
<td>2-5 yrs</td>
<td>Saturday 20 May</td>
<td>10:00-12:00</td>
<td>Blackburn Community Education Centre</td>
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<td>6-12 yrs</td>
<td>Saturday 20 May</td>
<td>13:00-15:00</td>
<td>Blackburn Community Education Centre</td>
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Get crafty this summer using new and upcycled materials. With a little imagination and a lot of enthusiasm you are sure to leave with a bucket full of ideas which will inspire children to explore, develop and nurture their own creativity during the summer months. No experience needed just a willingness to take part and have fun.

Delivered by: Craigshill Good Neighbourhood Network

Community Group & Voluntary Organisation Development

**West Lothian Council Event guide**

Organising and managing a gala or other event can be a difficult and time consuming task. To make your job easier, Community Regeneration have produced an event guide. The guide has been designed for use by new and experienced committees and community groups. The event guide will assist you to navigate the journey, from the first meeting, to cleaning up the site at the close of the event. It can be used as a quick reference tool by more experienced committees. To download a copy of the guide clink on the link [www.westlothian.gov.uk/article/3861](http://www.westlothian.gov.uk/article/3861) [200kb]

**Event Planning made easy**

**Wednesday 29 March**  
19:00-21:00  
Blackburn Community Education Centre

Planning an event, whether it is a gala day, procession, fun run, music festival or celebratory party. This session takes you through the key stages of the West Lothian Events planning guide step-by-step to enable you to smoothly travel through the minefield of legislation and actions required to support you have a successful event.

Delivered by: Community Regeneration, West Lothian Council
What makes a good funding application?

Wednesday 19 April 19:00-21:00 Blackburn Community Education Centre

This session takes you through the things you need in place and things you need to do to improve your funding chances. Within this session we will also give top tips on ‘what to do’ to support your application meet funders requirements.

Delivered by: Community Regeneration, West Lothian Council

How to get people involved in groups and organisations

Wednesday 10 May 19:00-21:00 Whitburn Community Education Centre

Struggling to get members to undertake tasks, or duties within your group or organisation. Ever wondered why? What are the motivators and De motivators to all this and how can we change our group to make it more welcoming to different kinds of supports and volunteering. This session outlines the key elements that support and enable individuals to become involved and stay involved in groups and organisations. Within this space you will have an opportunity to look at your own group setting to see where you can make changes to support and enable greater involvement from members.

Delivered by: Community Regeneration, West Lothian Council

What are committees all about?

Wednesday 17 May 19:00-21:00 Whitburn Community Education Centre

Ok so you’ve just joined a committee, whether it’s for the gala, toddler group, afterschool club, community association, church, school or even development trust. What does this mean, what happens here and what am I expected to do? This session gives you an outline of responsibilities, legal requirements and how to manage expectations.

Delivered by: Community Regeneration, West Lothian Council
## Course timetable

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<th>Event</th>
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<td>REHIS Emergency first aid at work: babies &amp; children</td>
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<td>Deans Community High School</td>
<td>9:30-17:00</td>
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<td>9:30-17:00</td>
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<td>Let’s get crafty for Spring (2-5yrs)</td>
<td>11 March</td>
<td>Unit 13, The Mall, Craigshill</td>
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<td>Livingston Station Community Ed Centre</td>
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<td>What makes a good funding application</td>
<td>19 April</td>
<td>Blackburn Community Education Centre</td>
<td>19:00-21:00</td>
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<td>Child protection</td>
<td>22 April</td>
<td>Unit 2, Kirkhill Business Units, Broxburn</td>
<td>10:00-12:00</td>
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<td>Mindfulness</td>
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<td>Rosemount Court, Bathgate</td>
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<td>Unit 2, Kirkhill Business Units, Broxburn</td>
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<td>E- learning REHIS Elementary food hygiene</td>
<td>2 June</td>
<td>On-line within your own setting</td>
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<tr>
<td>E- learning REHIS Elementary food hygiene refresher</td>
<td>2 June</td>
<td>On-line within your own setting</td>
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<tr>
<td>REHIS Emergency first aid at work: babies &amp; children</td>
<td>18 June</td>
<td>Armadale Community Education Centre</td>
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**Please Note:** There are no refreshments or lunches available at venues unless stated. Could all participants ensure they take refreshments and a packed lunch where appropriate.
Terms, conditions and booking process

- An application form should be completed, one per applicant.
- Applications can be downloaded from www.westlothian.gov.uk/communityregeneration (Completed photocopied applications will be accepted).
- Applicants can apply for up to 6 courses if their organisation agrees.
- Where applicants are had written please ensure all application forms are written clearly in black ink and block capitals.
- The completed form should be checked and ‘signed off’ by the manager or chairperson of your organisation before submitting. (If forms have not been signed off and agreed with the manager they will be rejected).
- No telephone applications will be accepted.
- If application forms are not clearly written as above or are incomplete they will be rejected.
- Email applications will be accepted.

Confirmation of places

- Successful applicants will receive confirmation e-mails. For those without email, letters will be posted to their home address.
- The organisation will also receive a confirmation of applicants that have been successfully awarded places by email or letter.
- Applicants should not attend unless they receive this confirmation
- Successful e-learners will be contacted by email first then independently to organise training materials and test centre.

If unable to attend

- If for some reason successful candidates are unable to attend courses, 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.

Re-allocation of places

- Cancelled places will be re-allocated to those on the waiting list.
- Waiting lists will only be held for the duration of the current calendar.
- Re-allocation of places from waiting lists will be advised by telephone.

Oversubscription of a course

- If a course is significantly oversubscribed we will try to offer another course to accommodate those applications.
- Waiting lists are not carried forward to the next training calendar therefore all courses must be reapplied for.

When Charges apply

- A £20 charge will be billed to the organisation for each participant who has failed to attend and where there has not been at least 3 working days notice given.
- Failure to pay these charges will result in the organisation losing out on future training opportunities.
- Where a course runs over several sessions a £20 fee will be issued to the organisation where participants fail to complete the course without giving the required 3 working days notice.
- Due to the nature of the e-learning if candidates have not completed their chosen course by the due date a late fine will be imposed as this place cannot be reallocated.
- Charges issued to organisations must be paid within 14 days.

Please return the completed application form by Friday 10 February 2017 to:

Training Administrator
Voluntary Organisations & Childcare
Training Calendar
Community Regeneration
Planning, Economic Development & Regeneration
1st Floor, West Lothian Civic Centre
Howden South Road
Livingston EH54 6FF

email: training1@westlothian.gov.uk

Please do not attend if you do not have confirmation of a place by email or letter.
Application Form
Complete, cut out, authorise and send. (Completed photocopied application forms are accepted)

Please note: If this application form is incomplete or not signed by the person with authority the application form will be rejected. Please see terms, conditions and booking process for guidance.

APPLICANT’S PERSONAL DETAILS - PLEASE PRINT CLEARLY IN CAPITALS

Name..................................................................................................................................................................................................
Address................................................................................................................................................................................................
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Postcode
Date of Birth .............................................. Gender: [ ] Male [ ] Female
Tel contact number ...........................................................................................................................................
Mobile number ..................................................................................................................................................
Personal email address ........................................................................................................................................

Do you consider yourself or anyone you care for to have a disability? [ ] Yes [ ] No
Is English your first language? [ ] Yes [ ] No

ETHNICITY (please tick one box only)
[ ] Scottish/British [ ] Polish/E. European [ ] White other (please state) ..........................................................
[ ] Pakistani [ ] Bangladeshi [ ] Indian [ ] Chinese
[ ] Black African [ ] Black Caribbean [ ] Black (other) [ ] Mixed ethnic group
[ ] None of the above

This information is kept within a web-based database enabling us to effectively undertake the administration of the calendar and keep a record of the training you have undertaken. This information can be obtained from the training administer with a minimum 24 hours notice. The statistics from this programme are collated and used within the WLCPP* to manage the training programme and ensure we efficiently manage tight budgets and continue to provide a service that is relevant to your needs. If you agree to your information being held on the web-based database please tick here.

*WLCPP: West Lothian Community Planning Partnership

COMMUNITY GROUP/ORGANISATION/CHILDCARE PROVIDER’S DETAILS

Name of organisation/group/provider ..............................................................................................................................
Address of the above group/provider/organisation ...........................................................................................................
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................................................................................................................................................................................................
Postcode
Email address of the above ..................................................................................................................................................
Contact number of the above ............................................................................................................................................
Name of the manager/contact person with authority ..................................................................................................

Please put a tick in the box the category your group/provider/organisation falls under:
[ ] playgroup/toddler group [ ] gala/development trust/ community association
[ ] school parent council [ ] youth club
[ ] out of school care/play scheme [ ] private nursery
[ ] community group [ ] other (please state) .................................................................
Courses applied for

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Authorisation (This part must be complete or the application will be rejected)

email address of manager/chairperson with authorisation

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

I ............................................................................................................................................................................ (name)

authorise ................................................................................................................................................................. (applicant’s name)

to apply for the above courses. I confirm I have read and agreed to adhere to the terms, conditions and booking process of the Voluntary Organisations & Childcare Training Calendar

Manager/chairperson’s signature ..............................................................................................................................

Manager/chairperson’s name (Printed) ...................................................................................................................

Date ........................................................................................................................................................................